



**MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD
ON MONDAY, 18 MAY 2020 VIA ZOOM AUDIO VISUAL LINK AT 10.00AM**

PRESENT:

Arihia Tuoro (Chairperson)
Councillor Debi Hocart
Councillor Steve Nelson
Mayor Lyn Riesterer

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Greg Robertson (Chief Financial Officer)
Ari Erickson (Engineering and Services Group Manager)
Gae Finlay (Executive Assistant and Governance Support Officer)

Deputy Mayor Shona Browne
Councillor Louis Rāpihana
Councillor David Moore

GUESTS:

Maree Proctor and Leon Pieterse (Audit NZ)

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Nil.

1. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 2 MARCH 2020

p5

It was noted that in the Terms of Reference in the cover pages of the agenda the Independent Chair of the Committee was noted as Councillor Tuoro. This will be amended to read 'Arihia Tuoro'.

RESOLVED

- (1) That the minutes of the Risk and Assurance Committee meeting held on 2 March 2020 be received.**

HWTM/Tuoro

Carried

2. RISK AND ASSURANCE ACTION SHEET

p9

The Finance and Corporate Services Group Manager confirmed that when items are complete, and the Committee is comfortable the process has been completed, then those items drop off. The completed items are hidden, not deleted. Reports can be run on items which have been actioned.

After discussing the items marked as complete on the Action Sheet it was agreed that Item 56 (Risk Register Reporting) will remain on the Action Sheet to keep it live and in front of the Committee at each meeting.

Leon Pieterse (Audit New Zealand) thanked the Committee for allowing himself and Maree Proctor to participate in the meeting.

RESOLVED

- (1) That the Risk and Assurance Action Sheet be received.**
(2) That the Committee accepts the items which are noted on the Action Sheet as complete are complete, except for Item 56 (Risk Register Reporting) which will be kept live as a work in progress.

Tuoro/HWTM

Carried

Councillor Hocart joined the meeting at 10.03am.

3. GENERAL MANAGERS' UPDATE

p10

RESOLVED

- (1) That the report titled "General Managers' Update" be received.**

Hocart/Nelson

Carried

4. KOHA REPORT

p13

RESOLVED

- (1) That the report titled "Koha Report" be received.**

Tuoro/Hocart

Carried

5. QUARTERLY REPORT TO 31 MARCH 2020 **p15**

RESOLVED

- (1) That the report titled "Quarterly Report to 31 March 2020" be received.**

Nelson/HWTM

Carried

6. RISK AND ASSURANCE WORK PLAN **p27**

RESOLVED

- (1) That the report titled "Risk and Assurance Work Plan" be received.**

Tuoro/Hocart

Carried

7. NZTA DRAFT INVESTMENT AUDIT REPORT **p30**

The Chairperson noted that the recommendations from the audit have been added to the Risk and Assurance Action Sheet.

8. LOCAL GOVERNMENT SECTOR COVID-19 FINANCIAL IMPLICATIONS REPORT **p40**

RESOLVED

- (1) That the report titled "Local Government Sector Covid-19 Financial Implications Report" be received.**

Nelson/HWTM

Carried

Leon Pieterse and Maree Proctor left the meeting at 10.59am.

9. RATES REMISSIONS AND NON-PAYMENT **p85**

RESOLVED

- (1) That the report titled "Rates Remissions and Non-Payment" be received.**

Hocart/Nelson

Carried

10. CROWN INFRASTRUCTURE PARTNERS PROJECTS **p90**

The Finance and Corporate Services Manager advised that if CIP project applications do not make the first round of funding they are still eligible for further funding rounds.

For any other, smaller shovel ready projects, the advice is to put them through the PGF process.

RESOLVED

(1) That the report titled “Crown Infrastructure Partners Projects” be received.

Tuoro/Hocart

Carried

11. RECOVERY PROCESS

p102

The Chairperson recommended looking at the links contained in the letter from the Office of the Auditor-General.

The Chief Financial Officer and Charlotte Jones left the meeting at 11.18am.

RESOLUTION TO EXCLUDE THE PUBLIC

p104

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:

13. Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 2 March 2020.

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
13.	Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 2 March 2020	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:

13.	Protect the privacy of natural persons	Section 7(2)(a)
	Protect information (commercial sensitivity	Section 7(2)(b)(ii)
	Protection from improper pressure or harassment	Section 7(2)(f)(ii)

HWTM/Tuoro

Carried

RESOLVED

- (1) That the resolutions made while the public was excluded, be confirmed in open meeting.**
- (2) That the public be readmitted to the meeting.**

Tuoro/Nelson

Carried

RESOLVED

- (1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 2 March 2020 be confirmed as a true and correct record.**

Hocart/HWTM

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.23AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE RISK AND ASSURANCE COMMITTEE
HELD ON 7 SEPTEMBER 2020**

**ARIHIA TUORO
CHAIRPERSON**