



MINUTES OF AN OPOTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 12 JUNE 2017 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, OPOTIKI AT 1.30PM

PRESENT:

Councillor Arihia Tuoro (Chairperson)
Councillor Ken Young
David Love
His Worship the Mayor John Forbes

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Chris Hopman (Engineering and Services Manager)
Jan Burkhart (Chief Financial Officer)
Ari Erickson (Asset and Systems Manager)
Gae Newell (Personal Assistant to CEO and Mayor)

APOLOGIES

Nil.

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.

PUBLIC FORUM

Nil.

1. **CONFIRMATION OF MINUTES – AUDIT AND RISK COMMITTEE MEETING 1 MAY 2017** p5

RESOLVED

- (1) **That the report minutes of the Audit and Risk Committee meeting held on 1 May 2017 be confirmed as a true and correct record.**

Young/Love

Carried

2. 2017/18 ANNUAL PLAN DOCUMENT APPROVAL **p9**

The Finance and Corporate Services Group Manager advised the Committee of some minor amendments to the Annual Plan document. He further advised that a legal review, with only minor wording changes, has been received from Simpson Grierson in relation the rates resolution.

The Chief Executive Officer discussed the Harbour Project budgets which need to be updated in the Annual Plan document.

It was agreed that Clause 2 of the recommendation be amended to reflect the amendments noted above.

RESOLVED

- (1) That the report titled “2017/18 Annual Plan Document Approval” be received.**
- (2) That the Committee approve the document to go to Council for adoption subject to minor alterations and updated Harbour budgets.**

Tuoro/HWTM

Carried

3. RISKPOOL INSURANCE **p12**

The Finance and Corporate Services Group Manager advised that since the report was written, a recommendation has been received from BOPLASS. The company recommended is AON.

It was agreed that clause 3 of the recommendations be replaced with the following:

That the Audit and Risk Committee recommends to Council that it accept the BOPLASS recommendation of AON.

RESOLVED

- (1) That the report titled “Riskpool Insurance” be received.**
- (2) That the Audit and Risk Committee endorse that BOPLASS will recommend the most suitable cover for the Council.**
- (3) That the Audit and Risk Committee recommends to Council that it accept the BOPLASS recommendation of AON.**

HWTM/Young

Carried

The Assets and Systems Manager entered the meeting at 2.02pm.

4. OPOTIKI DISTRICT WATER SAFETY **p15**

The Assets and Systems Manager spoke to a power point presentation which covered the following points:

- Background – Havelock North Water Inquiry
- Government Inquiry
- Letter from Office of Hon Anne Tolley
- Collaboration Between Territorial Authorities, Regional Councils and Drinking Water Assessors
- Regular Planned Inspection and Maintenance of Key Drinking Water Assets
- Good Governance Oversight of Water Supply Safety Issues
- Up to Date Emergency Response Plans
- Strategic Asset Risks – Resilience
- Operational Asset Risks

RESOLVED

- (1) That the report titled “**Ōpōtiki District Water Safety**” be received.
- (2) That significant risks identified in Opotiki District’s Water Safety Plans be added to the Audit and Risk Register.

HWTM/Love

Carried

5. CIVIC FINANCIAL SERVICES UPCOMING AGM **p19**

RESOLVED

- (1) That the report titled “**Civic Financial Services Upcoming AGM**” be received.
- (2) That the Committee vote for Anthony Gray and Miles McConway as directors of the company.
- (3) That the Committee votes in favour of all other agenda items.

Love/Young

Carried

The Engineering and Services Manager and the Assets and Systems Manager left the meeting at 2.43pm.

6. KOHA PAYMENTS **p24**

RESOLVED

- (1) That the report titled “**Koha Payments**” be received.

HWTM/Love

Carried

7. RESOLUTION TO EXCLUDE THE PUBLIC

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:

- 8. Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 1 May 2017**
- 9. Harbour Project Update – Verbal Item**

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
8.	Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 1 May 2017	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.	Harbour Project Update – Verbal Item	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:

8.	Maintain effective conduct of public affairs Protect the privacy of natural persons Protect Information (Commercial sensitivity) Carry out commercial activities Carry out negotiations Maintain legal professional privilege	Section 7(2)(f) Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(h) Section 7(2)(i) Section 7(2)(g)
9.	Protect the privacy of natural persons Protect Information (Commercial Sensitivity) Carry out negotiations	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(i)

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.

HWTM/Tuoro

Carried

RESOLVED

- (1) That the In-committee minutes of the Audit and Risk Committee Meeting held on 1 May 2017 be confirmed as a true and correct record.

Young/HWTM

Carried

RESOLVED

- (1) That the verbal Harbour Project Update be received.

Tuoro/HWTM

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.15PM.

**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 14 AUGUST 2017.**

**COUNCILLOR ARIHIA TUORO
CHAIRPERSON**