

## **Audit and Risk Committee Meeting Minutes**

**Date:** Wednesday, 6 December, 2017  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**In Attendance** Cr Sharon Morgan (Chairperson)  
Her Worship the Mayor Sheryl Mai  
Cr Shelley Deeming  
Cr Sue Glen  
Cr Cherry Hermon  
Cr Greg Innes

**Not in Attendance** Cr Crichton Christie

**Also present** Cr Vince Cocurullo  
Philip Jones (Independent Advisor)  
Athol Graham and Claudia Brink (Audit  
New Zealand)  
Adelle Albon and Haydon Keast (BDO)

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### **1. Declarations of Interest**

### **2. Apologies**

Her Worship the Mayor (early departure) and Cr Greg Innes (possible 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 Confirmation of Minutes of the Audit and Risk Committee Meeting 27 September 2017**

**Moved By** Cr Cherry Hermon

**Seconded By** Cr Shelley Deeming

That the minutes of the Audit and Risk Committee meeting held on Wednesday 27 September 2017, having been circulated, be taken as read and 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 2017

**Moved By** Cr Greg Innes

**Seconded By** Cr Cherry Hermon

That the Audit and Risk Committee:

- a) Notes the Final Audit Management Report issued by Audit NZ for the 2016/2017 Financial Year.
- b) Notes the recommendations raised by Audit NZ and the updated staff response to them.

**Carried**

*Her Worship the Mayor left the meeting at 918am following Item 4.1.*

##### 4.2 Final Audit NZ Report - Payroll

**Moved By** Cr Greg Innes

**Seconded By** Cr Shelley Deeming

That the Audit and Risk Committee:

- a) Notes the Final Payroll Internal Audit Report issued by BDO.
- b) Notes the recommendations raised by BDO and Councils response to them.

**Carried**

##### 4.3 Financial Management Activity Update Report

**Moved By** Cr Shelley Deeming

**Seconded By** Cr Cherry Hermon

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

**Carried**

*Cr Cocurullo joined the meeting at 9.27am following Item 4.3.*

##### 4.4 Health and Safety Report

**Moved By** Cr Sue Glen

**Seconded By** Cr Cherry Hermon

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

**Carried**

#### **4.5 Insurance Renewal Update**

**Moved By** Cr Cherry Hermon  
**Seconded By** Cr Shelley Deeming

That the Audit and Risk Committee notes the successful renewal of the Council's insurance schedules.

**Carried**

#### **4.6 Internal Audit – Outstanding Actions Report**

**Moved By** Cr Greg Innes  
**Seconded By** Cr Shelley Deeming

That the Audit and Risk Committee:

- a) Notes that reporting of internal audit activity will occur every six months.
- b) Notes the status of the outstanding internal audit actions.

**Carried**

#### **4.7 Policy Register – Status Report**

**Moved By** Cr Sue Glen  
**Seconded By** Cr Shelley Deeming

That the Audit and Risk Committee:

- c) Notes the status of the current internal policy register.
- d) Recognises the work being undertaken within Council to provide reporting on internal and external policies.

**Carried**

#### **4.8 Risk Management Activity Report**

**Moved By** Cr Greg Innes  
**Seconded By** Her Worship the Mayor

That the Audit and Risk Committee:

- (a) Note the progress that has been made on the review of risk registers and the ongoing work relating to risk management across Council.

**Carried**

**5. Public Excluded Business**

There was no business conducted in public excluded.

**7. Closure of Meeting**

The meeting concluded at 10.06am

Confirmed this 28<sup>th</sup> day of February 2018

Councillor Sharon Morgan (Chairperson)