

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 17 OCTOBER 2017 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little (Mayor), Cr Denise Eaglesome-Karekare (Deputy Mayor), Cr Jeremy Harker, Mr Philip Jones

IN ATTENDANCE: Mr J Freeman (Interim CEO), Mr G Borg (Chief Finance Officer), Mr J Cox (Engineering Manager), Mr J Baty (Corporate Services Manager), Mrs C Knight (Governance Advisor & Policy Strategist), Mr C Hankey (Financial Planning Manager).

1 KARAKIA

Given by the Corporate Services Manager

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2017/32

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from Cr Flood be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Cr Jeremy Harker declared an other disclosable interest in relation to item 8.3, due to being an employee of QRS.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING

8.5 MINUTES OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 4 JULY 2017

COMMITTEE RESOLUTION 2017/33

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 4 July 2017 be confirmed as a true and correct record.

CARRIED

8 GENERAL ITEMS

8.4 HEALTH & SAFETY REPORT - OCTOBER 2017

COMMITTEE RESOLUTION 2017/34

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

8.1 HB LASS ANNUAL REPORT YEAR ENDED 30 JUNE 2017

COMMITTEE RESOLUTION 2017/35

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receives the HBLASS Annual Report 2016/17 and, that it is adopted by Council.

CARRIED

8.2 LAPP ANNUAL REPORT YEAR ENDED 30 JUNE 2017

COMMITTEE RESOLUTION 2017/36

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee receives the LAPP Annual Report 2016/17 and recommends that it is received by Council.

CARRIED

8.3 QRS ANNUAL REPORT YEAR ENDED 30 JUNE 2017

COMMITTEE RESOLUTION 2017/37

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

Abstained: Cr Harker

That the Committee:

- A) receives the QRS Annual Report 2016/17 and,
- B) confirms its content as suitable for consolidation and incorporation into Council's Annual Report for the year ended 30 June 2017 as appropriate and,
- C) endorses the report for presentation to Council.

CARRIED

8.6 INTERNAL AUDIT PLAN 2017-18

COMMITTEE RESOLUTION 2017/38

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Committee approves the Internal Audit Plan for the year ending 30 June 2018 with the following areas:

- 1. Risk Management Framework
- 2. Contract Management
- 3. Procurement

4. CARRIED

8.7 DRAFT 2016/17 ANNUAL REPORT

COMMITTEE RESOLUTION 2017/39

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee:

1. Receive the report,
2. Note that the report is subject to Audit Confirmation, and
3. Endorse the report for passing to Council with any requested changes for adoption.

Future reports to involve the Finance, Audit & Risk Committee Chair and independent member prior to audit.

CARRIED

Closing karakia given by Cr Denise Eaglesome-Karekare.

The Meeting closed at 2.57p.m.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 29 November 2017.

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CHAIRPERSON