



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 4 SEPTEMBER 2017 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 9.30AM

PRESENT:

Councillor Arihia Tuoro (Chairperson)
Councillor Ken Young
Deputy Mayor Lyn Riesterer

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Bevan Gray (Finance and Corporate Services Group Manager)
Muriel Chamberlain (Health & Safety and HR Advisor)
Gae Newell (Personal Assistant to CEO and Mayor)

APOLOGY

David Love, Mayor John Forbes.

RESOLVED

(1) That the apology be sustained.

Tuoro/Young

Carried

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Nil.

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

RESOLVED

- (1) That the report minutes of the Audit and Risk Committee meeting held on 14 August 2017 be confirmed as a true and correct record.**

Young/Tuoro

Carried

2. ACTION SCHEDULE

Verbal Update

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

The Chairperson asked that in future the Action Schedule be included in the agenda document.

Leave balances to be added in to the Action Schedule.

RESOLVED

- (1) That the Action Schedule be received.**

Young/Riesterer

Carried

Deputy Mayor Riesterer and the Chief Executive Officer entered the meeting at 9.34am.

3. DRAFT ANNUAL REPORT 2016/17

p10

The Chairperson noted the amount of \$1.6m from unclaimed development contributions which will go to the library redevelopment.

The Finance and Corporate Services Manager will provide the Audit and Risk Committee members with a revised draft Annual Report document on the morning of Monday, 18 September 2017.

The Chairperson asked that a bullet point list be provided with the revised draft Annual Report, noting significant changes/updates.

- (1) That the report titled “Draft Annual Report 2016/17” be received.**

Young/Riesterer

Carried

The Health & Safety and HR Advisor entered the meeting at 10.49am.

4. LOCAL GOVERNMENT – SHE CONTRACTOR PRE-QUALIFICATION **p13**

The Committee supported the approach taken by the Bay of Plenty Regional Council regarding the limited times, with conditions as set out in the report, when they will use contractors who are not pre-qualified.

From a discussion it was agreed that clause 2 of the recommendations be amended by replacing “the approach” with “the *general* approach”.

The Chief Executive Officer acknowledged the work being done by the Health & Safety and HR Advisor in the Health & Safety area.

RESOLVED

- (1) That the report titled “Local Government – SHE Contractor Pre-qualification” be received.**
- (2) That the Audit and Risk Committee endorse the general approach that contractors must be SHE approved.**

Tuoro/Riesterer

Carried

The Health & Safety and HR Advisor left the meeting at 11.09am.

5. KOHA PAYMENTS **p17**

The Chairperson declared an interest in relation to the koha provided for the Whakatōhea Agreement in Principle event.

In response to a query from Deputy Mayor Riesterer, the Finance and Corporate Services Group Manager will look into whether flowers should be included as koha.

RESOLVED

- (1) That the report titled “Koha Payments” be received, except for the items relating to flowers.**

Young/Tuoro

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.15AM.

**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 26 OCTOBER 2017.**

**COUNCILLOR ARIHIA TUORO
CHAIRPERSON**