

Audit and Risk Committee

OPEN AGENDA

Meeting Date: **Thursday 16 March 2017**
Time: **1pm**
Venue: **Main Committee Room
3rd floor Civic Building
231 Hastings Street
Napier**

Council Members John Palairet (In the Chair), Mayor Bill Dalton, Geoff Foster, Councillor Kirsten Wise, Councillor Claire Hague
Officer Responsible Director Corporate Services, Adele Henderson
Administrator Governance Team

Next Audit and Risk Committee Meeting
Thursday 15 June 2017

ORDER OF BUSINESS

APOLOGIES

CONFLICTS OF INTEREST

PUBLIC FORUM

ANNOUNCEMENTS BY THE MAYOR

ANNOUNCEMENTS BY THE CHAIRPERSON

ANNOUNCEMENTS BY THE MANAGEMENT

CONFIRMATION OF MINUTES

That the Minutes of the Audit and Risk Committee meeting held on Thursday, 1 December 2016 be taken as a true and accurate record of the meeting (*page 10 refers*).

NOTIFICATION AND JUSTIFICATION OF MATTERS OF EXTRAORDINARY BUSINESS

(Strictly for information and/or referral purposes only).

AGENDA ITEMS

- | | | |
|---|---|---|
| 1 | CAMMS Project Plan Update | 3 |
| 2 | Audit Arrangements for the year ending 30 June 2017 | 6 |

PUBLIC EXCLUDED7

AGENDA ITEMS

1. CAMMS PROJECT PLAN UPDATE

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>340078</i>
<i>Reporting Officer/s & Unit:</i>	<i>Caroline Thomson, Chief Financial Officer</i>

1.1 Purpose of Report

To update the Committee on the CAMMS project plan.

Officer's Recommendation

- a. That the report titled CAMMS Project Plan Update be received

CHAIRPERSON'S RECOMMENDATION

That the Council resolve that the officer's recommendation be adopted.

1.2 Background Summary

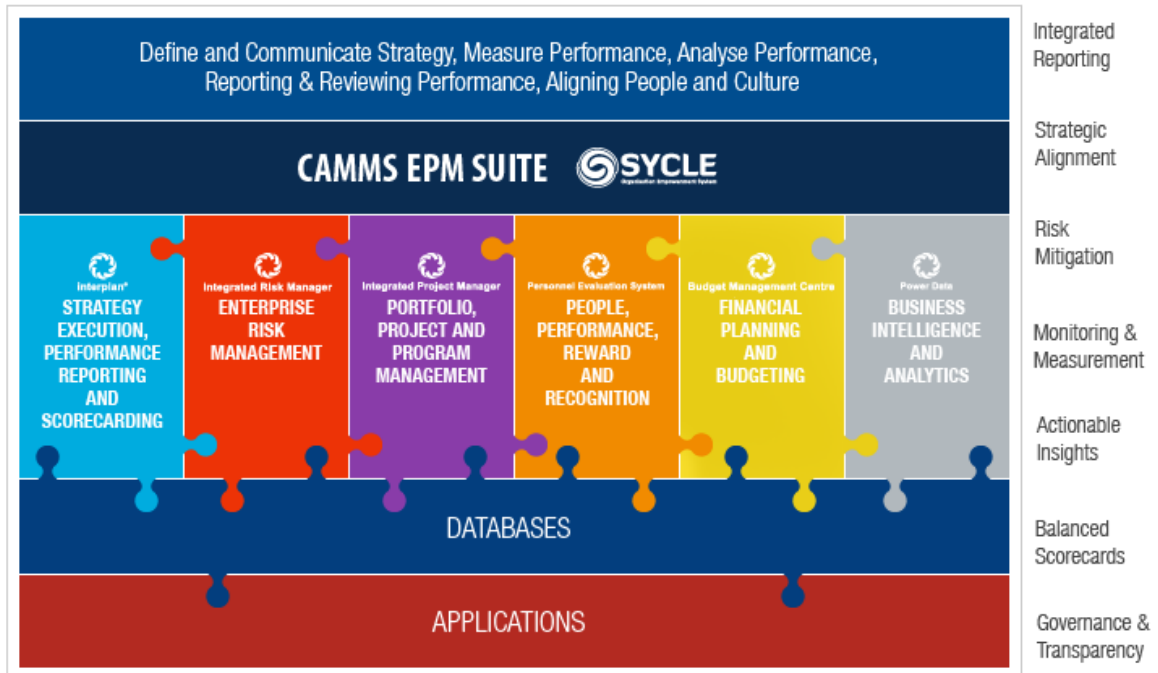
The realignment of Napier City Council has highlighted that improvements are needed in the ways in which strategies, performance, risks, projects and resources (particularly staff) are managed. The CAMMS performance management tool will enable staff to plan, execute and drive these improvements.

