

**ORDINARY MEETING**

**OF**

**AUDIT AND RISK SUBCOMMITTEE**

**Time:** 9:15 am  
**Date:** Tuesday, 23 February 2016  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**PRESENT**

Mayor Wade-Brown  
Peter Harris (External)  
Councillor Marsh  
Councillor Peck (Chair)  
Councillor Woolf



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## **1 Meeting Conduct**

### **1.1 Apologies**

There were no apologies received.

### **1.2 Conflict of Interest Declarations**

There were no conflict of interest declared.

### **1.3 Confirmation of Minutes**

**Moved Councillor Peck, seconded Councillor Marsh**

#### **Resolved**

That the Audit and Risk Subcommittee:

1. Approve the minutes of the Audit and Risk Subcommittee Meeting held on 1 December 2015, having been circulated, that they be taken as read and confirmed as an accurate record of that meeting.

**Carried**

### **1.4 Public Participation**

There was no public participation.

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## **2. General Business**

### **2.1 Draft 2015/16 Financial Statements and proposed sign off process**

**Moved Councillor Peck, seconded Mayor Wade-Brown**

#### **Resolved**

That the Audit and Risk Subcommittee:

1. Receive the information.
2. Note that the draft 2015/16 financial statements template is currently being reviewed by Audit New Zealand and that their comments / recommendations will be reflected in the draft template financial statements to Audit and Risk Subcommittee in June 2016.
3. Note that the draft 2015/16 financial overview template will be submitted to Audit and Risk Subcommittee in June 2016.
4. Approve the proposed format and disclosures for the 2015/16 financial statements subject to:
  - a. Consideration of the implications of any changes in NZ GAAP arising up to 30 June 2016 which may be required to be applied retrospectively;
  - b. The determination and disclosure of the final results of operations, cash-flows and financial position for the year ending 30 June 2016 (and any subsequent

- impact on the notes to the financial statements); and
- c. Receiving final clearance from Audit New Zealand.
5. Approve the sign-off process and timetable for the 2015/16 financial statements.

**Carried**

## **2.2 Audit New Zealand June 2016 Audit Plan**

**Moved Councillor Peck, seconded Peter Harris**

### **Resolved**

That the Audit and Risk Subcommittee:

1. Receive the information.
2. Note the draft Audit Proposal Letter prepared by Audit New Zealand (attachment 1) and their approach to auditing the Council and Group.
3. Note the draft Audit Engagement Letter prepared by Audit New Zealand.
4. Delegate the authority to finalise the Audit Engagement Letter to the Mayor and Chair of the Audit and Risk Subcommittee.
5. Delegate the authority to sign the Audit Engagement Letter to the Mayor.

**Carried**

## **3. Public Excluded**

**Moved Councillor Peck, seconded Councillor Marsh**

### **Resolved**

THAT the Audit and Risk Subcommittee :

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

**Carried**

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.1 Internal Audit Update	7(2)(c)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

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	authority of any enactment, where the making available of the information would be likely to damage the public interest.	
3.2 Security Report 2015/16	7(2)(c)(ii) The withholding of the information is necessary to 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 damage the public interest.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
3.3 Health and Safety Work Act	7(2)(b)(ii) The withholding of the information 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.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
3.4 Health and Safety Report - six month period to 31 December 2016	7(2)(b)(ii) The withholding of the information 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.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
3.5 Risk Management - Update	7(2)(c)(ii) The withholding of the information is necessary to 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 damage the public interest.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

**2. Permit Audit New Zealand, Roy Tiffin and Kane Patena to remain at this meeting after the public has been excluded, because of their specialist knowledge of the matters under discussion.**

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The meeting went into public excluded session at 10:15 am.

The meeting concluded at 11:46 am.

Confirmed: \_\_\_\_\_  
Chair