

MINUTES OF THE INAUGURAL MEETING OF THE GREYTOWN DISTRICT TRUST LANDS TRUSTEES AUDIT & RISK COMMITTEE HELD TUESDAY 4TH JULY 2017 IN THE GENERAL MANAGER'S OFFICE, AT 124 ON MAIN, GREYTOWN COMMENCING AT 5.00 PM.

PRESENT:

Catherine Rossiter-Stead, Trustee (Acting Chairperson), Sid Kempton, Trust Deputy Chairman, Derek Wilson, Trustee and Kevin Murphy, General Manager.

1. APOLOGIES AND CONFLICTS OF INTEREST:

1.1 None.

2. MINUTES:

2.1 This being the inaugural meeting of the Committee, there were no previous minutes for approval.

3. MATTERS ARISING:

3.1 Committee terms of reference

The Committee was presented with three wording options for consideration – those adopted by the Board for the forerunner of the Committee (last convened in 2014), the Trust Chairman's proposed terms of reference and the Institute of Directors best practice guideline. While noting the Chairman's proposed terms of reference are based on the best practice guideline it was unanimously recommended by the Committee the General Manager amend the Chairman's terms of reference to include some of the more detailed wording contained in the previous committee's terms of reference for adoption by the Board at its next meeting.

3.2 Authorisation of Trust Chairman and Deputy Chairman to sign the audited 2016/17 Performance Report and Auditor's Letter of Representation

The Committee was presented with the audited 2016/17 Performance Report and the Auditor's pro-forma Letter of Representation for review. Various queries were satisfactorily resolved by the General Manager and it was unanimously agreed the Committee recommend to the Board at its next meeting that the Trust Chairman and Deputy Chairman sign both documents on behalf of the Board.

3.3 Review of Auditor's draft Management Report

Although not appearing on the agenda, having only been received just prior to the Meeting, the Auditor's draft Management Report was reviewed by the Committee and its findings discussed with the General Manager. It was unanimously agreed the General Manager would prepare a draft response to the Report for consideration and approval by the Board at its next meeting.

4. GENERAL BUSINESS:

4.1 Committee Chairman

While noting the expectation the Committee would normally be chaired by the Board Deputy Chairman, it was unanimously agreed Catherine Rossiter-Stead would act as alternate Chairperson during the period of Sid Kempton's involvement in the Greytown Sports Facility review.

4.2 Audit plan

It was unanimously agreed the General Manager should commence work on preparing an audit plan for Committee approval. Catherine Rossiter-Stead will provide a template used by Wellington Free Ambulance for this purpose.

4.3 Next meeting

It was unanimously agreed meetings should be scheduled quarterly unless circumstances dictate otherwise. The General Manager is to advise Committee members of the date of the next meeting.

There being no further business the meeting closed at 5.35pm

The minutes were taken as a true and correct record of proceedings

Confirmed at a meeting on the 26 of April 2018

CJ Rossie-W-Steed

Chairperson