

## Audit Risk and Finance Committee Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Wednesday 28 August 2024, commencing at 9.30am

### Tuhinga/Present:

Chairperson, Councillor Peter-Lucas Jones (attended virtually)  
Deputy Chairperson, Councillor Joe Carr (Chair for the meeting)  
Councillor John Blackwell  
Councillor Jack Craw  
Councillor Rick Stolwerk (left at 11.08am)  
Ex-Officio Geoff Crawford (Ex-Officio)  
Independent Tangata Whenua Member, George Riley  
Independent Tangata Whenua Member, Dee-Ann Wolferstan  
Independent Risk Advisor, Steve Watene

### I Tae Mai/In Attendance:

#### Full Meeting

Tumuai – Chief Executive, Jonathan Gibbard  
Pou Taumatua - GM Corporate Services, Bruce Howse  
Personal Assistant to GM Community Resilience, Haylee Labelle  
GM Community Resilience, Louisa Gritt  
Pou Whakaritenga – GM Regulatory Services, Colin Dall  
GM Environmental Services, Ruben Wylie

#### Part Meeting

Financial Accountant, Taka Skipwith  
Finance Manager, Simon Crabb  
Kaiāwhina Tari, Melanie Tupou  
Audit and Assurance Lead, Mandy Tepania  
Health and Safety Advisor, Sandy Stevenson  
Corporate Strategy Manager, Kyla Carlier

The Chair declared the meeting open at 0930am. Karakia by Steve Watene

### Ngā Mahi Whakapai/Housekeeping (Item 1.0)

Melanie read the privacy At out regarding the recording of this meeting

### Ngā whakapahā/Apologies (Item 2.0)

There were no apologies

### Nga whakapuakanga/Declarations of Conflicts of Interest (Item 3.0)

It was advised that members should make declarations item-by-item as the meeting progressed.

## **Confirmation of Minutes - 29 May 2024 (Item 4.1)**

**Report from Gill Coleman, Personal Assistant Corporate Excellence**

**Moved (Blackwell/Jones)**

That the minutes of the Audit Risk and Finance Committee meeting held on 29 May 2024, be confirmed as a true and correct record and that these be duly authenticated by the Chair.

**Carried**

## **Receipt of Action Sheet (Item 5.1)**

**Report from Gill Coleman, Personal Assistant Corporate Excellence**

**Moved (Crawford/Blackwell)**

That the Action Sheet be received.

**Carried**

## **Internal Audit Schedule Update (Item 6.1)**

**Report from Mandy Tepania, Audit and Assurance Lead**

**Moved (Carr/Blackwell)**

That the report 'Internal Audit Schedule Update' by Mandy Tepania, Audit and Assurance Lead and dated 16 August 2024, be received.

**Carried**

**Action**

1. **GM Corporate Services to provide an update at the next committee meeting on progress made against the contract management audit as requested by Cr Craw**

## **Risk Management Activity Update (Item 6.2)**

**Report from Mandy Tepania, Audit and Assurance Lead**

**Moved (Craw/Blackwell)**

That the report 'Risk Management Activity Update' by Mandy Tepania, Audit and Assurance Lead and dated 20 August 2024, be received.

**Carried**

**Action**

1. **Audit and Assurance lead to amend R00271 pest management item wording 'implementation' to development'**

## **Fraud, Corruption and Dishonesty Activity Update (Item 6.3)**

**Report from Mandy Tepania, Audit and Assurance Lead**

**Moved (Carr/Blackwell)**

That the report 'Fraud, Corruption and Dishonesty Activity Update' by Mandy Tepania, Audit and Assurance Lead and dated 16 August 2024, be received.

**Carried**

*Secretarial notes: We are investigating two instances of potential fraud at present, this is currently confidential until progressed further.*

**Action**

1. **Councillors have requested to be kept updated on the two fraud investigations underway**

## **Health and Safety report for final quarter 2023-2024, annual summary and initiatives underway for 2024-2025 (Item 6.4)**

Report from Tamsin Sutherland, Health and Safety Advisor

**Moved (Blackwell/Carr)**

That the report 'Health and Safety report for final quarter 2023-2024, annual summary and initiatives underway for 2024-2025' by Tamsin Sutherland, Health and Safety Advisor and dated 9 August 2024, be received.

