

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 2 MARCH 2021 AT 1.30PM**

PRESENT: Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones (via Zoom), Cr Danika Goldsack

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae Taupua Interim Chief Executive), **Kimberley Tuapawa** (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), **Gary Borg** (via Zoom) (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), **Stephen Heath** (Pouwhakarae-Hua Pumau Hapori/Ratonga/Group Manager Community Assets and Services), **Simon Mutohori** (Pouwhakarae-Whakamahere me te Waeture/Group Manager-Planning & Regulatory), **Kevin Stevenson** (Kaiurungi Hauora-Haumaruru | Zero Harm & Health & Safety Officer), **Courtney Hayward** (Kaiurungi Matua Kaupapa Here me te Mana Ārahi | Senior Policy and Governance Advisor), **Gay Waikawa** (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by the Interim Chief Executive Officer, Kitea Tipuna

2 APOLOGY FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2021/135

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from His Worship the Mayor, Craig Little be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Nil

4 CHAIRPERSON'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

5 LATE ITEMS OF URGENT BUSINESS

The Interim Chief Executive Officer advised Policies and bylaws

Pulic Excluded - Update on Lone worker

6 PUBLIC PARTICIPATION

Nil.

7 MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2021/136

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That the minutes of the Ordinary Meeting held on 10 November 2020 and the Extraordinary Meeting held on 19 January 2021 be confirmed.

CARRIED

DISCUSSION – FA&R COMMITTEE WORK PLAN – 02 MARCH 2021

No	ACTION TO BE TAKEN	RESPONSIBLE	CLOSED/OPEN
1	Establish an outstanding report to management register with a regular update.		Ongoing
2	Full draft Annual report NLT 29 Sept 2020 to be reviewed by FAR before submitting to Auditors	Finance and Corporate Support Department	Closed
3	Interim report on risk against Council risk policy – update on progress Present a report on risk at next FAaR Committee.	Interim Chief Executive	Ongoing
4	Provide an update where Council is at with all policies and bylaws.	Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience	Open
Kaiurungi Matua Kaupapa Here me te Mana Ārahi Senior Policy and Governance Advisor provided a table of Council policies that need refreshing, amending, updating, consulting, reviewing and developing. An update of Council bylaws will be presented at the next FA&R Committee.			
5	Capitalisation policy	Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), and (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services	Open
Capitalisation policy to be presented at next FA&R meeting.			
6	Gap analysis of renewals	Pouwhakarae – Pūtea/Tautāwhi Rangapū	

	programme	Group Manager Finance and Corporate Support), and (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services	Open
Requires further discussion.			
7	Depreciation of gap and level of service – renewals programme – Report on where Council is at.	Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), and (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services	Open
Requires further discussion.			
8	Provide update on lone worker – health & safety	Kaiurungi Kore Whakawhara Zero Harm Officer	Open
Update on lone worker-health and safety will be presented in public excluded as it has not been through internal process.			
9	Provide update – Forecast procedure – half yearly and March of every year.	Finance and Corporate Support Department	Open
Being managed and forecast more practically.			
10	Provide capital expenditure	Kaikaute Putea Financial Accountant	Open

8 GENERAL ITEMS

8.1 HEALTH & SAFETY UPDATE

COMMITTEE RESOLUTION 2021/137

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That Committee receive the report.

CARRIED

The Kaiurungi Kore Whakawhara Zero Harm Officer updated the Committee. The updates covered are hazard identification/register/accident or near miss reports being staff abuse of a minor nature and electrical fault.

COVID 19 has had little effect on Council's day to day operation. New signage and hand sanitiser are provided at reception for customers and visitors to Council.

The Committee was also updated on staff training for First Aid and Health, Safety Committee, Safety Audits Summary and Collaborative Health and Safety Project.

The Committee discussed:

- Jumping of alert levels for COVID and readiness for all levels.
- Near miss reporting and severity.

8.2 FINANCIAL PERFORMANCE TO 31 JANUARY 2021

COMMITTEE RESOLUTION 2021/138

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That Committee receive the report.

CARRIED

The Kaikaute Putea Financial Accountant presented Council's operating financial performance for the 7 months to 31 January 2021 and forecast to 30 June 2021.

The report also provides an update on Council's progress against objectives established and decisions previously made in the Annual Plan 2020-21 and Long-term Plan 2018-28.

Variance explanations (underlying actual YTD and underlying forecast compared to annual plan) were presented for Statement of Comprehensive Revenue and Expense for the period ended January 2021 and Statement of Financial Position as at 31 January 2021.

The Committee discussed:

- External funding.
- Depreciation gaps.
- Spend money by.
- Being able to deliver on some projects and how well the project is going.
- Project risks.

The Kaiurangi Matua Kaupapa Here me te Mana Ārahi | Senior Policy and Governance Advisor presented a table of the Council policies requiring refreshing, under review, amending, updating, and developing.

9. PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2021/139

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That the public be excluded from the following parts of the proceedings of this meeting at 2.16pm.

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
<p>6.1 – Draft Working Alone Policy</p>	<p>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.</p>	<p>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</p>
<p>CARRIED</p>		

COMMITTEE RESOLUTION 2021/140

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That Council moves out of Closed Council into Open Council at 2.29pm.

CARRIED

The Meeting closed at 2.30pm with a karakia by the Interim Chief Executive Officer, Kitea Tipuna.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 13 April 2021.

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CHAIRPERSON