

**MINUTES OF WAIROA DISTRICT COUNCIL  
FINANCE, AUDIT & RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 3 MARCH 2020 AT 1.41PM**

**PRESENT:** His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare

**IN ATTENDANCE:** Cr H Flood, Steven May (Tumu Whakarae Chief Executive Officer), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki/Customer Service Manager-Regulatory), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer) Gay Waikawa (Kaiurungi Mana Arahi – Governance Officer)

**1 KARAKIA**

Karakia was given by K Tipuna

**2 APOLOGIES FOR ABSENCE**

Nil

**3 DECLARATION OF CONFLICT OF INTEREST**

None.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

The Chairperson acknowledged the passing of Richard Kerr's father.

**5 LATE ITEMS OF URGENT BUSINESS**

None.

**6 PUBLIC PARTICIPATION**

None.

**7 MINUTES OF THE PREVIOUS MEETING**

**COMMITTEE RESOLUTION 2020/78**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the minutes [and confidential minutes] of the Ordinary Meeting held on 17 September 2019 be confirmed.

**CARRIED**

## **8 GENERAL ITEMS**

### **8.1 HEALTH & SAFETY**

#### **COMMITTEE RESOLUTION 2020/79**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

**CARRIED**

The Kaiurungi Kore Whakawhara/Zero Harm Officer presented his report and reported on Current Situation being Hazard identification/Register/Accident or Near Miss Reports and Gaiety Theatre, Staff training, Health and Safety Committee and Safety Audits Summary.

The Committee discussed:

Coronavirus is community ready?

Water still runs through taps and toilets still work.

Types of events – threatening behaviour – identify top five health & safety risk – allocate resources.

### **8.2 FINANCIAL PERFORMANCE TO 31 JANUARY 2020**

#### **COMMITTEE RESOLUTION 2020/80**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

**CARRIED**

The Pouwhakarae-Putea/Tautāwhi Rangapū Group Manager Finance and Corporate Support reported on the financial results against estimated phased budgets for each Group of Activities and the whole of Council.

The Committee discussed:

Work Plan – Confirm finance and cost associated with the capital acquisition for PGF funding projects – next FAR Committee

Monthly report – complete information in timely fashion

Capital reporting

**8.3 PROGRESS UPDATE ON DEVELOPMENT OF LONG TERM PLAN 2021 - 2031****COMMITTEE RESOLUTION 2020/81**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

**CARRIED**

The Pouwhakarae-Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience presented her report and reported on the process of developing the Long Term Plan 2021-203, What's been done, What's in Progress, How are we tracking and What's coming up.

**8.4 FAR WORK PLAN****COMMITTEE RESOLUTION 2020/82**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee receive the report.

**CARRIED**

**8.5 UPDATE ON RISK MANAGEMENT****COMMITTEE RESOLUTION 2020/83**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

**CARRIED**

The Pouwhakarae-Putea/Tautāwhi Rangapū Group Manager Finance and Corporate Support reported on the nature of Council's diverse activities and its external interactions expose it to myriad risks. Internal audit being Contract Management, Procurement and Cyber Security.

**9 PUBLIC EXCLUDED ITEMS****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2020/84**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 3.03pm.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| <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 for the passing of this resolution</b>   |
|--|---|--|
| <b>9.1 – Purchasing Land at Mahia</b>                  | s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest | s48(1)(a)(i) - 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 would exist under section 6 or section 7 |

**CARRIED**

**COMMITTEE RESOLUTION 2020/85**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee moves out of Closed Committee into Open Committee.

**CARRIED**

Closing karakia given by K Tipuna

**The Meeting closed at 3.10pm.**

**The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 14 April 2020.**

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**CHAIRPERSON**