

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 7 JULY 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Danika Goldsack

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Cr Hine Flood, 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), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Whakawhanake Ōhanga Governance and Economic Development Officer), Lauren Jones (Kaikaute Pūtea /Financial Accountant), Luke Knight (Kaiwhakahaere Rawa/Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi/Transport Asset Manager).

1 KARAKIA

Karakia was given by Kitea Tipuna

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

Cr Jeremy Harker – **Items 1.1** – Support for QRS Project Funding and **9.1** – Potential NZTA Funding (PUBLIC EXCLUDED).

4 CHAIRPERSON'S ANNOUNCEMENTS

A number of late reports are up for consideration at today's meeting.

5 LATE ITEMS OF URGENT BUSINESS

Additional public excluded item

6 PUBLIC PARTICIPATION

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/100**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the minutes, and the public excluded minutes of the Ordinary Meeting held on 26 May 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 UPDATE ON PREPARATION OF THE ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2020.****COMMITTEE RESOLUTION 2020/101**

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That Committee receive the report.

CARRIED

Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support) shared a model showing the status and progression of a number of actions being undertaken in the completion of the Annual Report. Explanations were given of the risks associated with these actions where applicable.

8.2 FINANCIAL PERFORMANCE TO 31 MAY 2020**COMMITTEE RESOLUTION 2020/102**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That Committee receive the report.

CARRIED

Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support) gave the committee an update of the Wairoa District Councils financial performance, most activities are on budget. Favourable variances include PGF cash inflows, adverse include wastewater and environmental levies, but generally finances are in good shape. Discussion of the risk with the decrease in reserves and that depreciation ought to be included in the quarterly reports.

8.3 PROJECT UPDATE 2019/20 - COMMUNITY ASSETS AND SERVICES**COMMITTEE RESOLUTION 2020/103**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That Committee receive the report.

CARRIED

The report was also presented to the Infrastructure Committee Meeting on 18 June 2020, Luke Knight (Kaiwhakahaere Rawa/Property Manager) gave a quick overview of the keypoints discussed at this Committee meeting including risk, on time, on budget etc. Committee accepts that discussion needs to be had in regard to external funding and the impact that this will have on the Council (Capex vs Opex, staffing issues, risks etc) and the position of Council to take on future projects.

8.4 HEALTH & SAFETY**COMMITTEE RESOLUTION 2020/104**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That Committee receive the report.

CARRIED

Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer) gave a brief overview of Council's Health and Safety matters. Reporting procedures are being put in place to ensure a more streamlined process, gave an update on recent incidents, flu shot numbers, COVID support and staff training for personnel.

8.5 FAR WORK PLAN**COMMITTEE RESOLUTION 2020/105**

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That Committee receive the report.

CARRIED

Agreement to add another Item to provide an update on where Council is on all policies and bylaws as a legislative compliance review.

Cr Jeremy Harker left the meeting at 2:33pm due to a Conflict of Interest, Cr Denise Eaglesome-Karekare took the Chair.

1.1 SUPPORT FOR QRS PROJECT FUNDING**COMMITTEE RESOLUTION 2020/106**

Moved: Mr Philip Jones

Seconded: His Worship the Mayor Craig Little

That Committee endorses the proposal for Council confirm its willingness to lend up to \$1.2 million to QRS for the purposes of securing funding for its Operations Hub, providing that there is agreement to ensure that there is no extra cost to council and that appropriate security and term of loan be considered by council.

CARRIED

Discussion was had in relation to ensuring that there would be no added costs on Council. Long term prospects of the company are generally favourable therefore Council will be likely under take this action, however Council needs to require appropriate security, recommendation was therefore amended.

9 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2020/107**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the public be excluded from the following parts of the proceedings of this meeting at 2.50pm

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 – Potential NZTA funding	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
1.1 – Staff Workloads	s7(2)(b)(ii),s7(2)(h) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	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

	commercial position of the person who supplied or who is the subject of the information; AND the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities.	withholding would exist under section 6 or section 7
CARRIED		

COMMITTEE RESOLUTION 2020/108

Moved: Cr Denise Eaglesome-Karekare
 Seconded: Cr Danika Goldsack

That Council moves out of Closed Council into Open Council at 3.38pm.

CARRIED

The Meeting closed at 3:40pm with a karakia given by Cr Denise Eaglesome-Karekare.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 18 August 2020.

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CHAIRPERSON