



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD ON MONDAY, 25 NOVEMBER 2019 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM

PRESENT:

Mayor Lyn Riesterer (Chairperson)
Councillor Steve Nelson

IN ATTENDANCE:

Aileen Lawrie (Chief Executive Officer)
Greg Robertson (Chief Financial Officer)
Haydn Read (Finance and Systems Group Manager)
Tina Gedson (Property Officer)

Deputy Mayor Shona Browne

MEDIA:

Charlotte Jones (Local Democracy Reporter, The Beacon)

APOLOGY

Interim Independent Member David Love.

RESOLVED

(1) That the apology be sustained.

HWTM/Nelson

Carried

The Chairperson advised that the Action Schedule has been tabled for noting by the Committee. The item was not included in the agenda but is provided as an update to the Committee. The Action Schedule will be considered after Item 4.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

PUBLIC FORUM

Nil.

1. MINUTES – AUDIT AND RISK COMMITTEE MEETING 9 SEPTEMBER 2019 **p5**

RESOLVED

- (1) That the minutes of the Audit and Risk Committee meeting held on 9 September 2019 be received.**

HWTM/Nelson

Carried

2. KOHA REPORT **p11**

RESOLVED

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

Nelson/HWTM

Carried

3. PROCESS FOR APPOINTMENT OF INDEPENDENT CHAIR AND INDEPENDENT MEMBER **p20**

The Chief Executive Officer spoke to the report.

The Committee put forward items they would like to see incorporated in the Job Description for the Independent Chair position as follows:

- Impeccable integrity
- Good professional track record
- Community trust and confidence
- Experience

It was agreed that clause 2 of the recommendations be amended to read:

“That the Committee confirms the Position Description and person profile for the Independent Chair.

It was further agreed that clause 3 of the recommendations be amended to show the names of the members of the recruitment panel members and delete the reference to the level of support required from Corporate HR.

RESOLVED

- (1) That the report titled “Process for Appointment of Independent Chair and Independent Member” be received.**

- (2) **That the Committee confirms the Position Description and person profile for the Independent Chair.**
- (3) **That the Committee confirms panel representation as Mayor Lyn Riesterer, Councillor Steven Nelson and Corporate Services Manager, Muriel Chamberlain.**
- (4) **That the Committee approves the timeframe and estimated budget.**
- (5) **That the Committee refers the need for extra Independent Member back to next Council meeting in December**

HWTM/Nelson

Carried

The Finance and Systems Group Manager entered the meeting at 10.21am.

ACTION SCHEDULE

Tabled Item

The Action Schedule was tabled.

The Committee noted the updates provided by the Chief Executive Officer.

The Action Schedule will, in future, be titled "Risk and Assurance Action Sheet".

RESOLVED

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

HWTM/Nelson

Carried

PRELIMINARY SHIFT AND IMPACT OF NEW EVALUATIONS

Information Item

The Chief Financial Officer presented a table giving an overview of the new three-yearly property valuations for the Ōpōtiki district noting that there had been a considerable rise across all land values, especially in the horticultural area.

The Chief Executive Officer mentioned the biggest concern is the risk that the community will assume the large rise in values comes with an automatic large rise in rates.

The Chief Executive Officer stated that Councillors will have comprehensive information presented to them, when the Finance and Corporate Services Group Manager returns, as part of the Annual Plan workshop in February or March.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.10AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE RISK AND ASSURANCE COMMITTEE
HELD ON 2 MARCH 2020**

**L J RIESTERER
HER WORSHIP THE MAYOR**