

## Audit and Risk Committee

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# OPEN MINUTES

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Meeting Date: **Thursday 1 December 2016**  
Time: **2.00pm**  
Venue: **Main Committee Room  
3rd floor Civic Building  
231 Hastings Street  
Napier**

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**Present:** John Palairet (In the Chair), Mayor Bill Dalton, Geoff Foster, Councillor Graeme Taylor, Councillor Kirsten Wise, Stephen Lucy, Fiona Elkington

**In Attendance:** Chief Executive, Director Corporate Services, Chief Financial Officer, Accounting Manager, PA to Director Corporate Services

**APOLOGIES**

Nil

**CONFLICTS OF INTEREST**

Nil

**PUBLIC FORUM**

Nil

**ANNOUNCEMENTS BY THE MAYOR**

Nil

**ANNOUNCEMENTS BY THE CHAIRPERSON**

Nil

**ANNOUNCEMENTS BY THE MANAGEMENT**

Nil

**CONFIRMATION OF MINUTES**

**Councillor Wise / G Foster**

That the Minutes of the meeting held on 8 September 2016 were taken as a true and accurate record of the meeting.

**NOTIFICATION AND JUSTIFICATION OF MATTERS OF EXTRAORDINARY BUSINESS**

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**AGENDA ITEMS**

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**1. AUDIT AND RISK CHARTER REVIEW**

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>326620</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

**1.1 Purpose of Report**

To present and make recommendations on amendments to the Audit and Risk Committee Charter and Terms of Reference.

### **At the Meeting**

The chair noted there had been reasons for not meeting some responsibilities outlined in the Charter but once the additional resources were in place following the restructure, for then progress would be made.

### **Councillor Wise / G Foster**

#### **Officer's Recommendation**

- a. That the report titled Audit and Risk Charter Review be received.
- b. That the amendments to the Audit and Risk Committee Charter and Terms of Reference are recommended to Council for approval.

**CARRIED**

## **2. AUDIT AND RISK MEETING SCHEDULE 2016-17**

<i>Type of Report:</i>	<i>Operational and Procedural</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>326623</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Adele Henderson, Director Corporate Services</i>

### **2.1 Purpose of Report**

To consider the proposed timetable of meetings for the Audit and Risk Committee in 2017, as detailed below.

### **At the Meeting**

Audit New Zealand advised a draft schedule will be provided to the Director Corporate Services for approval prior to the March 2017 meeting.

### **Councillors Hague / Wise**

#### **Officer's Recommendation**

- a. That feedback be provided on the proposed timetable of meetings for the Audit and Risk Committee for 2017.

**CARRIED**

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## **PUBLIC EXCLUDED ITEMS**

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That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Napier City Council Investment and Debt Report
2. Health and Safety Report 30 September 2016
3. Review of Payroll for Overtime and Time in Lieu

4. Audit NZ - Management Letter 2015/16
5. DRAFT Multi Use Sports Facility Business Case
6. Review of Procurement at City Services (The Depot)
7. Risk Register October 2016
8. Napier City Council Internal Audit Status Report

The general subject of each matter to be considered while the public was excluded, the reasons 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 were as follows:

<b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</b>	<b>GROUND(S) UNDER SECTION 48(1) TO THE PASSING OF THIS RESOLUTION</b>
1. Napier City Council Investment and Debt Report	7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
2. Health and Safety Report 30 September 2016	7(2)(d) Avoid prejudice to measures protecting the health and safety of members of the public	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
3. Review of Payroll for Overtime and Time in Lieu	7(2)(c)(i) 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 supplied	48(1)A That the public conduct of the whole or 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: (i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.
4. Audit NZ - Management Letter 2015/16	7(2)(g) Maintain legal professional privilege	48(1)A That the public conduct of the whole or the relevant part of

		<p>the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist:</p> <p>(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>
5. DRAFT Multi Use Sports Facility Business Case	7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	<p>48(1)A That the public conduct of the whole or 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:</p> <p>(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>
6. Review of Procurement at City Services (The Depot)	7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	<p>48(1)A That the public conduct of the whole or 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:</p> <p>(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>
7. Risk Register October 2016	7(2)(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public	<p>48(1)A That the public conduct of the whole or 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:</p> <p>(i) Where the local authority is named or specified in Schedule 1 of this Act, under Section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.</p>
8. Napier City Council Internal Audit Status Report	7(2)(c)(i) 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	<p>48(1)A That the public conduct of the whole or 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:</p> <p>(i) Where the local authority is</p>