CAMMS is a leading provider in Enterprise Performance Management (EPM) and Business Intelligence (BI) software. The CAMMS business reporting and management tools enable people working on projects to share their work, track and allocate resources to projects leading to increased efficiency throughout Council. Three CAMMS modules have been purchased:

1. Enterprise Risk Management
2. People, Performance, Reward and Recognition
3. Portfolio, Project and Program Management

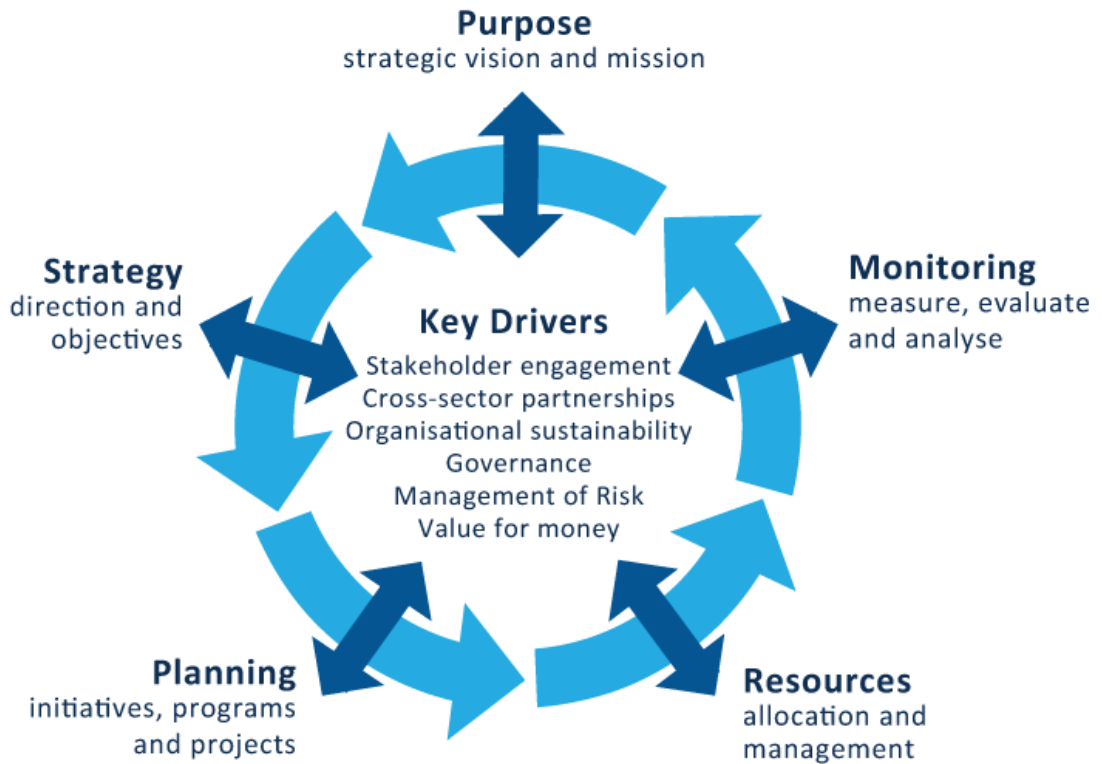
It is anticipated that the first two modules will be completed by June 2017 with the third module implemented by December 2017.

STRATEGY



Item 1

EXECUTION



During the first week of February CAMMS facilitated workshops involving senior staff to scope Council's current situation including existing frameworks, project planning, policies and procedures.

Based on the information supplied by officers at the risk workshop the CAMMS team have drafted a Risk Management Strategy (**attachment A**).

1.3 Attachments

- A Draft NCC Risk Management Strategy (*Under Separate Cover*)
- B CAMMS Draft Framework Documentation (*Under Separate Cover*)

2. AUDIT ARRANGEMENTS FOR THE YEAR ENDING 30 JUNE 2017

Type of Report:	<i>Enter Significance of Report</i>
Legal Reference:	<i>Enter Legal Reference</i>
Document ID:	343955
Reporting Officer/s & Unit:	Caroline Thomson, Chief Financial Officer

2.1 Purpose of Report

To outline the audit arrangements for the audit of the Napier City Council for the year ending 30 June 2017.

Officer's Recommendation

- a. That the Committee resolve that the audit arrangements for the year ending 30 June 2017 as set out in the audit arrangement letter from Audit New Zealand is received.

CHAIRPERSON'S RECOMMENDATION

That the Council resolve that the officer's recommendation be adopted.

2.2 Background Summary

Napier City Council's auditors, Audit New Zealand, have identified the key areas (both financial and non financial) that will be the focus of the audit for the year ending 30 June 2017. These are set out in the **attached** audit arrangement letter.

The final audit is scheduled to begin on 14 August 2017 and is expected to last two weeks on site.

2.3 Attachments

- A Audit Arrangement Letter for the year ending 30 June 2017 [⇒](#)

PUBLIC EXCLUDED ITEMS

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

AGENDA ITEMS

1. Insurance Arrangements
2. HB LASS RFP for Internal Audit Services
3. Kennedy Park Internal Audit Report
4. Napier City Council Investment and Debt Report
5. Health and Safety Report 28 February 2017
6. Risk Management Progress Report
7. Napier City Council Deloitte Report Update
8. Information Services Business Continuity Plan
9. Napier City Council Long Term Plan 2018-28

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:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) TO THE PASSING OF THIS RESOLUTION
1. Insurance Arrangements	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	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. HB LASS RFP for Internal Audit Services	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	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. Kennedy Park Internal Audit Report	7(2)(a) Protect the privacy of natural persons, including that of a deceased person	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. 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.
5. Health and Safety Report 28 February 2017	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.
6. Risk Management Progress Report	7(2)(e) Avoid prejudice to measures that prevent or mitigate material loss to 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.
7. Napier City Council Deloitte Report Update	7(2)(a) Protect the privacy of natural persons, including that of a deceased person 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.
8. Information Services Business Continuity Plan	7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment	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.

<p>9. Napier City Council Long Term Plan 2018-28</p>	<p>7(2)(f)(ii) Maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment</p>	<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: (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>
--	--	---

