

**MINUTES OF FAR NORTH DISTRICT COUNCIL
AUDIT, RISK, AND FINANCE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON THURSDAY, 26 SEPTEMBER 2019 AT 12.49 PM**

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

IN ATTENDANCE: Irwin Wilson - Far North Holdings; Trevor Rusling - Audit New Zealand

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, George Swanepoel - Inhouse Counsel, Richard Edmondson - Manager Communications, Matt Bell - Manager Risk and Improvement, Tanya Reid - Business Improvement Specialist, Michael Boyd - Manager Talent and Development

1 APOLOGIES AND DECLARATIONS OF INTEREST

There were no apologies or declarations of interest.

2 DEPUTATION

There were no deputations

3 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

- a) That the public be excluded from the following parts of the proceedings of this meeting.
- b) That Irwin Wilson from Far North Holdings Ltd be permitted to remain at this meeting for item 7.2 Far North Holdings Ltd Annual Report for the year ended 30 June 2019 after the public has been excluded, because of his knowledge of the matters to be discussed. This knowledge will be of assistance to the Committee.
- c) That Trevor Rusling from Audit New Zealand be permitted to remain at this meeting for item 7.2 Far North Holdings Ltd Annual Report for the year ended 30 June 2019 after the public has been excluded, because of his knowledge of the matters to be discussed. This knowledge will be of assistance to the Committee.
- d) The general subject matter of each matter 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
7.1 - Confirmation of Previous Minutes (Public Excluded)	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
7.2 - Far North Holdings Ltd Annual Report for the year ended 30 June 2019	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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
7.3 - Draft Annual Report for the year ended 30 June 2019	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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
7.4 - Pre-funding of approved debt	s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be	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

	supplied	
7.5 - 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

4 CONFIRMATION OF INFORMATION AND DECISIONS IN OPEN MEETING

<p>COMMITTEE RESOLUTION 2019/24</p> <p>Moved: Cr John Vujcich Seconded: Cr Colin (Toss) Kitchen</p> <p>That the Audit, Risk and Finance Committee confirm that the following information and 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 once the Audit New Zealand Opinion is signed.</p> <p>1.2 FAR NORTH HOLDINGS LTD ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2019</p> <p style="text-align: right;">CARRIED</p>

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 3.1 document number A2564502, pages 12 - 13 refers

<p>COMMITTEE RESOLUTION 2019/25</p> <p>Moved: Cr Tania McInnes Seconded: Cr Kelly Stratford</p> <p>That the Audit, Risk, and Finance Committee confirm that the minutes of the meeting of the Committee held 25 July 2019 are a true and correct record.</p> <p style="text-align: right;">CARRIED</p>
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6 STRATEGIC PLANNING AND POLICY GROUP

6.1 KOHA POLICY

Agenda item 4.1 document number A2542186, pages 20 - 22 refers

MOTION

Moved: Cr Tania McInnes

Seconded: Cr Kelly Stratford

That the Committee recommend that Council adopt the Koha Policy.

AMENDMENT

Moved: Cr John Vujcich

Seconded: Cr Tania McInnes

That the Committee recommend that Council adopt the Koha Policy, subject to the four identified amendments.

CARRIED

The amendment became the substantive motion.

COMMITTEE RESOLUTION 2019/26

Moved: Cr John Vujcich

Seconded: Cr Tania McInnes

That the Committee recommend that Council adopt the Koha Policy, subject to the four identified amendments.

CARRIED

7 CORPORATE SERVICES GROUP

7.1 RESTRICTING WATER SUPPLY OPTIONS

Agenda item 5.1 document number A2618783, pages 28 - 31 refers

COMMITTEE RESOLUTION 2019/27

Moved: Cr Felicity Foy

Seconded: Member Adele Gardner

That the Audit, Risk, and Finance Committee recommend to an incoming Council/Committee:

- a) **That staff develop a procedure outlining the steps to be taken to identify water accounts that are either in arrears or failing to respond to leak advice notices, that should be subject to restriction of water supply.**
- b) **That once the procedure has been approved, pursue the installation of water restriction measures where water accounts meet the criteria set in the procedure.**

CARRIED

7.2 FAR NORTH DISTRICT COUNCIL DATA GOVERNANCE

Supplementary Agenda item 5.2 document number A2664566, pages 4 - 8 refers

COMMITTEE RESOLUTION 2019/28

Moved: Cr Tania McInnes

Seconded: Cr John Vujcich

That the Chief Executive:**a) adopts the following Strategy**

The data management framework will ensure that as an organisation we:

- Provide assurance of data security and data quality
- Maximize the benefit generation of information
- Designate accountability for data quality
- Enable evidence-based policy development
- Increase consistency and confidence in decision making
- Provide consistency in reporting
- Enable evidence-based business cases and strategies

b) include an overview of Data Governance in the committee / portfolio discussion in the new triennium, and explore options including, but not limited to:

- i) A subcommittee dedicated to data governance, and / or
- ii) A data governance portfolio

CARRIED**8 INFORMATION REPORTS****8.1 RISK MANAGEMENT REPORT**

Supplementary Agenda item 6.1 document number A2645775, pages 34 - 35 refers

COMMITTEE RESOLUTION 2019/29

Moved: Cr Tania McInnes

Seconded: Cr Sally Macauley

That the Audit, Risk, and Finance Committee receive the report "Risk Management Report".**CARRIED****8.2 INTERNAL AUDIT AND ASSURANCE**

Agenda item 6.2 document number A2642680, pages 46 - 47 refers

COMMITTEE RESOLUTION 2019/30

Moved: Cr Kelly Stratford

Seconded: Cr Tania McInnes

That the Audit, Risk, and Finance Committee receive the report "Internal Audit and

Assurance”.
.CARRIED

8.3 COUNCIL FINANCIAL REPORT AS AT 31 AUGUST 2019

Supplementary Agenda item 6.3 document number A2650609, pages 9 - 9 refers

COMMITTEE RESOLUTION 2019/31
Moved: Cr Kelly Stratford
Seconded: Cr Colin (Toss) Kitchen
That the Audit, Risk, and Finance Committee receive the report “Council Financial Report as at 31 August 2019”.
CARRIED

8.4 BUILDING CONSENT ACCREDITATION UPDATE

Supplementary Agenda item 6.4 document number A2668605, pages 23 - 26 refers

COMMITTEE RESOLUTION 2019/32
Moved: Cr Ann Court
Seconded: Cr Kelly Stratford
That the Audit, Risk, and Finance Committee receive the report “Building Consent Accreditation Update”.
CARRIED

At 3:04 pm, Cr Kelly Stratford left the meeting.

At 3:05 pm, Cr Felicity Foy left the meeting.

9 MEETING CLOSE

The Meeting closed at 3:15 pm.

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CHAIRPERSON