

## Audit and Risk Committee

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# OPEN AGENDA

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Meeting Date: **Thursday 15 June 2017**  
Time: **1pm**  
Venue: **Main Committee Room  
3rd floor Civic Building  
231 Hastings Street  
Napier**

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**Council Members** John Palairt (In the Chair), Geoff Foster, Councillor Kirsten Wise, Councillor Claire Hague  
**Officer Responsible** Director Corporate Services, Adele Henderson  
**Administration** Governance Team

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**Next Audit and Risk Committee Meeting**  
**Thursday 14 September 2017**

# ORDER OF BUSINESS

## **APOLOGIES**

Mayor Bill Dalton

## **CONFLICTS OF INTEREST**

## **PUBLIC FORUM**

Nil

## **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, 16 March 2017 be taken as a true and accurate record of the meeting.

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

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

## **AGENDA ITEMS**

1	Tax update.....	3
2	Update on Water Risk .....	4

<b>PUBLIC EXCLUDED .....</b>	<b>5</b>
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<b>MINUTES 16 MARCH 2017 .....</b>	<b>8</b>
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## AGENDA ITEMS

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### 1. TAX UPDATE

<i>Type of Report:</i>	<i>Legal and Operational</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>359225</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Caroline Thomson, Chief Financial Officer</i>

#### 1.1 Purpose of Report

To provide the Committee with an update on tax matters relating to Council.

#### Officer's Recommendation

That the Committee

- a. Receive the presentation by Phil Fisher on tax matters.

#### MAYOR'S/CHAIRPERSON'S RECOMMENDATION

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

#### 1.2 Background Summary

Phil Fisher, Partner, PwC will attend the meeting to present to the committee an update on current tax issues, tax governance and tax audits. Phil is available to answer any questions the committee may have on tax related issues.

#### 1.3

#### 1.4 Attachments

Nil

## 2. UPDATE ON WATER RISK

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>359224</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Caroline Thomson, Chief Financial Officer</i>

### 2.1 Purpose of Report

To provide the Committee with an update on Council's water risk.

### Officer's Recommendation

That the Committee

- a. Receive the verbal presentation by Chris Dolley on water risk.

### MAYOR'S/CHAIRPERSON'S RECOMMENDATION

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

### 2.2 Background Summary

Chris Dolley, Manager Asset Strategy, will attend the meeting to present to the committee an update on water risk. Chris is available to answer any questions the committee may have on water issues.

### 2.3

### 2.4 Attachments

Nil

## PUBLIC EXCLUDED ITEMS

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

### AGENDA ITEMS

1. Napier City Council Annual Plan 2017/18
2. Risk Management Report May 2017
3. HB LASS Provision of Internal Audit Services
4. Audit NZ - Interim Management Report
5. Napier City Council Investment and Debt Report
6. Health and Safety Report 31 May 2017
7. Insurance Update

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. Napier City Council Annual Plan 2017/18	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.
2. Risk Management Report May 2017	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.
3. HB LASS Provision of 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

		<p>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>
4. Audit NZ - Interim Management Report	7(2)(g) Maintain legal professional privilege	<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>
5. 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	<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. Health and Safety Report 31 May 2017	7(2)(d) Avoid prejudice to measures protecting the health and safety of 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>
7. Insurance Update	7(2)(h) Enable the local authority to carry out, without prejudice or disadvantage, commercial activities	<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</p>

		and Meetings Act 1987.
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## Audit and Risk Committee

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# OPEN MINUTES

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**Meeting Date:** Thursday 16 March 2017  
**Time:** 1pm – 1.05pm, 3.35pm – 4.01pm  
**Venue:** Main Committee Room  
3rd floor Civic Building  
231 Hastings Street  
Napier

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**Present:** John Palaret (In the Chair), Geoff Foster, Councillor Kirsten Wise, Councillor Claire Hague

**In Attendance:** Stephen Lucy – Audit New Zealand  
Director Corporate Services

**Secretariat:** Governance Advisor



**APOLOGIES**

The apologies from Mayor Dalton and Chief Executive Wayne Jack were accepted by general agreement.

**CONFLICTS OF INTEREST**

None

**PUBLIC FORUM**

None

**ANNOUNCEMENTS BY THE MAYOR**

None

**ANNOUNCEMENTS BY THE CHAIRPERSON**

None

**ANNOUNCEMENTS BY THE MANAGEMENT**

None

**CONFIRMATION OF MINUTES**

**Councillor Wise / Mr Foster**

That the Minutes of the meeting held on 1 December 2016 were taken as a true and accurate record of the meeting, with a small correction to note that Cr Hague was present and not Cr Taylor.

**CARRIED**

For the convenience of the external presenters to items within the Public Excluded agenda, it was proposed that the meeting move directly into committee.

## PUBLIC EXCLUDED ITEMS

### Councillor Wise / Mr Foster

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

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. Napier City Council Annual Plan 2017/18
9. Information Services Business Continuity Plan
10. Napier City Council Long Term Plan 2018-28
11. Napier City Council Internal Audit

**CARRIED**

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.

<p>7. Napier City Council Deloitte Report Update</p>	<p>7(2)(a) Protect the privacy of natural persons, including that of a deceased person</p> <p>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</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>
<p>8. Napier City Council Annual Plan 2017/18</p>	<p>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</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>
<p>9. Information Services Business Continuity Plan</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>
<p>10. 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>
<p>11. Napier City Council Internal Audit</p>	<p>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</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</p>

	information or information from the same source and it is in the public interest that such information should continue to be supplied	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.
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**The meeting adjourned at 1.05pm and moved into public excluded**

**The open meeting reconvened at 3.35pm**

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## AGENDA ITEMS

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### 1. CAMMS PROJECT PLAN UPDATE

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

#### 1.1 Purpose of Report

To update the Committee on the CAMMS project plan.

#### At the Meeting

The Director Corporate Services spoke to the report, noting:

- SLT will be the approval body for each module in turn.
- The project has already been identified as a high priority by SLT with regards to staff resourcing; it is expected that allocating time early to staff training and implementation of the CAMMS tool will underpin and benefit other ensuing projects.

#### COMMITTEE'S RECOMMENDATION

##### Councillors Wise / Hague

That the report titled CAMMS Project Plan Update be received

**CARRIED**

## **2. AUDIT ARRANGEMENTS FOR THE YEAR ENDING 30 JUNE 2017**

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

### **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.

### **At the Meeting**

Stephen Lucy – Director Audit New Zealand, spoke to the report, noting:

- There are no inclusions in the audit programme that will be unexpected. The ‘risk of management override’ item has always been considered but has been more clearly specified for all large organisations this year.
- The audit fee will be advised later this month.
- Napier City Council carries a large capital programme for the size of the Council.

### **COMMITTEE'S RECOMMENDATION**

#### **Councillor Wise / Mr Foster**

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.

**CARRIED**

***The meeting concluded at 4.01pm***