

Audit Risk and Finance Committee Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Monday 18 November 2024, commencing at 9:30am

Tuhinga/Present:

Chairperson, Councillor Peter-Lucas Jones
Councillor John Blackwell
Councillor Joe Carr (*via online*)
Councillor Jack Craw
Councillor Rick Stolwerk (*via online*)
Ex-Officio Geoff Crawford (Ex-Officio)
Independent Tangata Whenua Member, George Riley
Independent Risk Advisor Steve Watene

I Tae Mai/In Attendance:

Full Meeting

Tāhūhū Rangapū – Chief Executive, Jonathan Gibbard
Pou Taumatua - GM Corporate Services, Bruce Howse
Pou Whakaritenga – GM Regulatory Services, Colin Dall
Personal Assistant to GM Corporate Services, Margaret Knight

Part Meeting

EriksenGlobal - Jonathan Eriksen and Adam Muir
Finance Manager, Simon Crabb
Corporate Strategy Manager, Kyla Carlier
Pou Tiaki Hapori - GM Community Resilience, Louisa Gritt
Strategic Projects and Facilities Manager, Phil Heatley
organisational Projects Specialist, Chirs McColl
Financial Accountant, Taka Skipwith
Audit and Assurance Lead, Mandy Tepania

The Chair declared the meeting open at 9.30am with George Riley commencing the proceedings with a karakia.

Ngā Mahi Whakapai/Housekeeping (Item 1.0)

Ngā whakapahā/Apologies (Item 2.0)

Moved (Blackwell/Craw)

That the apologies from Independent Tangata Whenua Member Dee-Ann Wolferstan for non-attendance be received.

Carried

Secretarial Note: Cllr Carr advised that he would need to leave the meeting temporarily to attend the blessing of the Lake Omapere Trust's new boat.

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 - 28 August 2024 (Item 4.1)

Report from Margaret Knight, PA to Group Manager Corporate Services

Moved (Craw/Riley)

That the minutes of the Audit, Risk and Finance Committee meeting held on 28 August 2024 be confirmed as a true and correct record and that these be duly authenticated with the Chair's electronic signature.

Carried

Receipt of Action Sheet (Item 5.1)

Report from Margaret Knight, PA to Group Manager Corporate Services

Nga mahi tutohutia / Recommendation

That the action sheet be received.

GM Corporate Services updated the Committee on action item 7317 namely Project Apollo which will be operational for risk reporting in the new financial year.

Internal Audit Schedule Update (Item 6.1)

Report from Mandy Tepania, Audit and Assurance Lead

Moved (Riley/Blackwell)

That the report 'Internal Audit Schedule Update' by Mandy Tepania, Audit and Assurance Lead and dated 5 November 2024, be received.

Carried

Secretarial Note:

- 1. GM Corporate Services to email update on the current processes around Standing Operating Procedures.*
- 2. Deloitte have been engaged to do a forensic on NRC's financial analytics of accounts payable.*
- 3. GM Corporate Services to follow up and verify if NRC possess air rifles for business purposes and confirm if these are included in NRC's Firearms Policy.*

Risk Management Activity Update (Item 6.2)

Report from Mandy Tepania, Audit and Assurance Lead

Moved (Blackwell/Watene)

That the report 'Risk Management Activity Update' by Mandy Tepania, Audit and Assurance Lead and dated 5 November 2024, be received.

Carried

Secretarial Note:

1. A catch-all risk to be added to address any 'new to region' pests and how NRC would manage these risks.
2. Disaster Recovery for IT is in the process of being updated and should be available by March 2025.

Review of Business Continuity Plan (Item 6.3)

Report from Chris McColl, Organisational Projects Specialist

Moved (Crawford/Craw)

That the report 'Review of Business Continuity Plan' by Chris McColl, Organisational Projects Specialist and dated 4 November 2024, be received.

Carried

Secretarial Note: The Business Continuity Plan is a live document. NRC will conduct a series of annual tabletop simulation tests. A pandemic simulation to be included to the series. Feedback from Māori, Civil Defence and other organisations to be shaped into some of the simulations.

Fraud, Corruption and Dishonesty Activity Update (Item 6.4)

Report from Mandy Tepania, Audit and Assurance Lead

Moved (Watene/Blackwell)

That the report 'Fraud, Corruption and Dishonesty Activity Update' by Mandy Tepania, Audit and Assurance Lead and dated 5 November 2024, be received.

