

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 18 AUGUST 2020 AT 1.30PM**

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

IN ATTENDANCE: 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), Courtney Hayward (Kaiurungi Kaupapa Here | Policy Officer), Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by Kitea Tipuna

2 APOLOGY FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/111

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

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None

5 LATE ITEMS OF URGENT BUSINESS

None

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 2020/112

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the minutes of the Ordinary Meeting held on 7 July 2020 be confirmed with the change.

CARRIED

8 GENERAL ITEMS

8.1 EXTERNAL AUDIT MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2019

COMMITTEE RESOLUTION 2020/113

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the Committee receives the Audit Management Report for the Year Ended 30 June 2019.

CARRIED

The Group Manager Finance & Corporate Support presented his report and reported on the audit management report being a standard component of the annual audit process. It provides observations and recommendations concerning Council's control environment and reporting processes and contributes to continuous improvement and risk management.

The Committee discussed:

- high opex variance, capex being new build
- policy driven by standards
- upgrading asset data
- capitalisation policy - user friendly terms
- reviewing expenditure not when being signed off and when it is being paid for.
- locking policy and procedure in
- revaluations – what appreciation is looking at and why there is a gap and why there is a difference
- depreciation of gap and level of service – drives depreciation- alignment
- credit card – auditing satisfied with 2019 explanation.

8.2 UPDATE ON PREPARATION OF THE ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2020.

COMMITTEE RESOLUTION 2020/114

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

CARRIED

The Group Manager Finance and Corporate Support presented a project status for the number of actions being undertaken in the completion of the Annual Report.

- infrastructure revaluations.

8.3 FINANCIAL PERFORMANCE TO 30 JUNE 2020

COMMITTEE RESOLUTION 2020/115

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the Committee receive the report.

CARRIED

The Group Manager Finance and Corporate Service gave the committee an update of the Wairoa District Council's financial performance and its position. The financial report sets out the financial results against estimated phased budgets for each Group of Activities and the whole of Council.

8.4 UPDATE ON RISK MANAGEMENT PROCESSES

COMMITTEE RESOLUTION 2020/116

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee receive the report.

CARRIED

The Policy Officer reported on risk management strategies, including highlighting the importance of a dedicated, organisation wide risk register to ensure Council is mindful of enterprise risks.

The Committee discussed:

- risk register – cloud base portal
- raise concerns eg privacy issues, conflict of interest and tightly managed secured spot.
- policy database – uploaded to same portal – process mapping.
- know how Council arrived with that – were council intends to land with its ultimate target

level.

8.5 HEALTH & SAFETY

COMMITTEE RESOLUTION 2020/117

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

The Zero Harm Officer provided information on Council's health and safety matters. Gave an update on hazard identification/register/Accident or Near Miss Reports, Staff training and Health & Safety Committee.

- health checks completed
- work life balance
- preparation for COVID-19 #2
- threatening behaviour incident – encourage them to report.

8.6 FAR WORK PLAN

COMMITTEE RESOLUTION 2020/118

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

The Group Manager Communication and Engagement gave a COVID update to the Committee. Most people can work as usual under Alert Level 2 but must practice social distancing, contact trace, practice good hygiene, stay at home if you are unwell, out of region travel is only for essential work purposes and at this stage it will be business as usual.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/119

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 2.51pm

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 – Confirmation of Public Excluded Minutes – 7 July 2020	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

The Meeting closed at 2.54pm.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 29 September 2020.

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CHAIRPERSON