

<b>Meeting</b>	Audit, Risk and Finance Committee
<b>Date</b>	Wednesday 12 December 2018
<b>Time</b>	The meeting commenced at 10.00am The meeting concluded at 1.37pm
<b>Venue</b>	Meeting Room – Mangawhai Club, Molesworth Drive, Mangawhai
<b>Status</b>	Confirmed

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## Minutes

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### Membership

Chair: Stana Pezic  
Members: Councillor del la Varis-Woodcock  
Councillor Geange  
Councillor Larsen  
Councillor Wade  
Deputy Mayor Wethey

### Staff and Associates:

Chief Executive, Chief Operating Officer and General Manager Infrastructure, General Manager Regulatory, Planning and Policy, Financial and Corporate Planning Manager, Financial Services Manager, Revenue Manager, Property and Commercial Advisor, and Governance Advisor  
(Minute-taker)

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**Minutes of the Ordinary meeting of the Audit, Risk and Finance Committee  
Wednesday 12 December 2018 in Mangawhai**

**1 Opening**

Councillor del la Varis-Woodcock opened the meeting with a karakia.

**1.1 Present**

Stana Pezic (Chair), Mayor Jason Smith, Deputy Mayor Peter Wethey,  
Councillor del la Varis-Woodcock, Councillor Jonathan Larsen, Councillor Andrew Wade

**In Attendance**

Name	Designation	Item(s)
Anna Curnow	Councillor	1-3.6
Louise Miller	Chief Executive	All
Curt Martin	Chief Operating Officer and General Manager Infrastructure	All
Fran Mikulicic	General Manger Regulatory, Planning and Policy	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
John Burt	Commercial and Property Advisor	All
Paul Cresswell	Financial and Corporate Planning Manager	All
Violeta Kayryakova	Financial Services Manager	1—3.7
Christine Toms	Revenue Manager	1—3.7
Bryce Henderson	Council's appointed auditor, Deloitte	1—3.7
Vera Chian	Auditor, Deloitte	1—3.7
Lisa Hong	Governance Advisor	All (Minute-taker)

**Adjournments**

Reason	Start Time	Finish Time
Lunch	12.05pm	12.25pm

**1.2 Apologies**

**Moved Wethey/Larsen**

*That the apology of Councillor Geange be received.*

**Carried**

### 1.3 Confirmation of Agenda

Moved Smith/Wethey

*That the Audit, Risk and Finance Committee confirms the agenda.*

Carried

### 1.4 Conflict of Interest Declaration

Nil.

## 2 Confirmation of Minutes

### 2.1 Open Audit, Risk and Finance Committee minutes 12 September 2018

General Manager Governance, Strategy and Democracy 1610.07

Moved Smith/Wethey

*That the Open minutes of the Audit, Risk and Finance Committee meeting held 12 September 2018 be confirmed as a true and correct record, with the following amendments:*

Item	Report	Amendment
1.1	Present	Councillor Andrew Wade was incorrectly included in the list of Committee members present. His name will be removed from this list.
1.1	Present	Councillor Jonathan Larsen was incorrectly omitted from the list of Committee members present. His name will be added to the list.

Carried

## 3 Open Committee Items 12 December 2018

### 3.1 Legal Compliance update

General Manger Risk, IT and Finance 2304.15

Moved Wethey/Smith

*That Audit Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Legal Compliance update' dated 04 December 2018 and the information contained therein.*

Carried

### 3.2 Quarterly Finance Report

General Manger Risk, IT and Finance 2304.15

Moved Wade/del la Varis-Woodcock

*That Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Quarterly Finance Report' dated 03 December 2018 and the information contained therein.*

Carried

### 3.3 Treasury Management

Finance Manager 2304.15

**Moved Smith/Wethey**

*The Audit, Risk and Finance Committee receives the Finance Manager's report 'Treasury Management' dated 27 November 2018.*

