KAIPARA DISTRICT

Kaipara te Oranganui • Two Oceans Two Harbours

Minutes of the Ordinary meeting of the

Audit, Risk and Finance Committee

Date:	**10 September 2020**
Time:	**10:04 a.m. – 1:07 p.m.**
Location:	**KDC Mangawhai Office** **The Hub** **6/6 Molesworth Drive** **Mangawhai**
Members present:	Stana Pezic (Independent Chair) Councillor Peter Wethey (Deputy Chair) Deputy Mayor Anna Curnow Councillor Jonathan Larsen Councillor David Wills His Worship the Mayor Jason Smith
Apology:	Councillor Eryn Wilson-Collins
Non-member present:	Councillor Victoria del la Varis-Woodcock (via audio link, items 1—5.4)

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1. Opening

1.1 Karakia

Mayor Smith opened the meeting with a karakia.

1.2 Apologies

Moved: Mayor Smith
Seconded: Deputy Mayor Curnow

That the apology of Cr Wilson-Collins be received.

Carried

1.3 Confirmation of agenda

Moved: Deputy Mayor Curnow
Seconded: Mayor Smith

That the agenda for the 10 September 2020 meeting be confirmed, noting the change of order of business (item 5.4 to be taken between sections 2 and 3 to accommodate the presenters).

Carried

unconfirmed

1.4 Conflict of interest declaration

Nil.

2. Confirmation of minutes

2.1 Confirmation of open committee meeting minutes 11 June 2020

Moved: Cr Wethey
Seconded: Cr Wills

That the Audit, Risk and Finance Committee:

a) Confirms that the open minutes of the Audit, Risk and Finance Committee meeting held 11 June 2020 are a true and correct record.

Carried

5.4 Annual Report 30 June 2020 – Recommendation to Council to Adopt

[Secretarial note: Item 5.4 was taken out of order with the Chair's approval and noted during the confirmation of agenda. Bryce Henderson and Vera Chian of Deloitte, Council's appointed auditor, attended the meeting via audio visual link.]

Moved: Cr Wethey
Seconded: Mayor Smith

That the Audit, Risk and Finance Committee:

a) Notes Deloitte's draft report to the Audit, Risk and Finance Committee for year ended 30 June 2020 (Attachment A of the report).

b) Notes the Draft 2019/2020 Annual Report (Attachment B of the report) and that further changes will be made before it is recommended to Council for adoption.

Carried

[Secretarial note: The Committee requested that an extraordinary meeting be held to review the final draft of the 2019/2020 Annual Report before adoption by Council.

The Committee held a session with members and auditors only – the staff left the room for this section of the meeting, including the minute-taker.]

Cr del la Varis-Woodcock left the meeting (via audio link) at 10:36 a.m.

unconfirmed

3. Audit

3.1 Land Information Memorandum (LIM) Audit

Moved: Cr Wills
Seconded: Cr Larsen

That the Audit, Risk and Finance Committee:

a) Notes the Land Information Memorandum (LIM) Audit report prepared by Paua Planning dated 19 June 2020 (Attachment A to the report).

Carried

3.2 Recognised Agency Assessment Report – Food Health

Moved: Mayor Smith
Seconded: Cr Wethey

That the Audit, Risk and Finance Committee:

a. Notes the Recognised Agency Surveillance Audit Report from IANZ.

Carried

[Secretarial note: The Committee congratulated the staff on outstanding work.]

3.3 Resolution of past audit recommendations

Moved: Cr Wethey
Seconded: Deputy Mayor Curnow

That the Audit, Risk and Finance Committee:

a) Notes the resolution of past audit recommendations report and attachments.

Carried

4. Risk

4.1 Legal compliance update

Moved: Deputy Mayor Curnow
Seconded: Cr Larsen

That the Audit, Risk and Finance Committee:

a) Notes the legal compliance update report.

Carried

unconfirmed

4.2 Legislative Compliance - Awareness of Obligations

Moved: Cr Wethey
Seconded: Deputy Mayor Curnow

That the Audit, Risk and Finance Committee:

a) Notes the 'Legislative changes relevant or potentially relevant to Kaipara District Council 1 April 2019 – 31 March 2020' (Attachment A to the report).

b) Notes the Awareness of Obligations and Endeavour to Meet Statement (Attachment B to the report).

Carried

4.3 Whistleblowing and Fraud Policies review

Moved: Deputy Mayor Curnow
Seconded: Cr Wethey

That the Audit, Risk and Finance Committee:

a) Recommends to Kaipara District Council to approve the amended Whistleblowing Policy and Fraud Policy (Attachment A and B to the report) and to engage PriceWaterhouseCoopers as the new whistleblower service provider.

