WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA, ON TUESDAY 16 FEBRUARY 2016 AT 4:00PM

PRESENT

Councillor N Atkinson (Chairperson), Mayor D Ayers, Deputy Mayor K Felstead (from 4.03pm) and Councillor K Barnett.

IN ATTENDANCE

Councillors P Allen, J Meyer
Messrs J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), P Christensen (Finance Manager), G Meadows (Policy Manager), Ms Maria Edgar (Policy Analyst), Ms Liz Ashton (Human Resources Manager), Mrs A Smith (Committee Advisor).

1. APOLOGIES

Apologies were received and sustained from Councillors J Gerard and P Farrant.

2. CONFLICTS OF INTEREST

There were no conflicts of interest noted.

3. CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit Committee held on Tuesday 17 November 2015

Moved Councillor Barnett seconded Mayor Ayers

THAT the Audit Committee

(a) **Confirms** as a true and correct record, the minutes of a meeting of the Audit Committee held on 17 November 2015.

CARRIED

4. MATTERS ARISING

There were no matters arising.

5. PRESENTATION/DEPUTATION

There were no presentations.

6. REPORTS

6.1 Policy Manual Review Programme – Bonding Policy for Uncompleted Subdivision Works and Maintenance Bonds – Lynley Beckingsale (Policy Analyst

Lynley Beckingsale and Kelly LaValley were present for consideration of this report, which is for the Audit committee to recommend to Council the adoption of this Policy, the Bonding Policy for Uncompleted Subdivision Works and Maintenance Bonds. This replaces the original Bonding Policy which has now been updated to include clarification of the Council's approach to bonding of uncompleted works.

Moved Mayor Ayers seconded Councillor Barnett

THAT the Audit Committee recommends

THAT the Council:

(a) **Receives** report No. 160114002312.

(b) **Adopts** the Bonding Policy for Uncompleted Subdivision Works and Maintenance Bonds (131204113121)

CARRIED

6.2 Non-Financial Performance Measures as at 31 December 2015 – Maria Edgar (Corporate Planner)

Ms Maria Edgar presented this report updating the committee on progress of the non-financial performance measures, for the second quarter of the financial year.

Currently there is a review of the systems and processes for the mandatory non-financial performance measures. This will be completed before the end of March 2016 and Mr Millward confirmed that the review is based on the collection of the data and how this is undertaken. There was discussion and debate on how to interpret a complaint received, if it is signed by several (i.e. 50) people, is this considered to be one complaint, or is it 50?

Councillor Barnett noted that there appeared to be an increase in the number of complaints in the areas of water and roading. Mr Millward confirmed this is a concern, though noted that in some cases a complaint is received after the issue has been remedied. There is also the issue of whether concerns received are determined to be a complaint or a service request?

Following a query from Mayor Ayers, Mr Palmer suggested that information be provided from staff on the quality of water available at the target water levels.

Regarding the target of meetings scheduled and those actually held – Mr Palmer said it is always intended to hold meetings that are scheduled, but there are times when meetings aren't held due to lack of business. This would mostly be a Community Board or Ward Advisory Board meeting. The percentage of items of business held In-Committee – Mayor Ayers suggested that it may be better to include the reasons for the item being public excluded, rather than the areas that the item was dealing with.

Moved Councillor Barnett seconded Deputy Mayor Felstead

THAT the Audit Committee:

(a) **Receives** report no.160122004554 – Non-Financial Performance Measures as at 31 December 2015.

(b) **Notes** that a review of the systems and processes for gathering the mandatory performance measures data will be completed in time for the third quarter reporting in March 2016.

CARRIED

Councillor Barnett noted that it is important to keep a track of matters because of the regulatory requirements to be adhered to.

6.3 Section 17A Service Reviews – Geoff Meadows (Policy Manager)

Mr Meadows presented this report presenting the completed S17A Service Review reports in accordance with the programme approved in November 2015. It was noted that there is still some significant review work to be done in the Solid Waste areas of Kerbside Collection and Transfer Stations. These will be reviewed and reported to Audit later in the 2015/16 year.

Mr Meadows noted that this schedule will be updated for the next Audit Committee meeting

Moved Mayor Ayers seconded Deputy Mayor Felstead

THAT the Audit Committee

(a) **Receives** Report No. 160202007847

(b) **Notes** that management decided to use an external provider for after-hours services and a new contract has been entered;

(c) **Agrees** not to review Solid Waste (cleanfill sites) given that the scale of the activity is insignificant enough that review costs outweigh review benefits;

(d) **Agrees** no S17A Service Review is required for up to six years of Solid Waste (earthquake demolition sites), Solid Waste (groundwater monitoring) and Forestry activities;

(e) **Agrees** that a full review of Solid Waste (educational programs) and Housing for the Elderly be undertaken before 7 August 2017.

CARRIED

6.4 Financial Report for the period ended 31 December 2015 – Paul Christensen (Finance Manager)

Mr Christensen presented the financial report for the period ended 31 December 2015. The largest variance related to earthquake subsidy income, due to delays in the Residential Red Zone Recovery Plan. The Council will be receiving 60% subsidy from CERA for the external costs incurred.

Moved Mayor Atkinson seconded Deputy Mayor Felstead

THAT the Audit Committee:

(a) **Receives** report no. 160125005145.

CARRIED

6.5 Capital Projects Report for the period ended 31 December 2015 – Paul Christensen (Finance Manager)

Mr Christensen presented this report, highlighting the significant capital expenditure items for the period.

Moved Councillor Barnett seconded Deputy Mayor Felstead

THAT the Audit Committee:

(a) **Receives** report no. 160125005204.

(b) **Circulates** report to the Boards.

CARRIED

6.6 Update of Register of Key Risks – February 2016 – Jeff Millward (Manager Finance and Business Support)

Mr Millward presented this report and the updated Register of Key Risks. The last update of the risk register was done in July 2015

Two new risks have been added, firstly in relation to the Election, the potential regional risk which can have an impact on activities in this community. Mr Millward said it is also appropriate to acknowledge the change in ward boundaries in the Representative Review. It was noted that a significant change in a Council makeup can have an impact on progress. The other new risk noted concerns Residential Red Zone process and outcomes.

Moved Deputy Mayor Felstead seconded Mayor Ayers

THAT the Audit Committee:

(a) **Receives** report N°160204009162.

(b) **Receives** the Register of Key Risks.

(c) **Notes** there have been no significant changes in risk ratings.

(d) **Notes** two new risks have been added relating to the 2016 elections and the Residential Red zone process and outcomes

(e) **Notes** there are four risks that are rated as high risk after controls and relate primarily to the risk of natural disasters and growth.

CARRIED

7. PORTFOLIO UPDATES

7.1 Audit, Finance, Long Term Plan and Annual Plan – Councillor Jim Gerard

Councillor Gerard was not present.

7.2 Economic Development – Councillor Neville Atkinson

Councillor Atkinson was unable to attend the recent meeting of the Local Economic Development Group, as he was attending the Kaiapoi Community Board meeting.

8. QUESTIONS

There were no questions.

9. URGENT GENERAL BUSINESS

There was no urgent general business.

There being no further business, the meeting closed at 5.30pm.

CONFIRMED

_____
Chairperson

_____
Date

HEALTH AND SAFETY BRIEFING

At the conclusion of the meeting, there was a presentation on Health and Safety. The briefing focused on the new Health and Safety at Work legislation and outlined WDC Governance requirements for Health and Safety.