

Meeting	Audit, Risk and Finance Committee
Date	Wednesday 12 September 2018
Time	The meeting commenced at 10.09am The meeting concluded at 2.06pm
Venue	Meeting Room – Mangawhai Club, Molesworth Drive, Mangawhai
Status	Confirmed

Minutes

Membership

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

Staff and Associates:

Acting Chief Executive, General Manager Risk, IT and Finance, Property and Commercial Advisor,
Acting General Manager Infrastructure, Roading Manager, Project Manager and Governance Advisor
(Minute-taker)

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

1 Opening
1.1 Present

Stana Pezic (Chair), Mayor Jason Smith, Deputy Mayor Peter Wethey and Councillors Julie Geange (via audio link) and Jonathan Larsen

In Attendance

Name	Designation	Item(s)
Anna Curnow	Councillor	All
Curt Martin	Acting Chief Executive	All
Sue Davidson	General Manager Risk, IT and Finance	All
Donnick Mugutso	Acting General Manager Infrastructure	All
Diane Miller	Project Manager	All
Henri van Zyl	Roading Manager	3.9, 4.1
John Burt	Commercial and Property Advisor	3.1
Matthew Wilson	Insurance Broker, AON	3.1
Peter Gulliver	Council's appointed auditor, Deloitte	All
Vera Chien	Auditor, Deloitte	All
Lisa Hong	Governance Advisor	All (Minute-taker)

Adjournments

Reason	Start Time	Finish Time
Lunch	12.06pm	12.21pm

1.2 Apologies

Moved Wethey/Smith

That the apologies of Councillors del la Varis-Woodcock and Wade be received.

Carried

1.3 Confirmation of Agenda

Moved Wethey/Smith

The Committee confirmed the agenda with the addition of item 4.4 'Staff action sheet' in the Public Excluded session.

Carried

1.4 Conflict of Interest Declaration

Nil.

2 Confirmation of Minutes

2.1 Open Audit, Risk and Finance Committee minutes 13 June 2017

General Manager Governance, Strategy and Democracy 1610.06

Moved Wethey/Smith

That the Open minutes of the Audit, Risk and Finance Committee meeting held 13 June 2018 be confirmed as a true and correct record.

Carried

3 Items

3.1 Insurance Arrangements

Property and Commercial Advisor 5105.10

Moved Smith/Larsen

That the Audit, Risk and Finance Committee:

- 1 *Receives the Property and Commercial Advisor's report 'Insurance Arrangements' dated 29 August 2018 and its Attachment 1; 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 *Considers all matters raised in the afore-mentioned report and notes that work is underway in preparation for the renewal of Council's insurance arrangements for 2018/2019.*

Carried

3.2 Proposed Work Programme 2018-2019

General Manager IT, Risk and Finance 2304.15

Moved Wethey/Smith

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Risk, IT and Finance's report 'Proposed Work Programme 2018-2019' dated 27 August 2018 and its Attachment 1; 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 *Approves the proposed Audit, Risk and Finance Committee's Work Programme 2018-2019 as set out in the afore-mentioned report's circulated Attachment 1.*

Carried

3.3 Treasury Management

General Manager IT, Risk and Finance 2304.15

Moved Smith/Wethey

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Risk, IT and Finance's report 'Treasury Management' dated 05 September 2018 and Attachment, and the information contained therein; and*
- 2 *Recommends to Council to recognise that Council is outside its treasury ratios (debt interest proportions fixed/floating is outside current Treasury Policy and maturity of debt is outside current Treasury Policy).*

Carried

3.4 Quarterly Finance Report

General Manager IT, Risk and Finance 2304.15

Moved Smith/Wethey

That the Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Quarterly Finance Report' dated 27 August 2018 and the information contained therein.

Carried

3.5 Legal Compliance update

General Manager IT, Risk and Finance 2304.15

Moved Larsen/Smith

That the Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Legal Compliance update' dated 27 August 2018 and the information contained therein.

Carried

Cr Geange left the meeting at 12.04 pm (via audio link).

Meeting adjourned for lunch at 12.06pm.

Meeting recommenced at 12.21pm.

Cr Geange returned to the meeting at 12.30 pm (via audio link).

Cr Geange left the meeting at 12.41 pm (via audio link) due to technical failure.

Cr Geange returned to the meeting at 12.55 pm (via audio link).

3.7 Audit Management Report

General Manager IT, Risk and Finance 2304.15

[Secretarial Note: At the direction of the Chair, this item was taken out of order before item 3.6 'Annual Report 2017/2018'. The meeting agreed that a part of the discussion for this item should be held in the Public Excluded session without staff present. This part of the discussion was held when the meeting went into Public Excluded session at 1.27pm, before item 4.1 'Public Excluded Audit, Risk and Finance Committee minutes 13 June 2018'.]

Moved Smith/Wethey

That the Audit, Risk and Finance Committee receives the General Manager Risk, IT and Finance's report 'Audit Management Report' dated 05 September 2018 and Attachment, and the information contained therein.

Carried

3.6 Annual Report 2017/2018

General Manager IT, Risk and Finance 2304.15

Moved Smith/Wethey

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Risk, IT and Finance's report 'Annual Report 2017/2018' dated 04 September 2018 and Attachment 1; 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 27 September 2018, the Annual Report 2017/2018, subject to final Audit Opinion for the year ending 30 June 2018 and subject to final checking by audit of disclosures, and subject to amendments as per the Committee's feedback; and*
- 4 *Notes that the Summary Annual Report 2017/2018 is being completed and will be released to the public in due course; and*
- 5 *Delegates the Chief Executive and Mayor to approve minor typographical changes and the Committee's feedback amendments that do not alter the intent of the information in the Annual Report 2017/2018.*

Carried

3.8 Health and Safety Update September 2018

Health and Safety Advisor 2209.0

Moved Geange/Smith

That the Audit, Risk and Finance Committee:

- 1 *Receives the General Manager Infrastructure's report 'Health and Safety Update September 2018' dated 30 August 2018; 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

3.9 Northland Transportation Alliance (NTA) End of Year Report (to 30 June 2018)

Roading Manager 41

Moved Wethey/Smith

That the Audit, Risk and Finance Committee receives the Roding Manager's report 'Northland Transportation Alliance (NTA) End of Year Provisional Report (to 30 June 2018)' dated 03 September 2018 and the information contained therein.

Carried

4 Public Excluded Committee Items 12 September 2018

The meeting went into Public Excluded session at 1.27pm.

Moved Wethey/Smith

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

- Public Excluded discussion on item 3.7 'Audit Management Report';
- Public Excluded Audit, Risk and Finance Committee minutes 13 June 2018;
- Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory;
- Risk Register;
- Staff action sheet; and

That Deloitte auditors Peter Gulliver and Vera Chien remain for the Public Excluded session.

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:

General subject of each matter to be considered:	Reason for passing this resolution	Ground(s) under Section 48 (1) for the passing this resolution:
<i>Public Excluded Audit, Risk and Finance Committee minutes 13 June 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>

Risk Register	<p>Section 7(2)(g) maintain legal professional privilege.</p> <p>Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations).</p>	<p>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.</p>
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Carried

5 Open Committee Meeting 12 September 2018

The meeting returned to Open session at 2.03pm.

Closure

Meeting closed at 2.06pm.

Confirmed 12 December 2018

Chair Stana Pezic

Kaipara District Council

Dargaville