Carried

4.4 Policy Register review programme update

Moved: Mayor Smith
Seconded: Deputy Mayor Curnow

That the Audit, Risk and Finance Committee:

a) Notes the update on the Council adopted external policy register and the Executive approved internal policy register.

Carried

4.5 Health and safety update

Moved: Mayor Smith
Seconded: Deputy Mayhor Curnow

That the Audit, Risk and Finance Committee:

a) Notes the health and safety update for March to June 2020.

Carried

Unconfirmed

Meeting adjourned for lunch at 11:59 a.m.

Meeting reconvened at 12:30 p.m.

5. Finance

5.1 Quarterly finance report

Moved: Cr Wethey
Seconded: Mayor Smith

That the Audit, Risk and Finance Committee:

a) Notes the quarterly finance report at 31 July 2020.

Carried

5.2 Te Tai Tokerau Worker Redeployment Package progress update

Moved: Mayor Smith
Seconded: Cr Wethey

That the Audit, Risk and Finance Committee:

a) Notes the Te Tai Tokerau Worker Redeployement Package progress update report.

Carried

5.3 Treasury management report

Moved: Cr Wills
Seconded: Deputy Mayor Curnow

That the Audit, Risk and Finance Committee:

a) Notes the treasury management report for July 2020.

Carried

unconfirmed

6. Recommendation to move into public excluded session

Moved: Deputy Mayor Curnow
Seconded: Mayor Smith

a) That the following items are considered with the public excluded:

Item	Grounds for excluding the public
Confirmation of public excluded committee minutes 11 June 2020	To protect the privacy of natural persons, including that of deceased natural persons (LGOIMA s7(2)(a)), to avoid prejudice to measures protecting the health or safety of members of the public(LGOIMA s7(2)(d)), to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (LGOIMA s7(2)(h)) and to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (LGOIMA s7(2)(i))
Contract monitoring and reporting	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (LGOIMA s7(2)(i))
Insurance renewal update	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (LGOIMA s7(2)(i))

Carried

7. Public excluded

Meeting went into public excluded session at 12:49 p.m.

Meeting returned to open session at 1:07 p.m.

In the public excluded session, the Audit, Risk and Finance Committee resolved to make the following decisions publicly available after the meeting:

7.1 Confirmation public excluded committee meeting minutes 11 June 2020
Moved: Cr Wethey
Seconded: Cr Larsen
That the Audit, Risk and Finance Committee:

a) Confirms that the public excluded minutes of the Audit, Risk and Finance Committee meeting held 11 June 2020 are a true and correct record.
b) Agrees that this decision will be published in the open minutes of this meeting.

Carried

Unconfirmed

7.2 Contract monitoring and reporting

Moved: Deputy Mayor Curnow

Seconded: Mayor Smith

That the Audit, Risk and Finance Committee:

a) Notes the contract monitoring report for period ending June 2020, for the following contracts:
   - CON860 Maintenance of Parks, Reserves, Cemeteries, Public Toilets, Buildings and Dargaville Gardens
   - CON888 Roading Network Maintenance
   - CON798 3 Waters Operations and Maintenance
   - CON706 Solid Waste.

b) Agrees that this decision be published in the open minutes of this meeting, and that the report will remain confidential due to the commercially sensitive information contained within the report.

Carried

7.3 Insurance renewal update

Moved: Cr Wethey

Seconded: Deputy Mayor Curnow

That the Audit, Risk and Finance Committee:

a) Notes that work is underway in preparation for the renewal of Council's insurance arrangements for 2020/2021 and in particular a review of the need for underground infrastructure insurance cover.

b) Agrees that this decision be published in the open minutes of this meeting, and that the report will remain confidential due to the commercially sensitive information contained within the report.

Carried

[Secretarial note: This item is in regards to the preparation of the 2020/2021 insurance arrangements and not 2019/2020 as stated in the executive summary of the report.]

7.4 Recommendation to return to open session

Moved: Mayor Smith

Seconded: Cr Wills

That the Audit, Risk and Finance Committee:

a) Returns to open session of the meeting.

b) Notes that all decisions and reports that were resolved to be made publicly available during the public excluded session will be included in the open minutes of this meeting and published on the Kaipara District Council website.

Carried

Unconfirmed

8. Closure

8.1 Karakia

Mayor Smith closed the meeting with a karakia.

Meeting closed at 1:07 p.m.

Kaipara District Council

unconfirmed