**Carried**

**Action**

1. **Advice to be provided to the ARF committee a regarding liability for H&S in a Local Government setting.**

## **Regulatory Services Quarterly Report (Item 6.5)**

Report from Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services

**Moved (Craw/Riley)**

That the report 'Regulatory Services Quarterly Report' by Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services and dated 16 August 2024, be received.

**Carried**

## **Guidelines for Selecting RMA Consent Hearing Commissioners (Item 6.6)**

Report from Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services

1. That the report 'Guidelines for Selecting RMA Consent Hearing Commissioners' by Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services and dated 14 August 2024, be received.

**Moved (Blackwell/Carr)**

**Carried**

2. That the Committee recommends to council that it approves a guidance framework for selecting RMA hearing commissioners using the step and factors (guidelines) set out in the "Background/Tuhinga" section of this report.

*Secretarial notes: Recommendation 2 has not been endorsed it was moved to let lie (Carr/Wolferstan).*

*Further work to be undertaken and item to be added to a future agenda. Current wording limits the scope of cultural interests. Concerns raised about consents manager as decision maker on when Māori are involved. Consider request for two commissioners as decision maker. Until the next ARF meeting we are operating under the current position. Environment Court has criteria – this could be a good source of information.*

#### **Action**

1. **GM Regulatory Services to obtain further criteria for the guidance framework and amend the table around making the assessment**
2. **GM Regulatory Services to amend the guidance framework table, there are two items as number 3**
3. **GM Regulatory Services to provide examples to clarify points around instances where consent matters wouldn't involve hapu/iwi**
4. **GM Regulatory services to liaise with Consents Manager on any hearings due before committee reconvenes to review revised framework**
5. **GM Regulatory services to provide the revised guidance framework at the November ARF committee meeting**
6. **Revised ARF committee recommendation to be taken to the December council meeting**

### **Resource Consents Review Report (Item 6.7)**

**Report from Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services and Auriole Ruka, Pou Manawhakahaere - GM Governance and Engagement**

#### **Moved (Crawford/Blackwell)**

That the report 'Resource Consents Review Report' by Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services and Auriole Ruka, Pou Manawhakahaere - GM Governance and Engagement and dated 20 August 2024, be received.

#### **Carried**

*Secretarial notes: David Badham, Partner/Northland Manager for Barker gave a presentation "Resource Consent Process Review" which covered the process and methodology undertaken with the Māori Technical Advisory Group and NRC staff, focusing on the Report's recommendations. To help ARF understand the findings and discuss next steps for implementation.*

*Note: This item was deferred to follow item 6.8 as presenter was not yet onsite at the time the item arose.*

#### **Action:**

1. **Secretary to forward presentation from David Badham "Resource Consents process Review" to members of ARF Committee.**

*Secretarial Note: Dee-Ann Wolferstan abstained and excluded herself due to a Conflict of Interest*

### **2023/24 Financial Year End Reports (Item 6.8)**

**Report from Bruce Howse, Pou Taumatua – Group Manager Corporate Services**

#### **Moved (Carr/Craw)**

That the report '2023/24 Financial Year End Reports' by Bruce Howse, Pou Taumatua – Group Manager Corporate Services and dated 19 August 2024, be received.

**Carried**

**It was further moved (Wolferstan/Carr)**

**That the ARF committee supports the CE initiative/decision to add a third column into the report to demonstrate actual approved annual plan figures**

*Cr Stolwerk asked to record that he does not support this resolution*

**Action:**

- 1. GM Corporate Services to send Financial Management policy document to George Riley**
- 2. GM Corporate Services to adjust the meeting schedule for ARF to fall ahead of Council meetings.**
- 3. Steve, George and Dee-Ann to be invited to FY end workshops in future as advisors.**

## **Kaupapa ā Roto/Business with Public Excluded (Item 7.0)**

**Moved (Blackwell/Crawford)**

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

<b>Item No.</b>	<b>Item Issue</b>	<b>Reasons/Grounds</b>
7.1	Confirmation of Confidential Minutes - 29 May 2024	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(a).
7.2	Report on Litigation and Enforcement April - June 2024	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to maintain legal professional privilege s7(2)(g).
7.3	Update on Council's Current Redevelopments and Other Property Matters	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to 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 s7(2)(b)(ii), the withholding of which is necessary to enable council to carry out, without prejudice or disadvantage, commercial activities s7(2)(h) and the withholding of which is necessary to enable council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(i).

3. That the Independent Advisors be permitted to stay during business with the public excluded.

## **Whakamutunga (Conclusion)**

**The meeting concluded at 11.20am.**