

Meeting:	Audit, Risk and Finance Committee
Date:	Thursday 09 March 2017
Time:	The meeting commenced at 2.00pm The meeting concluded at 4.13.pm
Venue:	Meeting Room, Kaipara District Council Office, Unit 6, The Hub, 6 Molesworth Drive, Mangawhai
Status:	Confirmed

Minutes

Membership

Chair: Richard Booth
Members: Councillor Del La Varis-Woodcock
Councillor Geange
Councillor Joyce-Paki
Councillor Larsen
Councillor Wade
Mayor Gent (Ex-Officio)

Staff and Associates:

Chief Executive, General Manager Finance, Democratic Services Manager (minute-taker).

Seán Mahoney
Governance Services Manager

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Minutes Audit and Risk Committee Thursday 09 March 2017
1 Opening

Councillor Del La Varis-Woodcock opened the meeting with a Karakia. Chair Richard Booth introduced the Committee members.

1.1 Present

Richard Booth (Chair), Councillors Del La Varis-Woodcock, Geange, Larsen and Mayor Gent (Ex-Officio).

In Attendance

Name	Designation	Item(s)
Graham Sibery	Chief Executive	All
Glennis Christie	General Manager Finance	All
Curt Martin	General Manager Infrastructure	All
Duncan McAulay	General Manager Strategy and Performance	All
Fran Mikulicic	General Manger Planning and Regulatory	All
Peter Marshall	General Manager Corporate Services	All
Sean Mahoney	Democratic Services Manager	All (Minute-taker)
Ric Groufsky	Financial Accountant	Items 1-2
Venessa Anich	General Manager Community	Items 1-2
Cr Peter Wethey	Deputy Mayor	All
Peter Gulliver	Deloitte	All
Stewart Henderson	Price Waterhouse Coopers	Items 1-2

Adjournments

Nil.

Absences

Nil.

1.2 Apologies

Apologies were received from Councillors Joyce-Paki and Wade.

Moved Gent/Geange

That the apologies of Councillors Joyce-Paki and Wade be received.

Carried
1.3 Confirmation of Agenda

The Committee confirmed the Agenda.

1.4 Conflict of Interest Declaration

Name	Conflict
Councillor Del La Varis-Woodcock	Waste Minimisation educator potential conflict of interest with service delivery issues.

2 Operational

2.1 Annual Plan 2017/2018 material - source documents

General Manager Finance 2304.15

Moved Geange/Gent

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Finance's report 'Annual Plan 2017/2018 material - source documents' dated 28 February 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter;*
- 3 *Recommends to Council that the Uniform Annual General Charge be amended from \$748 to \$728 to manage the impact of rates movements across different ratepayer categories while remaining within current policy settings, and*
- 4 *Recommends to Council, at its meeting on 14 March 2017, that it considers and if it sees fit adopts draft source documents (as amended for the \$728 uniform annual general charge) for the Annual Plan 2017/2018 Consultation Document, as required by the Local Government Act 2002, as attached to the above-mentioned report i.e:*
 - *proposed statements of financial and capital performance;*
 - *proposed funding impact statements;*
 - *prospective financial statements;*
 - *proposed capital expenditure programme - summary;*
 - *proposed capital expenditure programme - detail;*
 - *proposed rates summary (uniform annual general charge \$748);*
 - *proposed rating sample properties;*
 - *illustrative rates summary (comparison of a uniform annual general charges of \$728 and \$708 compared with \$748);*
 - *proposed funding impact statement (rating tools); and*
 - *proposed funding impact statement (rating tools) - maps¹.*

Carried

¹ Attached as a hyperlink

2.2 Legal compliance - Awareness of Obligations October 2016

General Manager Finance 2304.15

Moved Del La Varis-Woodcock/Geange

That the Audit, Risk and Finance Committee receives the General Manager Finance's report 'Legal compliance - Awareness of Obligations October 2016' dated 28 February 2017 and the information contained therein.

Carried

2.3 Audit Action Plan Update

General Manager Finance 2304.15

A replacement page for Attachment 2 was tabled.

