

Audit and Risk Committee Meeting Minutes

Date: Wednesday, 5 December, 2018
Time: 9:00 a.m.
Location: Council Chamber
Forum North, Rust Avenue
Whangarei

In Attendance	Her Worship the Mayor Sheryl Mai Cr Shelley Deeming Cr Sue Glen Cr Cherry Hermon Cr Greg Innes
Not in Attendance	Cr Sharon Morgan (Chairperson) Cr Crichton Christie
Also present	Cr Stu Bell Cr Vince Cocurullo Cr Phil Halse Cr Anna Murphy Philip Jones (Independent Adviser) Warren Auth (Audit New Zealand) Adelle Allbon and Hayden Keast (BDO)
Scribe	C Brindle (Senior Democracy Adviser)

Election of Acting Chairperson

The Committee's Chairperson was unavailable to chair the meeting.

Council's Standing Orders provide that if the Chairperson is absent the committee members must elect a member to act as Chairperson at the meeting.

Nominations for Acting Chairperson were called for. One nomination, to elect Her Worship the Mayor Sheryl Mai, was received.

Moved By Cr Sue Glen

Seconded By Cr Shelley Deeming

That Her Worship the Mayor Sheryl Mai is elected to act as Chairperson at today's meeting.

Carried

1. Declarations of Interest

There were no declarations of interest made at this meeting.

2. Apologies

Crs Crichton Christie and Sharon Morgan (absent)
Crs Shelley Deeming, Cherry Hermon and Sue Glen (early departure)

Moved By Cr Greg Innes

Seconded By Cr Sue Glen

That the apologies be sustained.

Carried

3. Confirmation of Minutes of Previous Audit and Risk Committee Meeting

3.1 Minutes Audit and Risk Committee held 26 September 2018

Moved By Cr Greg Innes

Seconded By Cr Shelley Deemoing

That the minutes of the Audit and Risk Committee meeting held on Tuesday 26 September 2018, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4. Information Reports

4.1 Final Audit NZ Report at 30 June 2018

Moved By Cr Sue Glen

Seconded By Cr Shelley Deeming

That the Audit and Risk Committee:

1. Notes the Final Audit Management Report issued by Audit NZ for the 2017/18 Financial Year.
2. Notes the recommendations raised by Audit NZ, and the updated staff response to them.

Carried

4.2 Revenue Internal Audit Report - Revenue

Moved By Cr Shelley Deeming

Seconded By Cr Cherry Hermon

That the Audit and Risk Committee:

1. Notes the Revenue Internal Audit Final Report issued by BDO.
2. Notes the recommendations raised by BDO, and Councils response to them.

Carried

Cr Vince Cocurullo joined the meeting at 9.11am during discussions on Item 4.2.

4.3 Financial Management Activity Update Report - December 2018

Moved By Cr Cherry Hermon

Seconded By Cr Shelley Deeming

That the Audit and Risk Committee notes the financial management activity over the previous three months.

Carried

4.4 Health and Safety Report

Moved By Cr Greg Innes

Seconded By Cr Cherry Hermon

That the Audit and Risk Committee notes the information presented in the report and its attachment.

Carried

Cr Phil Halse joined the meeting at 9.29am during Item 4.4.

4.5 Project Risk Discussion

Moved By Cr Sue Glen

Seconded By Cr Greg Innes

That the Committee notes the report.

Carried

Cr Cherry Hermon left the meeting at 9.41am during Item 4.5.

4.6 Internal Audit Action Updates

Moved By Cr Shelley Deeming

Seconded By Cr Sue Glen

That the Audit and Risk Committee notes the status of the outstanding internal audit actions.

Carried

4.7 Risk Register Update - December 2018

Moved By Cr Sue Glen

Seconded By Cr Shelley Deeming

That the Audit and Risk Committee notes the report.

Carried

Procedural motion

Moved By Her Worship the Mayor

Seconded By Cr Greg Innes

That the meeting be adjourned and reconvened in the Council Chambers at 10.30am today.

Carried

The meeting adjourned at 9.48am and reconvened at 10.30am in the Council Chambers.

4.8 Insurance Renewal - AON

The presentation did not take place at the meeting due to the presenters being inadvertently delayed.

5. Public Excluded Business

There was no business conducted in public excluded.

6. Closure of Meeting

The meeting concluded at 10.31am

Confirmed this 27th day of March 2018

Her Worship the Mayor Sheryl Mai (Chairperson)