

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE WAR MEMORIAL HALL, QUEEN STREET, WAIROA
ON TUESDAY, 26 MAY 2020 AT 1.30PM**

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

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

1 KARAKIA

Karakia was given Cr Chaans Tumataroa-Clarke.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/88

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

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

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Cr Jeremy Harker – **Item 8.1** – QRS Statement of Intent for the period 1 July 2020 to 30 June 2023 and Six Monthly Report to 31 December 2019 and **Item 8.2** – Debenture Trust Deed document amendments and restatements.

4 CHAIRPERSON'S ANNOUNCEMENTS

Follow Zoom etiquette one person at a time.

5 LATE ITEMS OF URGENT BUSINESS

None.

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/89**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the minutes of the Ordinary Meeting held on 14 April 2020 be confirmed.

CARRIED

At 1.36pm, Cr Jeremy Harker left the meeting. Cr Denise Eaglesome-Karekare chaired the meeting.

8 GENERAL ITEMS**8.1 QRS STATEMENT OF INTENT FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2023 AND SIX MONTHLY REPORT TO 31 DECEMBER 2019.****COMMITTEE RESOLUTION 2020/90**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receives the report and discusses the company's financial forecasts and risks with its Board.

CARRIED

The Committee discussed:

- Financial results for remainder of year.

8.2 DEBENTURE TRUST DEED DOCUMENT AMENDMENTS AND RESTATEMENTS**COMMITTEE RESOLUTION 2020/91**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee assesses the risks and opportunities of this proposal for the Group with the Board of Quality Roding and Services (Wairoa) Ltd.

CARRIED

The Committee discussed:

- Borrowing from Local Government Funding Agency (LGFA)
- Priority of debt – unsecured creditors.

- Processes for monitoring as guarantor.
- Utilising sub-contractors.

At 1.53pm, Cr Jeremy Harker returned to the meeting and resumed as Chairperson.

8.3 EXTERNAL AUDIT PLAN FOR THE YEAR ENDING 30 JUNE 2020

COMMITTEE RESOLUTION 2020/92

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receives the External Audit Plan 2020.

CARRIED

The Committee discussed:

- Change date of 2019 to External Audit Plan 2020 in recommendation.
- Covid-19 lockdown.
- Impact to organisation from both a system and processes perspective and reporting to 30 June 2020.
- Challenges around the annual report in recent years,
- Critical deadlines being hit and in a timely manner.
- Asset revaluations.
- Update of Provincial Growth Fund.

8.4 ANNUAL REPORT 2019-20 TIMETABLE AND AUDIT PLAN

COMMITTEE RESOLUTION 2020/93

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee receives the timetable for the Annual Report 2019-20.

CARRIED

The Committee discussed:

- Statutory deadline.

Cr Channs Tumataroa-Clarke left the meeting at 2.08pm.

Cr Channs Tumataroa-Clarke returned to the meeting at 2.09pm.

8.5 BUDGET FOR THE DRAFT ANNUAL PLAN 2020-21**COMMITTEE RESOLUTION 2020/94**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee:

1. Endorses the draft budgets to Council for inclusion in the Annual Plan for the year ending 30 June 2021, subject to adjustments for asset revaluations.
2. Encourages Council to place emphasis on the financial sustainability of service levels during preparation and community engagement for the Long-term Plan 2021-31.

CARRIED

The Committee discussed:

- Capital value rates.

8.6 DRINKING WATER SAFETY**COMMITTEE RESOLUTION 2020/95**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the Committee receives the report and that the Water Safety Plan review is included into Council projects/planning such as Annual Plan, Long Term Plan (LTP) and Asset Management Plans; Thus endorsing the six principles of drinking water safety.

CARRIED

8.7 HEALTH & SAFETY**COMMITTEE RESOLUTION 2020/96**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

CARRIED

8.8 FAR WORK PLAN**COMMITTEE RESOLUTION 2020/97**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

The Committee discussed:

- Reconciliation of reserves.
- Update of Provincial Growth Fund
- Update on Crown Infrastructure Funding.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/98

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 2.48pm

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Draft roading asset valuation as at 31 March 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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
9.2 - Procurement Strategy Endorsement	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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 2020/99

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That Council moves out of Closed Council into Open Council at 3.13pm.

CARRIED

The Meeting closed at 3.14pm with a karakia by Kitea Tipuna..

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 7 July 2020.

.....
CHAIRPERSON