



Minutes of a meeting of the Audit, Risk and Finance Subcommittee

Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson

On Tuesday 15 May 2018, commencing at 9.10am

Present: Mr J Peters (Chairperson), Councillors I Barker, B Dahlberg and Mr J Murray

In Attendance: Councillor Courtney, Chief Executive (P Dougherty), Group Manager Corporate Services (N Harrison) and Governance Adviser (R Terry)

Apologies: Her Worship the Mayor R Reese, and Councillor Barker for lateness.

1. Apologies

Resolved AUD/2018/018

That the Audit, Risk and Finance Subcommittee

Receives and accepts an apology from Her Worship the Mayor Rachel Reese, and Councillor Barker for lateness.

Murray/Dahlberg

Carried

2. Confirmation of Order of Business

The meeting was adjourned at 9.11am (at which time Her Worship the Mayor left the meeting, giving her apologies for attendance). The meeting reconvened at 9.15am.

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 13 February 2018

Document number M3252, agenda pages 7 - 15 refer.

Resolved AUD/2018/019

That the Audit, Risk and Finance Subcommittee

Confirms the minutes of the meeting of the Audit, Risk and Finance Subcommittee, held on 13 February 2018, as a true and correct record.

Murray/Dahlberg

Carried

6. Chairpersons Report

There was no Chairperson's report.

7. Status Report - Audit Risk and Finance Subcommittee - 15 May 2018

Document number R9278, agenda pages 16 - 17 refer.

Group Manager Corporate Services, Nikki Harrison advised that Manager Governance and Support Services, Mary Birch was currently investigating options for managing protected disclosure for elected members. They would be collating information and working with Tasman District Council to identify the most appropriate option.

Resolved AUD/2018/020

That the Audit, Risk and Finance Subcommittee

Receives the report Status Report - Audit Risk and Finance Subcommittee - 15 May 2018 (R9278) and its attachment (A1753947).

Dahlberg/Murray

Carried

Attendance: Councillor Barker joined the meeting at 9.20am.

8. Key Organisational Risks - 1st Quarterly Report Calendar 2018

Document number R9223, agenda pages 18 - 35 refer.

Risk and Procurement Analyst, Steve Vaughan presented his report and answered questions in relation to how risk was managed within business units, the effectiveness of risk management controls and recruitment of staff.

Resolved AUD/2018/021

That the Audit, Risk and Finance Subcommittee

Receives the report Key Organisational Risks - 1st Quarterly Report Calendar 2018 (R9223) and its attachment (A1951823).

Murray/Dahlberg

Carried

9. Corporate Report to 31 March 2018

Document number R9198, agenda pages 36 - 48 refer.

Senior Accountant, Tracey Hughes and Manager Capital Projects, Shane Davies presented the report. Ms Hughes noted a correction to the report, on page 37 at paragraph 4.2.6. The last sentence should read: 'The bar graph records year to date expenditure against forecast expenditure by activity'.

Mr John Murray raised a question about finances going to other committees. Group Manager Corporate Services, Nikki Harrison confirmed this was not a requirement.

Resolved AUD/2018/022

That the Audit, Risk and Finance Subcommittee

Receives the report Corporate Report to 31 March 2018 (R9198) and its attachments (A1958594 and A1956070).

Barker/Dahlberg

Carried

10. Internal Audit - Quarterly Progress Report to 31 March 2018

Document number R8842, agenda pages 49 - 55 refer.

Internal Audit Analyst, Lynn Anderson, presented the report.

Resolved AUD/2018/023

That the Audit, Risk and Finance Subcommittee

Receives the report Internal Audit - Quarterly Progress Report to 31 March 2018 (R8842) and its attachment (A1949842); and

Approves the proposal to reduce the Internal Audit Plan to 30 June 2018 by three audits.

Murray/Barker

Carried

11. Internal Audit - Summary of New or Outstanding Significant Risk Exposures and Control Issues to 31 March 2018

Document number R9251, agenda pages 56 - 61 refer.

Internal Audit Analyst, Lynn Anderson, presented the report and responded to questions around business continuity planning and delegations.

Resolved AUD/2018/024

That the Audit, Risk and Finance Subcommittee

Receives the report Internal Audit - Summary of New or Outstanding Significant Risk Exposures and Control Issues to 31 March 2018 (R9251) and its attachment (A1950727).

Dahlberg/Barker

Carried

12. Health Safety and Wellbeing Performance Report: January to March 2018

Document number R9216, agenda pages 61 - 76 refer.

Health and Safety Adviser, Malcolm Hughes presented the report.

Mr John Peters suggested a change to the format of the Health Safety and Wellbeing Performance Report to include a summary at the beginning of the report from the Health and Safety Adviser outlining the main issues.

Resolved AUD/2018/025

That the Audit, Risk and Finance Subcommittee

Receives the report Health Safety and Wellbeing Performance Report: January to March 2018 (R9216) and its attachment (A1946126).

Dahlberg/Barker

Carried

13. Exclusion of the Public

Resolved AUD/2018/026

That the Audit, Risk and Finance Subcommittee

Excludes the public from the following parts of the proceedings of this meeting.

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Barker/Dahlberg

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Current Legal Proceedings	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(g) To maintain legal professional privilege

The meeting went into public excluded session at 10.31am and resumed in public session at 10.52am.

14. Re-admittance of the Public

Resolved AUD/2018/028

That the Audit, Risk and Finance Subcommittee

Re-admits the public to the meeting.

Barker/Dahlberg

Carried

There being no further business the meeting ended at 10.53am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date