

Meeting	Audit, Risk and Finance Committee
Date	Monday 11 September 2017
Time	The meeting commenced at 10.00 am The meeting concluded at 11.27 am
Venue	Meeting Room – Mangawhai Club, Molesworth Drive, Mangawhai
Status	Confirmed

Minutes

Membership

Chair: Richard Booth

Members: Councillor Del La Varis-Woodcock
Councillor Geange
Councillor Larsen
Councillor Wade
Councillor Wethey
Mayor Gent (Ex-Officio)

Staff and Associates:

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

Seán Mahoney
Democratic Services Manager

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Confirmed

Minutes of Audit, Risk and Finance Committee
Monday 11 September 2017
1 Opening
1.1 Present

Councillor Del la Varis-Woodcock, Councillor Geange, Councillor Wethey,
 Mayor Gent (Ex-Officio)

In Attendance

Name	Designation	Item(s)
Peter Tynan	Chief Executive	All
Curt Martin	General Manager Infrastructure	All
Fran Mikulicic	General Manger Planning and Regulatory	All
Peter Marshall	General Manager Corporate Services	All
Venessa Anich	General Manager Community	All
Sean Mahoney	Democratic Services Manager	All (Minute-taker)

Adjournments

Nil.

Absences

Nil.

1.2 Apologies

Moved Gent/Wethey

That the apologies of Councillor Larsen and Councillor Wade be received.

Carried

1.3 Confirmation of Agenda

The Committee confirmed the Agenda.

1.4 Conflict of Interest Declaration

Nil.

2 Confirmation of Minutes

2.1 Audit, Risk and Finance Committee minutes of 12 June 2017

Democratic Services Manager 1610.05/June 2017

Moved Gent/Wethey

That the minutes of the Audit and Risk Committee meeting held 12 June 2017 be confirmed as a true and correct record.

Carried

3 Papers

3.1 Annual Report 2016/2017 for discussion

Financial Services Manager 2304.15

Moved Geange/Gent

That the Audit, Risk and Finance Committee:

- 1 *Receives the Financial Services Manager's report 'Annual Report 2016/2017 for discussion' dated 01 September 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 provisions of s79 of the Act determines that it does not require further information, further assessment of options or further analysis of the costs and benefits of different options prior to making a decision on this matter; and*
- 3 *Recommends to Council that it adopts, at its meeting on Tuesday 26 September 2017, the Annual Report 2016/2017 as amended (circulated separately), subject to final Audit Opinion for the year ending 30 June 2017; and*
- 4 *Notes that the Summary Annual Report 2016/2017 has also been completed and will be released to the public in due course; and*
- 5 *Receives the Deloitte Report to Council dated 07 September 2017.*

Carried

3.2 Treasury Management

Financial Services Manager 2304.15

Moved Del la Varis-Woodcock/Geange

That the Audit, Risk and Finance Committee receives the Financial Services Manager's report 'Treasury Management' dated 04 September 2017 and the information contained therein.

Carried

3.3 Audit Action Update

General Manager Finance **2304.15**

Moved **Wethey/Del la Varis-Woodcock**

That the Audit, Risk and Finance Committee receives the General Manager Finance's report 'Audit Action Plan Update' dated 01 September 2017 and Attachments 1-4 and the information contained therein.

Carried

3.4 Northland Transportation Alliance (NTA) End of Year Provisional Report (to 30 June 2017)

Roading Manager **41/Quarterly Reports/Audit and Risk**

Moved **Geange/Gent**

That the Audit, Risk and Finance Committee receives the Roothing Manager's report 'Northland Transportation Alliance (NTA) End of Year Provisional Report (to 30 June 2017)' dated 31 August 2017 and the information contained therein.

Carried

3.5 Health and Safety Update August 2017

General Manager Corporate Services **2209.0**

Moved **Gent/Wethey**

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Corporate Service's report 'Health and Safety Update August 2017' dated 29 August 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's health and safety systems.*

Carried

3.6 Whistleblowing Policy : Adoption and Implementation

Human Resources Manager 2206.3

Moved Gent/Geange

That Audit, Finance and Risk Committee:

- 1 *Receives the Human Resources Manager's report 'Whistleblowing Policy : Adoption and Implementation' dated 29 August 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 *Recommends to Council to adopt the Whistleblowing Policy, subject to minor amendments as discussed for implementation.*

Carried

Confirmed

4 Public Excluded Audit, Risk and Finance Committee minute items

11 September 2017

The meeting went into Public Excluded session at 11.00 am.

Moved Gent/Geange

That the public be excluded from the following part of the proceedings of this meeting, (and that the Auditors be allowed to remain) namely

- Risk Register
- Contract Monitoring and Reporting: Infrastructure, Community and 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, Community and 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

5 Open minutes Audit, Risk and Finance Committee: 11 September 2017

The meeting went into Open session at 11.25 am.

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

5.1 Risk Register

General Manager Strategy and Performance **2304.15/A&R 2016 2017**

Moved **Geange/Gent**

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Strategy and Performance's Report 'Risk Register' and its Attachments 1-3, dated 24 May 2017 and the information contained therein; and*
- 2 *Recommends that Council reviews its risk framework, risk appetite and risk registers as part of the development of the Long Term Plan 2018.*

Carried

5.2 Contract Monitoring and Reporting: Infrastructure, Community and Regulatory

General Manager Infrastructure, General Manager Community, General Manager Planning and Regulatory **4107.01**

Moved **Gent/Wethey**

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Infrastructure's, General Manager Community's, and General Manager Planning and Regulatory's report 'Contract Monitoring and Reporting: Infrastructure, Community and Regulatory' dated 29 August 2017; and*
- 2 *Notes the comments and information provided (Attachments 1-6 of above-mentioned report) in respect of the term contracts being reported on:*
 - *CON705 Parks, Reserves and Public Toilets;*
 - *CON682 Roding Network Maintenance;*
 - *CON789 3-Waters Operations and Maintenance;*
 - *CON706 Solid Waste;*
 - *MCWWS Operating Deed; and*
 - *CON824 Animal Management and Compliance Services.*

Carried

6 Closure

The Committee thanked and acknowledged Chair Richard Booth who would step down from this role in November 2017.

The meeting closed at 11.27 am.

Confirmed **01 December 2017**
Chair **Stana Pezic**

Kaipara District Council
Dargaville

Confirmed