Moved Larsen/Geange

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Finance's report 'Audit Action Plan Update' dated 24 February 2017 and the tabled replacement page for Attachment 2 of the report; and*
- 2 *Receives the Deloitte Constructive Report to Management for the year ended 30 June 2016 dated 09 December 2016 and the Deloitte Planning Report for the year ended 30 June 2017 dated 24 February 2017.*

Carried

2.4 Treasury Management

General Manager Finance 2304.15

Moved Larsen/Del La Varis-Woodcock

That the Audit, Risk and Finance Committee receives the General Manager Finance's report 'Treasury Management' dated 24 February 2017.

Carried

[Secretarial note: The Committee asked for an independent review of the Treasury Management Policy, and also that future reporting includes the total cost of funds and performance against benchmarking]

2.5 Bills in Parliament: Legislation Progress

General Manager Community and Brookfields Lawyers 2126.05

Moved Geange/Del La Varis-Woodcock

That the Audit, Risk and Finance Committee receives the combined General Manager Community's and Brookfields Lawyers' report 'Bills in Parliament: Legislation Progress' dated 28 February 2017, and the information contained therein.

Carried

2.6 Health and Safety Update January 2017

General Manager Corporate Services 2209.0

Moved Del La Varis-Woodcock/Geange

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Corporate Service's report 'Health and Safety Update January 2017' dated 27 February 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes the update on health and safety performance; and*
- 4 *Notes the update on the development of Council health and safety systems.*

Carried

2.7 Contracts Awarded under Chief Executive Delegation

General Manager Finance 2304.15

Moved Gent/Larsen

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Finance's report 'Contracts Awarded under Chief Executive Delegation' dated 28 February 2017; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Receives for information on Council contracts that have been awarded and signed under the Chief Executive delegation since October 2016.*

Carried

3 Public Excluded Audit, Risk and Finance Committee minute Items 09 March 2017

The meeting went into Public Excluded session at 3.35pm.

Moved Gent/Geange

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

- Risk Register
- Contract Monitoring and Reporting Infrastructure
- Contract Monitoring and Reporting Regulatory

The general subject matter of each matter to be considered while the public is excluded, the reasons 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	Ground(s) under Section 48(1) for the passing this resolution:
Risk Register	Section 7(2)(g) maintain legal professional privilege Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Contract Monitoring and Reporting Infrastructure	Section 7(2)(g) maintain legal professional privilege Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Contract Monitoring and Reporting Regulatory	Section 7(2)(g) maintain legal professional privilege Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Carried

4 Open Minutes Audit, Risk and Finance Committee 09 March 2017

The Committee moved back into open meeting at 4.12pm.

Moved Gent/Geange

That the public be re-admitted to the meeting and resolutions made whilst in Public Excluded, be confirmed in Open meeting.

Carried

4.1 Risk Register (agenda item 3.1)

General Manager Strategy and Performance 2304.15

Moved Geange/Del La Varis-Woodcock

That the Audit, Risk and Finance Committee receives the General Manager Strategy and Performance's Report 'Risk Register' and its Attachments 1-3, dated 09 March 2017 and the information contained therein.

Carried

4.2 Contract Monitoring and Reporting Infrastructure (agenda item 3.2)

General Manager Infrastructure 4107.01

Moved Booth/Gent

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Infrastructure's report 'Contract Monitoring and Reporting Infrastructure' dated 28 February 2017; and*
- 2 *Notes the comments and information provided in respect of the term contracts being reported on:*
 - *CON705 Parks, Reserves and Public Toilets;*
 - *CON682 Roading Network Maintenance;*
 - *CON789 3-Waters Operations and Maintenance;*
 - *CON706 Solid Waste; and*
 - *MCWWS Operating Deed.*

Carried

4.3 Contract Monitoring and Reporting Regulatory (agenda item 3.3)

General Manager Planning and Regulatory 4107.01

Moved Gent/Geange

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Planning and Regulatory's report 'Regulatory Contract Monitoring and Reporting' dated 27 February 2017; and*
- 2 *Notes the comments and information provided in respect of the term contract being reported on:*
 - *CON824 Animal Management and Compliance Services (Attachment 1 of the above-mentioned report).*

Carried

5 Closure

The meeting closed at 4.13pm

Confirmed 12 June 2017

Chair Richard Booth