Carried

Health and Safety report for first quarter of 2024-25 financial year (Item 6.5)

Report from Tamsin Sutherland, Health and Safety Advisor and Beryl Steele, Human Resources Manager

Moved (Craw/Riley)

That the report 'Health and Safety report for first quarter of 2024-25 financial year' by Tamsin Sutherland, Health and Safety Advisor and Beryl Steele, Human Resources Manager and dated 5 November 2024, be received.

Carried

Secretarial Note:

1. Benefits are being seen with the employment of two new H&S staff.
2. NRC promotes personal responsibility for staff working from home with an initial self-assessment of home workstation that is formally signed off.
3. Body cameras are being used by enforcement, maritime and compliance officers in the field.

Regulatory Services Quarterly Report (Item 6.6)

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

Moved (Blackwell/Jones)

That the report 'Regulatory Services Quarterly Report' by Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services and dated 31 October 2024, be received.

Carried

Guidelines for Selecting RMA Hearing Commissioners (Item 6.7)

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

Moved (Crawford/Stolwerk)

1. That the report 'Guidelines for Selecting RMA Hearing Commissioners' by Colin Dall, Pou Whakaritenga - Group Manager Regulatory Services and dated 5 November 2024, be received.
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.

Carried

ACTION: GM Regulatory Services to amend point 6 page 93 of the guidelines to make explicit reference to the appointment of Māori commissioners through Treaty settlements of established committees with a footnote of what those settlements are. Amendment to be made to Guidelines before going to Council.

Cllr Carr left the meeting at 10.50am [NEED TO CHECK WITH JOE]

Financial Report to 31 October 2024 (Item 6.8)

Report from Taka Skipwith, Financial Accountant

Moved (Craw/Blackwell)

That the report 'Financial Report to 31 October 2024' by Taka Skipwith, Financial Accountant and dated 12 November 2024, be received.

Carried

Secretarial Note:

1. *The new format of the Financial Report to be trialled for 6 months with feedback to be reported before the new financial year.*
2. *The Committee were happy for a decision on reprofiling of the annual budget to go to Council.*

Agenda items 6.9 and 6.10 were deferred to after item 6.11 to enable Jonathan Eriksen and Adam Muir of EriksenGlobal to join the meeting.

Tāika Forest and Forest Management Plan – Reporting Actual Performance Against Targets 2023/2024 (Item 6.11)

Report from Phil Heatley, Strategic Projects and Facilities Manager and Donna Cooper, Property Officer

Moved (Stolwerk/Crawford)

That the report 'Tāika Forest and Forest Management Plan – Reporting Actual Performance Against Targets 2023/2024' by Phil Heatley, Strategic Projects and Facilities Manager and Donna Cooper, Property Officer and dated 8 October 2024, be received.

Carried

Secretarial Note:

Jonathan Eriksen and Adam Muir joined the meeting at 11.15am to be available for any questions the Committee may have to agenda items 6.9 and 6.10.

Cllr Carr rejoined the meeting at 11.18am.

Performance of Councils Externally Managed Investment Funds - 30 September 2024 (Item 6.9)

Report from Simon Crabb, Finance Manager

Moved (Stolwerk/Craw)

That the report 'Performance of Councils Externally Managed Investment Funds - 30 September 2024' by Simon Crabb, Finance Manager and dated 5 November 2024, be received.

Carried

Secretarial Note: EriksenGlobal to report to 10 December Council meeting on their recommendation to continue with the six fund managers.

Responsible Investment Report - 30 June 2024 (Item 6.10)

Report from Simon Crabb, Finance Manager

Moved (Craw/Blackwell)

That the report 'Responsible Investment Report - 30 June 2024' by Simon Crabb, Finance Manager and dated 25 October 2024, be received.

Carried

Secretarial Note: Independent Advisors EriksenGlobal advised maintaining current profile in light of the recent administration changes in the US Government.

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

Moved (Stolwerk/Jones)

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:

Item No.	Item Issue	Reasons/Grounds
7.1	Confirmation of Confidential Minutes - 28 August 2024	The public conduct of the proceedings would be likely to result in disclosure of information, the withholding of which is necessary to enable council to carry out, without prejudice or disadvantage, commercial activities s7(2)(h).
7.2	Report on Litigation and Enforcement July - September 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).
7.3	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

Carried

Whakamutunga (Conclusion)

The meeting concluded at 11.45am with a Karakia by the Chair.