
MINUTES
of the
AUDIT SUBCOMMITTEE MEETING
held
2.40 pm, Thursday, 25 June 2015
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillors M J Higgins (Chair), J L Inglis, P F Sangster

In Attendance: Corporate Services Manager (M J Drummond), Finance Manager (R Holden),
Strategic Policy Manager (M Tregurtha), Executive Assistant (V M Gribble)

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Moved Cr Inglis/Cr Sangster
FNAU15-06-1

That apologies for absence from Cr M J Greening, be accepted.
CARRIED

3 DECLARATIONS OF INTEREST

4 CONFIRMATION OF MINUTES

Moved Cr Sangster/Cr Inglis
FNAU15-06-2

That the minutes of the Audit Subcommittee meeting held on Thursday, 19 March 2015, be confirmed as a true and correct record of the meeting.

CARRIED

5 REPORTS OF COMMITTEE

Nil

6 PRESENTATIONS

Nil

7 REPORTS

7.1 Internal Audit Update Report – RFN15-06-06

Finance Manager, Russell Holden, spoke to the report in the agenda which updated the Subcommittee on progress against the Internal Audit Work Programme.

Moved Cr Inglis/Cr Higgins
FNAU15-06-3

That the Audit Subcommittee receives the Internal Audit Update Report RFN15-06-06.
CARRIED

7.2 Internal Audit - Payroll and Sensitive Expenditure Testing – RFN15-06-07

Finance Manager, Russell Holden, spoke to the report contained in the agenda which updated the Audit Subcommittee on internal audit work undertaken on Council's payroll system, and work undertaken to review items of sensitive expenditure.

Moved Cr Sangster/Cr Higgins
FNAU15-06-4

That the Audit Subcommittee receives the Internal Audit - Payroll and Sensitive Expenditure Testing report RFN15-06-07.
CARRIED

7.3 Audit Reports for the Long Term Plan 2015/2025 and 2015 Annual Report – RFN15-06-08

Finance Manager, Russell Holden, spoke to the report which was included in the agenda. The purpose of the report was to receive the Management Report on the Long Term Plan 2015-2025 Consultation Document, and to receive the Audit Engagement letter for the 2014/2015 Annual Report.

The Subcommittee received assurance that Council is free to make a decision on the go/no go on the Waimea Community Dam as more information becomes available. The Long Term Plan is not a contractual commitment. There is a section in the Local Government Act that states that Council is not bound to deliver on any particular project mentioned in the Long Term Plan.

Moved Cr Higgins/Cr Inglis
FNAU15-06-5

That the Audit Subcommittee receives the Audit Reports for the Long Term Plan 2015/2025 and 2015 Annual Report (RFN15-06-08).
CARRIED

8 Audit Subcommittee: Terms of Reference

The Terms of Reference for the Audit Subcommittee were tabled and discussed. The proposed appointment of an external member will build the skills of the Subcommittee.

9 Appointment of External Member

An external recruitment company will be used in the appointment of an external member to the Audit Subcommittee. A list of skills will be developed so the person appointed compliments the skills already on the Subcommittee.

The Chair noted concerns over the risk with Nelson Airport and Port Nelson investments. Value was seen in combining the two companies, resulting in better utilisation of staff and sharing and moderating overall financial risk.

Mr Drummond suggested the matter should be raised at a Corporate Services Committee meeting when an officer's report may be requested. Agreement with Nelson City Council would be necessary for any restructuring of the businesses.

The meeting concluded at 3.32 pm.

Date Confirmed:

Chair: