

**MINUTES OF FAR NORTH DISTRICT COUNCIL
AUDIT, RISK, AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON THURSDAY, 25 JULY 2019 AT 12:45 PM**

PRESENT: Cr John Vujcich, Mayor John Carter (HWTM), Cr Tania McInnes (Deputy Mayor), Cr Ann Court, Cr Felicity Foy (via video-conference), Cr Colin (Toss) Kitchen, Cr Sally Macauley, Cr Kelly Stratford, Member Bruce Robertson, Member Adele Gardner (via video-conference), Member Mike Edmonds, Member Terry Greening

STAFF PRESENT: Shaun Clarke - Chief Executive Officer, William J Taylor MBE - General Manager Corporate Services, Andy Finch – General Manager Infrastructure and Asset Management, Darrell Sargent – General Manager Strategic Planning and Policy, Dean Myburgh – District Services, Darren Edwards – General Manager Environmental, Community and Customer Services, Janice Smith – Chief Financial Officer, Richard Edmondson – Manager Communications, Matt Bell – Manager Risk and Improvement, Tanya Reid – Business Improvement Specialist, Glenn Rainham – Manager Infrastructure Operations, Guy du Toit – Programme Delivery and Business Intelligence, Kirsten Shearer – Business Partner, Lisa Huria – Audit and Assurance Specialist, Scott May – Business Improvement Specialist, Kim Hammond – Meetings Administrator

1 APOLOGIES AND DECLARATIONS OF INTEREST

There were no apologies or declarations of interest

2 DEPUTATION

There were no deputations

3 CONFIRMATION OF PREVIOUS MINUTES

CONFIRMATION OF PREVIOUS MINUTES

Agenda item document number A2497689, pages 14 - 21 refers

COMMITTEE RESOLUTION 2019/16

Moved: Cr John Vujcich
Seconded: Cr Colin (Toss) Kitchen

That the Audit, Risk, and Finance Committee confirm that the minutes of the meeting of the Committee held 30 May 2019 are a true and correct record.

CARRIED

4 STRATEGIC PLANNING AND POLICY GROUP**RISK MANAGEMENT POLICY**

Agenda item document number A2541869, pages 22 - 27 refers

COMMITTEE RESOLUTION 2019/17

Moved: Cr Kelly Stratford
Seconded: Mayor John Carter

That the Audit, Risk, and Finance Committee recommend that Council adopt the 2019 Risk Management Policy.

)CARRIED

Note: request that a workshop be held in the new triennium to cover the Risk Management Framework

5 CORPORATE SERVICES GROUP**MOTION****COMMITTEE RESOLUTION 2019/18**

Moved: Cr John Vujcich
Seconded: Mayor John Carter

That item 5.1 FNHL – Re-Appointment of Directors be moved into the Public Excluded meeting to protect the privacy of natural persons.

CARRIED**5.2 AUDIT RISK AND FINANCE SUB-COMMITTEE DRAFT TERMS OF REFERENCE**

Supplementary Agenda item 5.2 document number A2557674, pages 4 - 8 refers

COMMITTEE RESOLUTION 2019/19

Moved: Cr John Vujcich
Seconded: Member Mike Edmonds

That the Audit, Risk and Finance Committee adopts the draft terms of reference for the Data Governance Subcommittee.

CARRIED**6 INFORMATION REPORTS****6.1 REVENUE RECOVERY REPORT - JUNE 2019**

Agenda item document number A2550617, pages 28 - 32 refers

COMMITTEE RESOLUTION 2019/20

Moved: Cr Kelly Stratford

Seconded: Member Bruce Robertson

That the Audit, Risk, and Finance Committee receive the report “Revenue Recovery Report - June 2019”.

.CARRIED

Note: request a report be presented in the new triennium on the restrictions Council can place on those that have not paid their rates.

6.2 RISK MANAGEMENT REPORT

Agenda item document number A2543239, pages 33 - 52 refers

COMMITTEE RESOLUTION 2019/21

Moved: Member Bruce Robertson

Seconded: Member Adele Gardner

That the Audit, Risk, and Finance Committee receive the report “Risk Management Report”.

CARRIED

6.3 INTERNAL AUDIT AND ASSURANCE

Agenda item document number A2542003, pages 53 - 55 refers

COMMITTEE RESOLUTION 2019/22

Moved: Mayor John Carter

Seconded: Cr Tania McInnes

That the Audit, Risk, and Finance Committee receive the report “Internal Audit and Assurance”.

CARRIED

6.4 UPDATE ON RISK TREATMENT PLAN - MAINTAINING BUILDING CONSENT AUTHORITY IANZ ACCREDITATION IN OCTOBER 2019.

Agenda item document number A2551082, pages 56 - 63 refers

COMMITTEE RESOLUTION 2019/23

Moved: Cr Tania McInnes

Seconded: Cr Kelly Stratford

That the Audit, Risk, and Finance Committee receive the report “Update on Risk Treatment Plan - Maintaining Building Consent Authority IANZ Accreditation in October 2019.

CARRIED

Attachments tabled at meeting

1 Tabled document - BCA Situation Report

6.5 LEVEL OF SERVICE KPI QUARTER 4 PERFORMANCE REPORT

Supplementary Agenda item 6.5 document number A2554782, pages 9 - 36 refers

COMMITTEE RESOLUTION 2019/24

Moved: Cr John Vujcich
 Seconded: Mayor John Carter

That the Audit, Risk, and Finance Committee receive the report “Level of Service KPI Quarter 4 Performance Report “.

CARRIED

Attachments tabled at meeting

- 1 Tabled document - LOS KPI Q4 - updated page 5 - Roading measures

7 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2019/25

Moved: Cr John Vujcich
 Seconded: Cr Tania McInnes

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each issue to be considered while the public is excluded; the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 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 in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confirmation of Previous Minutes (Public Excluded)	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(b)(ii) - the withholding of the information is necessary to protect information, where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied, or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7

	disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
FNDC Current Legal Action Potential Liability Claims	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	s48(1)(a)(i) - the public conduct of 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 under section 6 or section 7

CARRIED

2.1 CONFIRMATION OF INFORMATION AND DECISIONS IN OPEN MEETING

COMMITTEE RESOLUTION 2019/26

Moved: Cr John Vujcich
Seconded: Cr Tania McInnes

That the Audit, Risk and Finance Committee:

- a) approve that the following decisions contained in the part of the Audit, Risk and Finance Committee meeting held with the public excluded are to be restated in the public meeting

7.3 FNHL - RE-APPOINTMENT OF DIRECTORS

That the Audit, Risk and Finance Committee:

- a) *approve the re-appointment of Bill Birnie as a director of Far North Holdings Ltd for a further period of two years, to July 2021, at which point he will stand down from the board.*
 - b) *approve the re-appointment of Ross Blackman as a director of Far North Holdings Ltd for a further period of one year, to July 2020, at which point he will stand down from the board.*
- b) approve that the following information contained in the part of the Audit, Risk and Finance Committee meeting held with the public excluded are to be restated in the public meeting

7.3 FNHL - RE-APPOINTMENT OF DIRECTORS

CARRIED

Attachments tabled at meeting

- 1 ARF 25 July 2019_FNHL - Re-appointment of Directors - Reinstated in public

8 MEETING CLOSE

The meeting closed at 3:27 pm.

The minutes of this meeting will be confirmed at the Audit, Risk, and Finance Committee Meeting to be held on 26 September 2019.

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CHAIRPERSON