

<b>Meeting</b>	Audit, Risk and Finance Committee
<b>Date</b>	Wednesday 12 June 2019
<b>Time</b>	Meeting started at 10.00 am Meeting closed at 12.20 pm
<b>Venue</b>	Gateway North Conference Room – 1999 State Highway 1, Kaiwaka
<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

Jason Marris  
**General Manager Governance, Strategy and Democracy**

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## Minutes of the Audit, Risk and Finance Committee meeting Wednesday 12 June 2019 in Kaiwaka

### 1 Opening

#### 1.1 Karakia

Mayor Smith opened the meeting with a karakia.

#### 1.2 Present

Stana Pezic (Chair), Mayor Jason Smith, Deputy Mayor Peter Wethey, Councillor Jonathan Larsen

The Committee noted Councillor Andrew Wade's resignation from the Audit, Risk and Finance Committee on 20 March 2019.

##### In Attendance

Name	Designation	Item(s)
Sue Davidson	General Manager Risk, IT and Finance	All
Fran Mikulicic	General Manager Regulatory, Planning and Policy	All
Hannah Gillespie	General Manager People and Capability	All
Donnick Mugutso	Acting General Manager Infrastructure	All
Linda Osborne	Administration Manager	All
Prue Miller	Health and Safety Advisor	All
Shakhin Sharma	Renewals Project Manager (NTA)	All
Bryce Henderson	Deloitte	All
Vera Chian	Deloitte	All
Lisa Hong	Governance Advisor	All (Minute-taker)

#### 1.3 Apologies

Moved Smith/Larsen

*That the apology of Councillor Victoria del la Varis-Woodcock be received.*

Carried

#### 1.4 Confirmation of agenda

Moved Smith/Wethey

*That the Audit, Risk and Finance Committee confirms the agenda for the 12 June 2019 meeting with the addition of 'Verbal Update - Investigation' in the public excluded agenda.*

Carried

## 1.5 Conflict of interest declaration

Nil.

## 2 Minutes

### Confirmation of Open Audit, Risk and Finance Committee minutes 13 March 2019

General Manager Governance, Strategy and Democracy 1601.23

Moved Wethey/Larsen

*That the unconfirmed Open minutes of the Audit, Risk and Finance Committee meeting held 13 March 2019 be confirmed as a true and correct record.*

Carried

## 3 Reports

### 3.1 Audit, Risk and Finance Committee's Proposed Work Programme 2019-2020

General Manager Risk, IT and Finance 2304.15

Moved Smith/Larsen

*That the Audit, Risk and Finance Committee:*

- a) *Approves the proposed Audit, Risk and Finance Committee's Work Programme 2019-2020 as set out in Attachment A 'Audit, Risk and Finance Committee Agenda – Work Programme'.*

Carried

### 3.2 Quarterly Finance Report

General Manager Risk, IT and Finance 2304.15

Moved Larsen/Wethey

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Quarterly Finance report dated 21 May 2019.*

Carried

### 3.3 Treasury Management

Finance Manager 2304.15

Moved Smith/Larsen

*That Audit, Risk and Finance Committee:*

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

Carried

### 3.4 Audit Action Update

General Manager Risk, IT and Finance 2304.15

[Secretarial Note: Bryce Henderson and Vera Chian spoke to this item and answered questions from committee members.]

**Moved Smith/Wethey**

*That the Audit, Risk and Finance Committee:*

- a) *Approves Deloitte's scope of audit Planning Report for Council's financial statements for the year ending 30 June 2019.*

**Carried**

### 3.5 Draft Annual Plan 2019/20 - Recommendation to Council

General Manager Risk, IT and Finance 2304.15

**Moved Smith/Wethey**

*That the Audit, Risk and Finance Committee:*

- a) *Recommends to Council to approve the Annual Plan 2019/2020.*

**Carried**

### 3.6 Legal Compliance Update

General Manager Risk, IT and Finance 2304.15

**Moved Wethey/Larsen**

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Legal Compliance Update report dated 16 May 2019.*

**Carried**

### 3.7 Policy Register Review Programme Update

Administration Manager 2128.01

**Moved Smith/Wethey**

*That the Audit, Risk and Finance Committee:*

- a) *Notes the updated Policy Register.*

**Carried**

### 3.8 Legislative Compliance Policy Council to Adopt

General Manager Risk, IT and Finance 2304.15

**Moved Smith/Wethey**

*That the Audit, Risk and Finance Committee:*

- a) *Directs the Chief Executive to bring back the Legislative Compliance Policy to the next Audit, Risk and Finance Committee meeting with amendments as agreed by the meeting.*

**Carried**

### 3.9 Legislative Compliance – Awareness of Obligations

General Manager Risk, IT and Finance 2304.15

Moved Smith/Wethey

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Legislative Compliance report dated 16 May 2019 and its attachment 'Legislative changes relevant or potentially relevant to Kaipara District Council, April 2018 - March 2019'.*

Carried

### 3.10 Health and Safety Update – June 2019 (Qtr 3)

General Manager People and Capability 2209.12/AR&F June 2019

Moved Smith/Wethey

*That the Audit, Risk and Finance Committee:*

- a) *Notes the Health and Safety update June 2019 report and Attachments A-G accordingly.*

Carried

Unconfirmed

## 4 Public Excluded Audit, Risk and Finance Committee minute items 12 June 2019

The public excluded session started at 11.54am.

Moved Smith/Wethey

*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 13 March 2019
- Contract Monitoring and Reporting: Infrastructure, Planning and Regulatory
- Potential Claims
- Verbal Update – Investigation

*And that Bryce Henderson and Vera Chian from 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 13 March 2019	LGOIMA 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	LGOIMA 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.
Potential Claims	LGOIMA 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>
Verbal Update - Investigation	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.

**Carried**

Unconfirmed



## **5 Open Audit, Risk and Finance Committee agenda 12 June 2019**

The meeting returned to Open session at 12.09pm.

Mayor Smith closed the meeting with a karakia.

### **Closure**

Meeting closed at 12.20pm.

Kaipara District Council  
Dargaville

Unconfirmed