

ORDINARY MEETING

of

AUDIT & RISK COMMITTEE

AGENDA

Time: 10.00am
Date: Monday 6 March 2017
Venue: Council Chamber
Level 2
16 Cobham Court
Porirua City

MEMBERSHIP

Dame Beverley Wakem (Chairperson)
Mayor Mike Tana
Councillor John Burke
Councillor Izzy Ford
Councillor Ross Leggett
Councillor Kylie Wihapi
Graeme Mitchell

Wendy Walker
CHIEF EXECUTIVE



TABLE OF CONTENTS

No.	Item	Page
1.	Meeting Conduct	
1.1	Apologies	
1.2	Public Forum	
1.3	Conflict of Interest Declarations	
1.4	Notification of Extraordinary Business	
1.5	Confirmation of Minutes	8
2.	Reports	
2.1	Internal Audit Quarterly Report – March 2017	16
	General Manager Corporate Services and Chief Financial Officer #4509160	
2.2	Payroll Internal Audit	20
	General Manager Corporate Services and Chief Financial Officer #4509160	
2.3	Health and Safety	28
	General Manager Corporate Services and Chief Financial Officer #4509160	
2.4	Landfill Use and Aftercare Provision	33
	General Manager Corporate Services and Chief Financial Officer #4509160	
3.	Public Excluded	
3.1	Update on Porirua Gigabit Wifi Project	49
	General Manager Corporate Services and Chief Financial Officer #4562577	

1. Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting.

1.2 Public Forum

Members of the public may attend committee meetings to express their views, either as individuals or as part of a deputation, subject to the following conditions:

- a) Any person wishing to participate in the public forum preceding the meeting shall advise the Chairperson, or the Chief Executive, at least three working days prior to the day on which the committee is meeting, or later at the discretion of the Chairperson.
- b) The Chairperson may decline requests for deputations or public speaking time that are repetitive or offensive.
- c) The Chairperson has the power to limit the number of public speakers or deputations at a meeting, if the Chairperson feels that the number of requests received are too many to be heard at one meeting.

1.3 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.4 Notification of Extraordinary Business

The Chairperson will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of the Audit and Risk Committee

The reason why the item is not on the agenda; and

The reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor Matters relating to the General Business of the Audit and Risk Committee

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Porirua City Council for further discussion.

1.5 Confirmation of Minutes

The Minutes of the meeting held on 12 December 2016 will be put to the Audit & Risk Committee for confirmation.

2. Public Excluded

COUNCIL TO RESOLVE

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- a) Confirmation of Minutes 12 December 2016
- b) Update on Porirua Gigabit Wifi Project

That the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
a) Confirmation of Minutes 12 December 2016 re: Development Contributions Internal Audit; Proposed Change to Insurance Cost Sharing Arrangements by Central Government; Porirua Gigabit Wi Fi Project Update	Section 7(2)(b)(ii) - To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; Section 7(2)(i) - Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations)	The public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.
b) Update on Porirua Gigabit Wifi Project	Section 7(2)(c)(i) - 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 prejudice the supply of similar information from the same source, and it is in the public interest that such information continue to be supplied; Section 7(2)(i) -	As above

Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.