

AUDIT AND RISK COMMITTEE

File Reference: ECM 7347781
Meeting Date: Thursday 16 February 2017 at 10am
Venue: Council Chamber
Members Present: Councillor Richard Handley (Chairperson); Mayor Neil Holdom, Councillors Richard Jordan, Roy Weaver and Ms Adrienne Young-Cooper

Non-members Present:

Councillors Colin Johnston, Alan Melody, Stacey Hitchcock, John McLeod and Mike Merrick.

Staff in Attendance:

Barbara McKerrow, Alan Bird, Sue Davidson, Jan Holdt, Phil Armstrong, Rowan Betts, Irene More.

MATTERS FINALLY DETERMINED BY THE COMMITTEE UNDER DELEGATED AUTHORITY AND REFERRED TO THE COUNCIL FOR INFORMATION AND RECORD

1. **Proposed Audit and Risk Committee Work Programme for 2017**
ECM7339641

This report provides the Audit and Risk Committee with a draft work programme that will enable the Committee to fulfil its responsibilities as delegated by the full Council.

Audit and Risk Committee Resolution:

Mayor Holdom)

Cr Weaver)

That, having considered all matters raised in the report, the draft work programme for the Audit and Risk Committee for 2017 be approved and reviewed annually.

Carried

2. **Risk Management Update February 2017**

ECM7323209

This report provides an update of risk management activities for monitoring and review purposes.

Audit and Risk Committee Resolution:

Cr Jordan)

Cr Weaver)

That, having considered all matters raised in the report, the report be noted.

Carried

ITEMS FOR FINAL DETERMINATION BY THE COUNCIL

4. **Final Audit Management Report for the Year Ending 30 June 2016**

ECM7322540

The purpose of this report is to note the Final Management Report prepared by Audit New Zealand as part of the annual audit of the 2016 Annual Report.

Audit and Risk Committee Recommendation:

Cr Weaver)

Cr Handley)

That, having considered all matters raised in the report, the report be noted.

Carried

5. **Audit New Zealand Draft Audit Arrangement Letter and Audit Engagement Letter for the Year Ended 30 June 2017 (2016/17)**

ECM7329205

The matters for consideration are the Audit New Zealand Draft audit arrangements letter and audit engagement letter to the Council on the audit of New Plymouth District Council for the year ended 30 June 2017.

Audit and Risk Committee Recommendation:

Mayor Holdom)

Ms Young-Cooper)

That, having considered all matters raised in the report, the draft letters be approved for signing by the Mayor, subject to any minor changes as agreed to by the Mayor and Chief Executive Officer.

Carried

6. **Internal Audit Charter**

ECM7323210

This report provides the Audit and Risk Committee with background on the establishment of an internal audit function at NPDC and seeks the Committee's approval of the draft Internal Audit Charter (attached as Appendix A). The Charter outlines the role and responsibilities of internal audit and how the Executive Leadership Team can support its activities. This is the first step towards the re-introduction of an internal audit function at NPDC.

Audit and Risk Committee Recommendation:

Cr Jordan)

Cr Weaver)

That, having considered all matters raised in the report, the draft Internal Audit Charter be approved.

Carried

7. **Adoption of New Delegations Register and Appointment of Officers**

ECM7325818

The primary matter for consideration by the Council is the revocation of the current Delegations Register (**Current Register**) and the adoption of an updated Delegations Register in electronic format (**Proposed Register**). A secondary matter is the appointment of specified council officers as authorised officers for the purpose of the New Plymouth District Council bylaws and in relation to specified statutory positions. Both matters have largely arisen due to the need to update delegations, appointments, and authorisations to reflect new job titles.

Audit and Risk Committee Recommendation:

Cr Jordan)

Mayor Holdom)

That having considered all matters raised in the report, the Council:

- a) Revokes all delegations, authorisations and appointments set out in the Delegations Register of 12 April 2011;
- b) Delegates all responsibilities, duties, and powers, subject to specified conditions, as provided for in the new electronic Delegations Register as at 28 February 2017 (being the document available at: <http://delegations.npdc.nz/>);
- c) Appoints the officers holding the positions listed in the first column of the table in Part A of "Appendix D: Authorised Officers under the NPDC Bylaws" as authorised officers for the purposes of any New Plymouth District Council Bylaws that relate to the area of responsibility listed in the second column of Part A that Appendix alongside the relevant officer's title;
- d) Appoints the officers holding the positions listed under the heading 'Officer' in "Appendix E: Authorised Officers, Representatives and Persons" to the corresponding role listed under the heading 'Authorised Role' in that Appendix and authorises them to exercise the statutory responsibilities, powers, and duties of the Council associated with the role concerned;
- e) Clarifies that the appointments made under resolutions c) and d) apply to all individuals who currently hold any of the listed officer titles, and to any individuals who are employed at a future date who hold one of the listed officer titles.

Carried

Staff were commended on the work undertaken to produce the delegation register in this updated format.

The Audit and Risk Committee meeting closed at 11.20am.