



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 15 OCTOBER 2018 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM

PRESENT:

Councillor Ken Young (Acting Chairperson)
David Love

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Ari Erickson (Engineering and Services Group Manager)
Billy Kingi (Chief Financial Officer)
Gae Newell (Personal Assistant to CEO and Mayor)

APOLOGIES

Chair Arihia Tuoro, HWTM John Forbes

RESOLVED

(1) That the apologies be sustained.

Young/Love

Carried

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

David Love noted that he is a Bay of Plenty Regional Councillor and is also a member of the Regional Council's Audit and Risk Committee.

The Chairperson and Councillor Young declared an interest in any item in relation to the Opotiki Harbour Development Project.

PUBLIC FORUM

Nil.

1. CONFIRMATION OF MINUTES – AUDIT AND RISK COMMITTEE MEETING **p5**
13 SEPTEMBER 2018

RESOLVED

- (1) That the minutes of the Audit and Risk Committee meeting held on 13 September 2018 be confirmed as a true and correct record.**

Love/Young

Carried

2. ACTION SCHEDULE **p13**

The Finance and Corporate Services Group Manager spoke to the Action Schedule.

The Engineering and Services Group Manager updated the Committee on the items assigned to him, noting that the Procurement, Qualified Proposed Evaluators and Contract Management items have been completed.

David Love queried if the Committee should still be doing any work around the Shand Report.

The Chief Executive Officer stated that an eye should be kept on what comes out of central Government around funding.

With regard to the comprehensive Stormwater Consent Update item, David Love asked that an e-mail be sent to him so he can follow up the matter with Regional Council staff.

In relation to Risk Register Reporting, David Love advised that he has met with Sarah Jones.

The Finance and Corporate Services Group Manager made mention of the items marked as completed.

It was agreed that the completed items be moved off the Action Schedule and a clause to this effect be added to the recommendation.

RESOLVED

- (1) That the Action Schedule be received.**
(2) That the completed items be moved off the Action Schedule.

Love/Young

Carried

3. ANNUAL REPORT UPDATE

Verbal Item

The Finance and Corporate Services Group Manager used the whiteboard to provide the Committee with an historical and current position in relation to assets, along with 'what we are doing/where we are going' around Activity Reporting, i.e. income, expenditure, capex, assets, liabilities, equity.

The Committee agreed to resolve the receipt of the verbal Annual Report Update.

RESOLVED

(1) That the verbal Annual Report Update be received.

Love/Young

Carried

4. RISK REPORT

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RESOLVED

(1) That the report titled "Risk Report" be received.

Love/Young

Carried

5. HEALTH AND SAFETY

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David Love stated that he would like to see a list of all occurrences with staff reported to the Audit and Risk Committee.

The Chief Executive Officer explained that issues have been experienced with the software which is migrating from Vault to SHE.

David Love would like it to be noted that Council provides hearing defenders to staff.

RESOLVED

(1) That the report titled "Health and Safety" be received.

Love/Young

Carried

6. RESOLUTION TO EXCLUDE THE PUBLIC

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SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- 7. Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 13 September 2018.**
- 8. Infrastructure on Property.**
- 9. Evolution Networks Update.**

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) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
7.	Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 13 September 2018	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
8.	Infrastructure on Property	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)
9.	Evolution Networks Update	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

7.	Maintain effective conduct of public affairs Protect information Protect the privacy of natural persons Protection from improper pressure or harassment Carry out negotiations Prevent the disclosure of official information Carry out commercial activities without prejudice or disadvantage	Section 7(2)(f)(i) & (ii) Section 7(2)(b)(i) & (ii), (d) & (e) Section 7(2)(a) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
8.	Protect the privacy of natural persons Protect information Free and frank expression of opinions Protection from improper pressure or harassment Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(i) Section 7(2)(f)(ii) Section 7(2)(i)
9.	Protect the privacy of natural persons Protect information Free and frank expression of opinions Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(i) Section 7(2)(f)(ii)

Love/Young

Carried

RESOLVED

- (1) That the resolutions made while the public was excluded, except for clauses 2 and 3 of Item 8, Infrastructure on Property, be confirmed in open meeting.**
- (2) That the public be readmitted to the meeting.**

Young/Love

Carried

RESOLVED

- (1) That the in-committee minutes of the Audit and Risk Committee meeting held on 13 September 2018 be confirmed as a true and correct record.**

Love/Young

Carried

RESOLVED

- (1) That the report titled "Infrastructure on Property" be received.**

Love/Young

Carried

RESOLVED

- (1) That the report titled "Evolution Networks Update" be received.**

Love/Young

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.52AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT IN-
COMMITTEE MEETING OF THE AUDIT AND RISK
COMMITTEE ON 18 FEBRUARY 2019.**

**COUNCILLOR ARIHIA TUORO
CHAIRPERSON**