

<b>Meeting</b>	Audit, Risk and Finance Committee
<b>Date</b>	Wednesday 11 September 2019
<b>Time</b>	Meeting started at 10.05 am Meeting ended at 1.46 pm
<b>Venue</b>	Mangawhai Club – Molesworth Drive, Mangawhai
<b>Status</b>	Unconfirmed

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## **Open Minutes**

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### **Membership**

Chair: Stana Pezic  
Members: Deputy Mayor Peter Wethey  
Councillor Victoria del la Varis-Woodcock  
Councillor Jonathan Larsen

**Lisa Hong, Governance Advisor**  
lhong@kaipara.govt.nz

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Unconfirmed



## Minutes of Audit, Risk and Finance Committee meeting Wednesday 11 September 2019 in Mangawhai

### 1 Opening

#### 1.1 Karakia

Mayor Jason Smith opened the meeting with a karakia.

#### 1.2 Present

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

##### In Attendance

Name	Designation	Item(s)
Louise Miller	Chief Executive	All
Sue Davidson	General Manager Risk, IT and Finance	All
Hannah Gillespie	General Manager People and Capability	All
Jim Sephton	General Manager Infrastructure	All
Jason Marris	General Manager Governance, Strategy and Democracy	All
Christine Toms	Revenue Manager	1—3.7
Violeta Kayryakova	Financial Services Manager	1—4.3
Prue Miller	Health and Safety Advisor	1—4.3
Alistair Dunlop	Quality Assurance Manager	3.3—4.3
John Burt	Property and Commercial Advisor	3.5—3.7
Bryce Henderson	Deloitte	All
Vera Chian	Deloitte	All
Lisa Hong	Governance Advisor	All (Minute-taker)

#### 1.3 Apologies

Nil.

#### 1.4 Confirmation of agenda

**Moved Smith/Wethey**

That the agenda for 11 September 2019 meeting be confirmed.

**Carried**

#### 1.5 Conflict of interest declaration

Member	Interest
Councillor del la Varis-Woodcock	Item 32 'Quarterly Finance Report' – Councillor del la Varis-Woodcock declared an interest as a relative has rates arrears.

## 2 Minutes

### Confirmation of Open Audit, Risk and Finance Committee minutes 12 June 2019

General Manager Governance, Strategy and Democracy 1601.23

Moved Smith/Wethey

*That the unconfirmed Open minutes of the Audit, Risk and Finance Committee meeting held 12 June 2019 be confirmed as a true and correct record.*

Carrie

## 3 Open agenda items 11 September 2019

### 3.1 Legal Compliance Update

General Manager Risk, IT and Finance 2304.15

Moved Smith/Wethey

*That the Audit Risk and Finance Committee:*

- a) *Notes the General Manager Risk, IT and Finance's report 'Legal Compliance Update'.*

Carried

### 3.2 Quarterly Finance Report

General Manager Risk, IT and Finance 2304.15

Moved Wethey/Larsen

*That the Audit, Risk and Finance Committee:*

- a) a) *Notes the Quarterly Finance report dated 11 September 2019.*

Carried

### 3.3 Treasury Management

General Manager Risk, IT and Finance 2304.15

Moved del la Varis-Woodcock/Larsen

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Treasury Management report and its attachments.*

Carried

### 3.4 Local Government Funding Agency Quarterly Report

General Manager Risk, IT and Finance 2304.15

Moved Wethey/del la Varis-Woodcock

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Quarterly Report from LGFA ending 30 June 2019.*

Carried

### 3.5 Audit Management Report year ended 30 June 2019

General Manager Risk, IT and Finance 2304.15

Moved del la Varis-Woodcock/Smith

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Audit Management Report and Deloitte's Report to Management year ended 30 June 2019 dated 04 September 2019, circulated as Attachment A.*

**Carried**

### 3.6 Annual Report 30 June 2019 – Recommendation to Council to Adopt

General Manager Risk, IT and Finance 2304.15

Moved Smith/Wethey

*That the Audit, Risk and Finance Committee:*

- a) *Recommends to Council the adoption of the 2018/2019 Annual Report.*

**Carried**

The meeting adjourned for lunch at 12.16 pm.

The meeting reconvened at 12.38 pm.

### 3.7 Health and Safety Update – June 2019 (Qtr 4)

General Manager People and Capability

Moved Smith/Larsen

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Health and Safety update for the fourth quarter and Attachments A—F accordingly.*

**Carried**

## 4 Public Excluded Audit, Risk and Finance Committee agenda items 11 September 2019

The meeting went into public excluded session at 12.53 pm.

Moved Pezic/del la Varis-Woodcock

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

- Confirmation of Public Excluded Audit, Risk and Finance Committee minutes 12 June 2019
- Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory
- Recognised Agency Assessment Report – Food Control
- Insurance Renewal Update
- Investigation Update

*And that Bryce Henderson and Vera Chian of Deloitte remain for the public excluded session.*

*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 s48(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>
Confirmation of Public Excluded Audit, Risk and Finance Committee minutes 12 June 2019	Part 1, Section 7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). LGOIMA Part 1, Section 7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons.	S48(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, Planning and Regulatory	Part 1, Section 7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	S48(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.

<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>Recognised Agency Assessment Report – Food Control</i>	<p><i>LGOIMA Part 1, Section 7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons.</i></p> <p><i>LGOIMA Part 1, 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.</i></p>	
<i>Insurance Renewal Update</i>	<i>Part 1, Section 7(2)(i) to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>S48(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>Investigation Update</i>	<p><i>Part 1, Section 7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons.</i></p> <p><i>Part 1, Section 7(2)(d) to avoid prejudice to measures protecting the health or safety of members of the public</i></p> <p><i>Part 1, Section 7(2)(h) to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</i></p>	<i>S48(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>

**Carried**

## 5 Open Audit, Risk and Finance Committee agenda 11 September 2019

### Closure

Mayor Jason Smith closed the meeting with a karakia.

The meeting ended at 1.46 pm.

Confirmed .....

Chair .....

Stana Pezic

Chief Executive .....

Louise Miller

Kaipara District Council  
Dargaville

Unconfirmed