

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 3 APRIL 2018 AT 1.30PM**

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

IN ATTENDANCE: S May (Chief Executive Officer), G Borg (Chief Financial Officer), D Moorcock (Interim Corporate Services Manager), C Knight (Governance Advisor & Policy Strategist), S Mutch (Ernest & Young – Partner)

1 KARAKIA

Given by Cr Jeremy Harker

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2018/40

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

That the apology received from Cr Eaglesome-Karekare 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

None.

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2018/41

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the minutes of the Ordinary Meeting held on 29 November 2017 be confirmed.

CARRIED

8 GENERAL ITEMS

8.1 HEALTH & SAFETY REPORT - APRIL 2018

The Committee discussed:

- Provide some information about high level trends over time
- Sitewise – progress so far and timeframe for getting companies up to standard

COMMITTEE RESOLUTION 2018/42

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the Committee receive the report.

CARRIED

8.2 RISK MANAGEMENT FRAMEWORK

The Committee discussed:

- Timeframe on other pieces of work on the tender process, contracts and procurement
- Management letters for internal audit in future have estimated deadlines
- Resources required to implement suggestions and approximate timeframes for implementation
- Clarity on risks if risk rating is prior to treatment or after treatment
- Terms of reference review

Next meeting CEO will update the committee on timeframes for next two pieces of work and prioritisation of risk management work coming out of the report.

COMMITTEE RESOLUTION 2018/43

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the Committee receive the report.

CARRIED

8.3 QRS SIX MONTHLY REPORT TO DECEMBER 2017

Cr Jeremy Harker declared an interest in this item and took no part in the discussion or voting on the matter.

His Worship the Mayor took the chair at 2.04 p.m.

COMMITTEE RESOLUTION 2018/44

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

That the Committee receives the report.

CARRIED

8.4 PROPOSAL TO RENDER HBLASS LTD DORMANT

Cr Jeremy Harker took the chair at 2.10 p.m.

The Committee discussed:

- Governance structure
- Independent Chair
- Dormant – can be reactivated at anytime
- Collaboration
- Proposed structure

COMMITTEE RESOLUTION 2018/45

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That the Committee endorses the proposal.

CARRIED

8.5 INSURANCE RENEWAL TERMS 2018-19

The Committee discussed:

- LAPP – customary notice period
- Airport insurance level

COMMITTEE RESOLUTION 2018/46

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

That the Committee endorses the renewal terms proposed and give notice to the Local Authority Protection Programme to withdraw, reserving a decision until it's future becomes clear.

CARRIED

8.6 FINANCIAL PERFORMANCE TO 28 FEBRUARY 2018

The Committee discussed:

- Emergency works funding from NZTA
- Reasons for unspent capital project budgets
- Forecasting
- Level of detail in financial reports
 - Quarterly reports
 - Monthly exception reporting

COMMITTEE RESOLUTION 2018/47

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

That His Worship the Mayor will communicate with the NZTA Chair to try to identify why there has been a lack of response on the emergency funding provision from NZTA.

CARRIED

COMMITTEE RESOLUTION 2018/48

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the Committee receive the report.

CARRIED

Closing karakia given by Cr Jeremy Harker.

The Meeting closed at 2.56 p.m.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 15 May 2018.

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CHAIRPERSON