

**ORDINARY MEETING**

**OF**

**AUDIT AND RISK SUBCOMMITTEE**

**MINUTES**

**Time:** 2.00 pm  
**Date:** Wednesday, 1 April 2015  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**PRESENT**

Mayor Wade-Brown  
Peter Harris (External)  
Councillor Marsh  
Councillor Peck (Chair)  
Kevin Simpkins (External)  
Councillor Woolf

In attendance:  
Councillor Free



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## **1 Meeting Conduct**

### **1.1 Apologies**

**Moved Councillor Peck, seconded Councillor Marsh**

**Resolved**

That the Audit and Risk Subcommittee:

Accept the apology received from Councillor Woolf for early departure from the meeting.

**Carried**

### **1.2 Conflict of Interest Declarations**

There were no conflict of interest declarations.

### **1.3 Confirmation of Minutes**

**Moved Councillor Peck, seconded Peter Harris**

**Resolved**

That the Audit and Risk Subcommittee:

Approve the minutes of the Audit and Risk Subcommittee Meeting held on 9 December 2014, having been circulated, that they be taken as read and confirmed as an accurate record of that meeting.

**Carried**

### **1.4 Public Participation**

There was no public participation.

### **1.5 Items not on the Agenda**

There were no items not on the agenda.

## **2. General Business**

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Mayor Wade-Brown joined the meeting at 2.07 pm.

### **2.1 Audit New Zealand June 2015 Audit Plan (including Engagement Letter)**

**Moved Councillor Peck, seconded Kevin Simpkins**

**Resolved**

That the Audit and Risk Subcommittee:

1. Receive the information.

2. Note the draft Audit Proposal Letter prepared by Audit New Zealand (attached as Attachment 1 to the officer's report) and their approach to auditing the Council and Group.
3. Note the draft Audit Engagement Letter prepared by Audit New Zealand.
4. Authorise the Mayor to finalise and sign the Audit Engagement Letter.

**Carried**

## **2.2 Long-term Plan risks & assumptions**

**Moved Councillor Peck, seconded Mayor Wade-Brown**

### **Resolved**

That the Audit and Risk Subcommittee:

1. Receive the information.
2. Note the assumptions in the attached documentation that makes up the basis for the Long-term plan
3. Note that the Office of the Auditor General (OAG) and Audit New Zealand auditors have reviewed the consultation document and supporting Long-term Plan documents and assumptions and Audit New Zealand have reported that the 'information and assumptions underlying the information in the consultation document are reasonable'.

**Carried**

## **2.3 Health and Safety**

**Moved Councillor Peck, seconded Councillor Marsh**

### **Resolved**

That the Audit and Risk Subcommittee:

1. Receive the information.

**Carried**

## **3. Public Excluded**

**Moved Councillor Peck, seconded Mayor Wade-Brown**

### **Resolved**

THAT the Audit and Risk Subcommittee :

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.1 Internal Audit - Update	7(2)(c)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
3.2 Risk Management - Update	7(2)(c)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
3.3 Annual Security Management Report	7(2)(c)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
2.	Permit Audit New Zealand to remain at this meeting after the public has been excluded, because of their specialist knowledge of the matters under discussion.	

**Carried.**

The meeting went into public excluded session at 3.10 pm.

The meeting concluded at 3.50pm.

Confirmed: \_\_\_\_\_  
Chair