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

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

**On Thursday 28 September 2017, commencing at 1.02pm**

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Present: Mr J Peters (Chairperson), Her Worship the Mayor R Reese,  
Councillor I Barker, and Mr J Murray

In Attendance: Councillors M Courtney, P Matheson, B McGurk, G Noonan, M  
Rutledge, and S Walker, Group Manager Corporate Services  
(N Harrison), Group Manager Community Services (C Ward),  
Senior Strategic Adviser (N McDonald), Manager  
Communications (P Shattock), Senior Accountant (T Hughes)  
and Governance Adviser (E-J Ruthven)

Apology: Councillor B Dahlberg

### 1. Apologies

Resolved AUD/2017/056

***That the Subcommittee***

***Receives and accepts the apologies from  
Councillor Dahlberg.***

Barker/Her Worship the Mayor

Carried

### 2. Confirmation of Order of Business

There was no change to the order of business.

### 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 8 September 2017

Document number M2894, agenda pages 7 - 15 refer.

Resolved AUD/2017/057

***That the Committee***

***Confirms the minutes of the meeting of the Committee, held on 8 September 2017, as a true and correct record.***

Barker/Her Worship the Mayor

Carried

## 6. Status Report - Audit Risk and Finance Subcommittee - 28 September 2017

Document number R8406, agenda pages 16 - 18 refer.

Resolved AUD/2017/058

***That the Subcommittee***

***Receives the Status Report Audit, Risk and Finance Subcommittee 28 September 2017 (R8406) and its attachment (A1753947).***

Murray/Barker

Carried

## 7. Chairperson's Report

The Chairperson gave a verbal report, and explained reasons for the July 2017 financial records not being available for this meeting.

He added that the Annual Report audit had become available this week, and Group Manager Corporate Services, Ms Harrison, tabled a document (A1841934) outlining changes to the Annual Report as a result of the audit process.

Senior Accountant, Tracey Hughes, explained changes in the financial statements for the Annual Report and answered questions.

### **Attachments**

1 A1841934 - tabled document

## 8. PWC Treasury advisor presentation

Brett Johanson and Jason Bligh, from PriceWaterhouseCoopers, gave a power point presentation regarding the treasury management update (A1838402).

Attendance: Councillor Barker left the meeting from 1.11pm to 1.13pm.

Mr Johanson and Mr Bligh spoke about Council's financial management framework, short and longer term interest rate profiles and Council's ability to raise debt, and answered questions.

### Attachments

- 1 A1838402 - PWC Power Point Presentation

## 9. Protected disclosure policy for elected members

Document number R8402, agenda pages 19 - 31 refer.

Group Manager Corporate Services, Nikki Harrison, presented the report, and explained that a Separate Protected Disclosure policy for elected members would be developed.

Manager People and Capability, Stephanie Vincent, spoke about the proposed policy development, and answered questions.

Resolved AUD/2017/059

### ***That the Subcommittee***

***Receives the report Protected disclosure policy for elected members (R8402) and its attachment (A1338935); and***

***Requests the development of a separate Protected Disclosure Policy for Elected Members, for review by the Subcommittee prior to submitting the policy for approval by Council.***

Barker/Her Worship the Mayor

Carried

## 10. Results of 2017 Residents Survey

Document number R8361, agenda pages 32 - 125 refer.

Senior Strategic Adviser, Nicky McDonald, presented the report, and answered questions.

Resolved AUD/2017/060

### ***That the Subcommittee***

**Receives the report Results of 2017 Residents Survey (R8361) and its attachment (A1789495); and**

**Notes the 2017 Residents Survey results (A1789495) will be communicated to the public.**

Her Worship the Mayor/Barker

Carried

# **11. Health and Safety Strategic Plan 2017 - 2023**

Document number R7718, agenda pages 126 - 144 refer.

Health and Safety Adviser, Malcolm Hughes, presented the report, and answered questions.

Resolved AUD/2017/061

***That the Subcommittee***

**Receives the report Health and Safety Strategic Plan 2017 - 2023 (R7718) and its attachment (A1398549).**

Barker/Murray

Carried

Recommendation to Council AUD/2017/062

***That the Council***

**Approves the Health and Safety Strategic Plan 2017 - 2023 (A1398549).**

Barker/Murray

Carried

# **12. Audit Engagement Letter 2017 - debenture trust deed**

Document number R8254, agenda pages 145 - 169 refer.

Group Manager Corporate Services, Nikki Harrison, presented the report and answered questions.

Resolved AUD/2017/063

***That the Subcommittee***

**Receives the report Audit Engagement Letter 2017 - debenture trust deed (R8254) and its attachment (A1815606); and**

**Notes the Subcommittee can provide feedback on the Audit Engagement letter – debenture trust deed to Audit NZ if required, noting the Mayor will sign the letter once the Subcommittee’s feedback has been incorporated.**

Murray/Barker

Carried

### **13. Revised Internal Audit Annual Plan to June 2018**

Document number R8408, agenda pages 170 - 175 refer.

Internal Audit Analyst, Lynn Anderson, presented the report, and noted changes made as a result of a workshop on this subject. She explained that the plan included one additional audit, and that another additional audit may be able to be undertaken within the current budget.

Resolved AUD/2017/064

***That the Subcommittee***

**Receives the report Revised Internal Audit Annual Plan to June 2018 (R8408) and its attachment (A1800209).**

Murray/Her Worship the Mayor

Carried

Recommendation to Council AUD/2017/065

***That the Council***

**Approves the Internal Audit – Annual Audit Plan to 30 June 2018 (A1800209).**

Murray/Her Worship the Mayor

Carried

### **14. Exclusion of the Public**

Resolved AUD/2017/066

***That the 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:***

Murray/Her Worship the Mayor

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)
<b>1</b>	<b>Audit, Risk and Finance Subcommittee Meeting - Public Excluded Minutes - 8 September 2017</b>	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"> <li>• Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</li> </ul>

The meeting went into public excluded session at 2.45pm and resumed in public session at 2.47pm.

Please note that as the only business transacted in public excluded was to confirm the minutes, this business has been recorded in the public minutes. In accordance with the Local Government Official Information Meetings Act 1987, no reason for withholding this information from the public exists.

Resolved AUD/2017/067

***That the Subcommittee***

***Confirms the minutes of part of the meeting of the Audit, Risk and Finance Subcommittee, held with the public excluded on 8 September 2017, as a true and correct record.***

Barker/Her Worship the Mayor

Carried

**15. Re-admittance of the Public**

Resolved AUD/2017/068

***That the Subcommittee***

***Re-admits the public to the meeting.***

Barker/Murray

Carried

There being no further business the meeting ended at 2.45pm.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date