



**MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL AUDIT AND RISK COMMITTEE MEETING HELD ON MONDAY, 18 FEBRUARY 2019 IN THE OPOTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.02AM**

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PRESENT:

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

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)  
Michael Homan (Finance, Systems and Property Group Manager)  
Billy Kingi (Chief Financial Officer)  
Sarah Jones (Corporate Planner and Executive Officer)  
Amy Kirikiri (Payroll Officer and HR Advisor)  
Gae Newell (Executive Assistant & Governance Support Officer)

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**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.

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**  
**15 OCTOBER 2018**

**RESOLVED**

- (1) That the minutes of the Audit and Risk Committee meeting held on 15 October 2018 be confirmed as a true and correct record.**

Young/Love

**Carried**

**2. ACTION SCHEDULE** **p13**

It was noted that completed items will drop off the Action Schedule for each subsequent agenda.

The Shand Report item will be changed to 'Crown Land' and will remain on the Action Schedule.

**RESOLVED**

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

Love/Young

**Carried**

*The Corporate Planner and Executive Officer entered the meeting at 10.11am.*

**3. FINANCIAL REPORT TO 31 DECEMBER 2018** **p13**

It was noted that the total "% Spent Adjusted or Deferred" in the table on page 18 should be 12%, not 39.09%.

In response to a query from His Worship the Mayor, the Chief Financial Officer sated adjustments could be made around our valuations. This would cost more, but could be staggered.

David Love noted that the Audit and Risk Committee needs to be aware of the risks in relation to the Harbour Project.

**RESOLVED**

- (1) That the report titled "Financial Report to 31 December 2018" be received.**

Young/Tuoro

**Carried**

*Item 5 (Draft Conflict of Interest Policy) was considered prior to Item 4 (Audit Report for the Year Ended 30 June 2018)*

**4. AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2018**

**Separate Document**

**RESOLVED**

- (1) That the Audit Report for the Year Ended 30 June 2018 be received.**

Tuoro/HWTM

**Carried**

**5. DRAFT CONFLICT OF INTEREST POLICY**

**p29**

**RESOLVED**

- (1) That the report titled "Draft Conflict of Interest Policy" be received.**  
**(2) Subject to any comments being incorporated, that the draft Conflict of Interest Policy be recommended to Council for adoption.**

Love/Young

**Carried**

*The Corporate Planner and Executive Officer left the meeting at 11.25am.*

*The Payroll Officer and HR Advisor entered the meeting at 11.28am.*

**6. RESOLUTION TO EXCLUDE THE PUBLIC**

**p48**

**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 15 October 2018.**  
**8. Health, Safety, Staff Resources and Wellbeing Report.**

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:

<b>Item No</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>

<b>7.</b>	<b>Confirmation of In-Committee Minutes – Audit and Risk Committee Meeting 15 October 2018</b>	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)
<b>8.</b>	<b>Health, Safety, Staff Resources and Wellbeing Report</b>	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 Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)

HWTM/Young

**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.**

HWTM/Young

**Carried**

**RESOLVED**

- (1) That the in-committee minutes of the Audit and Risk Committee meeting held on 15 October 2018 be confirmed as a true and correct record.**

Young/Tuoro

**Carried**

**RESOLVED**

**(1) That the report titled "Health, Safety, Staff Resources and Wellbeing Report" be received.**

Love/HWTM

**Carried**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 12.06PM.**

**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 13 MAY 2019.**

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**COUNCILLOR ARIHIA TUORO  
CHAIRPERSON**