**Carried**

### 3.4 Forecast One 2018/2019

General Manager Risk, IT and Finance 2304.15

**Moved Wethey/Smith**

*That the Audit, Risk and Finance Committee:*

- 1 *Receives the report from the General Manager, Risk IT and Finance, 'Forecast One 2018/2019' dated 11 December 2018 and its Attachments 1-4; 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 prior to making a decision on this matter; and*
- 3 *Recommends to Council, the forecast as set out in the forecast documents attached to the aforementioned report, and determines that no further action is required at this point in time; and*
- 4 *Notes that the revised forecast shows increased operating revenues of \$1.1m but also increased costs of \$1.3m. Notes that forecast debt is currently projected in the order of \$49.6million which is greater than the 30 June Long Term Plan 2018/2028 Year 1 of \$46.3m; and*
- 5 *Notes that the capital expenditure forecast has been increased by \$5.5m; and*
- 6 *Notes that a second forecast is planned for the second half of the financial year.*

**Carried**

### 3.5 Policy Register Review Programme Update

Administration Manager 2128.01

**Moved del la Varis-Woodcock/Smith**

*That the Audit, Risk and Finance Committee receives the Administration Manager's report 'Policy Register Review Programme Update' dated 27 November 2018 and the information contained therein.*

**Carried**

### 3.6 Health and Safety Update December 2018

General Manager Infrastructure 2109.0

Moved Smith/Larsen

*That the Audit, Risk and Finance Committee receives the General Manager Infrastructure's report 'Health and Safety Update December 2018' dated 30 November 2018, its Attachment 1, and the information contained therein.*

Carried

Meeting adjourned for lunch at 12.05pm.

Meeting reconvened at 12.25pm.

### 3.7 Audit Constructive Management Report year ended 30 June 2018

General Manager Risk, IT and Finance 2304.15

Moved Smith/Wethey

*That the Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Audit Constructive Management Report' dated 27 November 2018 and its circulated Attachment 1, 'Constructive Report to Management year ended 30 June 2018' dated 19 November 2018.*

Carried

### 3.8 Kaipara Building Consent Authority Accreditation Audit outcome

Building Manager 2304.15

Moved Smith/del la Varis-Woodcock

*That the Audit, Risk and Finance Committee receives the Building Manager's report 'Kaipara Building Consent Authority Accreditation Audit outcome' dated 29 November 2018, its Attachments 1, and the information contained therein.*

Carried

### 3.9 NZ Transport Agency Investment Audit Report

Roading Projects Engineer 4102.48

**Moved** Wade/del la Varis-Woodcock

*That the Audit, Risk and Finance Committee receives the Roothing Project Engineer's report 'NZ Transport Agency Investment Audit Report' dated 30 November 2018, and its Attachment 1, and the information contained therein.*

**Carried**

Confirmed

#### 4 Public Excluded Committee Items 12 December 2018

The meeting went into Public Excluded session at 12.58pm.

**Moved** Smith/Wethey

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

- *Public Excluded Audit, Risk and Finance Committee minutes 12 September 2018;*
- *Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory;*
- *Insurance Renewals;*
- *Contract 839: Pukehuia Slip RP9650 Repair 2017/2018; and*
- *Risk Register*

*The general subject matter of each matter to be considered while the public is excluded and 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:*

<b>General subject of each matter to be considered:</b>	<b>Reason for passing this resolution</b>	<b>Ground(s) under Section 48 (1) for the passing this resolution:</b>
<i>Public Excluded Audit, Risk and Finance Committee minutes 12 September 2018</i>	<i>Section 7(2)(i) enable any authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i>	<i>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.</i>
<i>Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i>	<i>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.</i>
<i>Insurance Renewals</i>	<i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i>	<i>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.</i>



<p><i>Contract 839: Pukehuia Slip RP9650 Repair 2017/2018</i></p>	<p><i>Section 7(2)(g) maintain legal professional privilege.</i></p> <p><i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i></p>	<p><i>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.</i></p>
<p><i>Risk Register</i></p>	<p><i>Section 7(2)(g) maintain legal professional privilege.</i></p> <p><i>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</i></p>	<p><i>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.</i></p>

**Carried**

## **5 Open Committee Meeting 12 December 2018**

The meeting returned to Open session at 1.36pm.

### **Closure**

Meeting closed at 1.37pm.

**Confirmed** 13 March 2019  
**Chair** Stana Pezic

**Kaipara District Council**  
**Dargaville**

Confirmed