



## **NOTICE OF MEETING**

**Notice is hereby given of a Meeting of the  
Audit Committee  
to be held in the Council Chambers,  
First Floor, Civic Administration Building,  
101 Esk Street, Invercargill on  
Friday 27 October 2017 at 8.00 am.**

Cr I R Pottinger (Chairman)  
Cr D J Ludlow  
Cr R L Abbott  
Cr R R Amundsen  
Cr L S Thomas

**Finance and Corporate Services Directorate**

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# A G E N D A

1. **APOLOGIES**
2. **CONFIRMATION OF MINUTES OF MEETING 16 AUGUST 2017**
3. **MATTERS ARISING**
4. **GENERAL BUSINESS**
5. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes for Confirmation from the Meeting of 16 August 2017
- (b) Matters Arising
- (c) Report of the Director of Finance and Corporate Services – Audit Documentation for the Long Term Plan 2018-2028
- (d) Report of the Director of Finance and Corporate Services – Draft Annual Report
- (e) General Business

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

|    | <b>General subject of each matter to be considered</b>             | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Ground(s) under Section 48(1) for the passing of this resolution</b> |
|----|--|--|---|
| a) | <i>Minutes for Confirmation from the Meeting of 16 August 2017</i> | <i>Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> | <b>Section 7(2(i))</b>  |
| b) | <i>Matters Arising</i>   | <i>Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> | <b>Section 7(2(i))</b>  |

- |     |   |  |                        |
|-----|---|--|------------------------|
| c)  | <i>Report of the Director of Finance and Corporate Services – Audit Documentation</i> | <i>Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> | <b>Section 7(2(i))</b> |
| (d) | <i>Report of the Director of Finance and Corporate Services – Draft Annual Report</i> | <i>Prevent the disclosure or use of official information for improper gain or improper advantage.</i>  | <b>Section 7(2(j))</b> |
| (e) | <i>General Business</i>   | <i>Prevent the disclosure or use of official information for improper gain or improper advantage.</i>  | <b>Section 7(2(j))</b> |

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**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD IN THE  
COUNCIL CHAMBERS, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET,  
INVERCARGILL, ON WEDNESDAY 16 AUGUST 2017 AT 3.00PM**

**PRESENT:** Cr I R Pottinger – Chairman  
Cr D J Ludlow  
Cr R R Amundsen  
Cr L S Thomas  
Cr R L Abbott

**IN ATTENDANCE:** Mr R King – Chief Executive Officer  
Mr D J Johnston – Director of Finance and Corporate Services  
Ms A Goble – Policy Analyst  
Mr D Booth – Manager Financial  
Mr P Thompson – Manager Aquatics  
Ms A K Sleeman – Committee Secretary  
Mr I Lothian – Audit NZ  
Mr C Genet – Audit NZ

1. **APOLOGIES**

Cr Amundsen for lateness.

Moved Cr Pottinger, seconded Cr Ludlow and **RESOLVED** that the apology be accepted.

2. **CONFIRMATION OF COMMITTEE MINUTES**

**28 March 2017**

**It was resolved:**

Moved Cr Pottinger, seconded Cr Thomas and **RESOLVED** that the Minutes be received as a true and accurate record.

3. **MATTERS ARISING**

Nil

4. **REPORT OF THE DIRECTOR OF WORKS AND SERVICES**

4.1 **Development Update of the 2017 – 2028 Long term Plan**

Mr Thomson advised the committee of the snapshot of the LTP progress to date and the team have tried to highlight some risks to the LTP and mitigation where applicable. Mr Thompson explained the work load is reasonable as compared to other Audits and the deadlines for Audit will be met for late November.

Cr Pottinger said the 17A review clearly identified we are lacking staff in investment property and strategy and policy and these will need to be actioned.

Mr Johnston advised the Committee the LTP is the number one priority of management and Mr King agreed and said the LTP is staffs priority over other projects.

Moved Cr Ludlow, seconded Cr Thomas and **RESOLVED** that this report be received.

5. **GENERAL BUSINESS**

Nil.

6. **PUBLIC EXCLUDED SESSION**

Moved Cr Thomas, seconded Cr Ludlow and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) Minutes for Confirmation from the Meeting of 28 March 2017
- (b) Matters Arising
- (c) Welcome and Introduction to Audit New Zealand
- (d) Audit Sub Committee Terms of Reference
- (e) Rugby Park Stadium – Legal Opinion
- (f) General Business

|    | <b>General subject of each matter to be considered</b>   | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Ground(s) under Section 48(1) for the passing of this resolution</b> |
|----|--|--|---|
| a) | <i>Minutes for Confirmation from the Meeting of 28 March 2017</i>  | <i>Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> | <b>Section 7(2(i))</b>  |
| b) | <i>Matters Arising</i>   | <i>Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> | <b>Section 7(2(i))</b>  |
| c) | <i>Report of the Director of Finance and Corporate Services – 2017 Interim Management Report</i>                   | <i>Prevent the disclosure or use of official information for improper gain or improper advantage.</i>  | <b>Section 7(2(j))</b>  |
| d) | <i>Report of the Director of Finance and Corporate Services – Audit Engagement Letters and Fraud Investigation</i> | <i>Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i> | <b>Section 7(2)(i)</b>  |

e) *General Business*

*Prevent the disclosure  
or use of official  
information for improper  
gain or improper  
advantage.*

**Section 7(2(j))**

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