



**MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 26 OCTOBER 2017 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 2.30PM**

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PRESENT:

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

IN ATTENDANCE:

Bevan Gray (Finance and Corporate Services Group Manager)  
Gae Newell (Personal Assistant to CEO and Mayor)

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**APOLOGIES**

Ken Young for lateness.

The Chief Executive Officer also tendered an apology for the meeting.

**RESOLVED**

**(1) That the apologies be sustained.**

Forbes/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.

**PUBLIC FORUM**

Nil.

*Item 2 was considered before Item 1 (waiting for Councillor Young to be present to confirm minutes) as David Love was not present at the last meeting.*

**1. CONFIRMATION OF MINUTES – AUDIT AND RISK COMMITTEE MEETING 4 SEPTEMBER 2017** **p5**

**RESOLVED**

- (1) That the minutes of the Audit and Risk Committee meeting held on 4 September 2017 be confirmed as a true and correct record.**

Young/Tuoro

**Carried**

**2. ACTION SCHEDULE** **p9**

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

*Credit Card Use*

The Finance and Corporate Services Group Manager stated it is hoped to have the Sensitive Expenditure Policy updated with the addition of a section on credit card use by June 2018.

*Datacom Users*

David Love requested it be noted that the course of action as set out in the comments column has been reviewed and it is the only way forward.

**RESOLVED**

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

Forbes/Young

**Carried**

*Councillor Young entered the meeting at 2.40pm.*

*Item 1 was considered before Item 3.*

**3. DRAFT ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2017** **p10**

The Summary Annual Report was tabled.

It was agreed that the expenditure items be shown in a more logical order, e.g. highest to lowest spend and that the year be added into the left hand page of the centre spread.

The Finance and Corporate Services Group Manager advised that Audit New Zealand have requested some amendments be made to the Annual Report document.

It was agreed that two parts be added to the recommendation to:

- Receive the Summary Annual Report as tabled
- Receive the draft Annual Report, subject to final amendments being made as requested by Audit New Zealand.

**RESOLVED**

- (1) **That the report titled "Draft Annual Report For The Year Ended 30 June 2017" be received.**
- (2) **That the Summary Annual Report be received.**
- (3) **That the draft Annual Report be received, subject to final amendments being made as requested by Audit New Zealand.**

Young/Love

**Carried**

**4. NZ TRANSPORT AGENCY INVESTMENT AUDIT REPORT**

**p**

**RESOLVED**

- (1) **That the report titled "NZ Transport Agency Investment Audit Report" be received.**
- (2) **That an action to review the procurement of professional services and late tenders is considered when Council reviews it's Procurement Policy in consideration with the requests in the NZ Transport Agency Investment Audit Report.**

Forbes/Young

**Carried**

**5. KOHA PAYMENTS**

**p**

The Finance and Corporate Services Group Manager advised that sensitive expenditure type items, e.g. flowers, will no longer be included as koha.

**RESOLVED**

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

Young/Love

**Carried**

The Chairperson asked for the Risk Register to be a standing item on the agenda.

At the request of the Chairperson, the Finance and Corporate Services Group Manager will add staffing resources to the Risk Register.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.54PM.**

**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 27 NOVEMBER 2017.**

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**COUNCILLOR ARIHIA TUORO  
CHAIRPERSON**