

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 6 JULY 2021 AT 12.30PM**

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

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Kimberley Tuapawa** (Pouwhakarae/Pārongo me te Wheako Kiritaki Group Manager/Information and Customer Experience), **Simon Mutohori** (Pouwhakarae - Whakamahere me te Waeture | Group Manager Planning & Regulatory Services), **Stephen Heath** (Pouwhakarae – Hua Pūmau Hapori/Ratonga | Group Manager Community Assets and Services), **Lauren Jones** (Kaikaute Putea | Financial Accountant), **Jonny Hardie** (Kaiwhakahaere Kaupapa - Whaipanga | Project Manager – Infrastructure), **Alannah Marshall** (Governance and Economic Development Officer | Kaiurungi Mana Ārahi Whakawhanake Ōhanga)

1 KARAKIA

Karakia was given by Tumu Whakarae | Chief Executive Kitea Tipuna.

2 APOLOGIES FOR ABSENCE

None.

3 DECLARATION OF CONFLICT OF INTEREST

Chairman Cr Jeremy Harker declared his change of status as Interim Chief Executive at QRS.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

LATE ITEM 8.6 CLARIFICATION OF WAIROA STAR ARTICLE 1 JULY 21

COMMITTEE RESOLUTION 2021/144

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the item **8.6 Clarification of Wairoa Star Article 1 July 21** be considered given the item had not come to hand at the time of Agenda compilation and consideration of this matter is required now in order to respond within the timeframe allowed.

CARRIED

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2021/145**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the minutes of the Ordinary Meeting held on 25 May 2021 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 3 WATERS STIMULUS PROJECT UPDATE****COMMITTEE RESOLUTION 2021/146**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That Committee receive the report.

CARRIED

Project Manager – Infrastructure presented his first report to this committee. He advised members that if they would like specific information, to let him know.

He spoke at length about the top five risks as detailed in the report.

The committee asked about the mitigation strategy for these risks as concerns about supply issues due to COVID-19 related delays could impact the project's completion. DIA has approved a project for stormwater as a backup option to reduce risk.

Mr Philip Jones requested location descriptions to be added to photos.

8.2 HEALTH & SAFETY UPDATE

COMMITTEE RESOLUTION 2021/147

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That Committee receive the report.

CARRIED

The Chief Executive spoke to the report in the Zero Harm Officers absence.

Key points of discussion

- Successful Covid vaccine and Flu injection rollout for WDC Staff.
- Increase incidents with contractors- mitigation plan

A point was raised about the report been presented based on incidents that have occurred when in reality, it needs to look at the report being presented in a more proactive manner rather than reactive.

Consequently the committee talked over activities they need to see to improve current operating standards to monitor accordingly.

The committee agreed on the following actions:

1. Top 5 Health and safety risks and mitigations to this.
2. Development of Strategic Health and Safety reporting and key milestone to achieving this

8.3 FINANCIAL PERFORMANCE TO 31 MAY 2021

COMMITTEE RESOLUTION 2021/148

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That Committee receive the report.

CARRIED

This report was spoken to as item 4 as an incorrect appendix was attached to the agenda. The monthly report to 31 May 2021 was circulated and emailed to attendees.

The report covered the period of 1 July 2020 to 31 May 2021 financial performance.

The Kaikaute Putea Financial accountant spoke to Highlights from the report that included :

- NZTA subsidy
- Explanation on variance analysis
- Projects and funding

The Committee commended the work for all involved for the funded projects as this is tangible outcomes for the community and shows Council can deliver this to a high standard.

They also explained the confidence they have as the report's contents are to a high standard and really reassuring for the committee.

8.4 ANNUAL REPORT 20/21 TIMETABLE AND AUDIT PLAN RISK ASSESSMENT

COMMITTEE RESOLUTION 2021/149

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That Committee receives the timetable for the Annual Report 2020/21.

CARRIED

This report was spoken to as Item 3.

The Kaikaute Putea Financial Accountant presented the timetable. The schedule identifies key milestones and target dates for completing 20/21 Annual Report.

Particular attention was applied to previously challenging areas, including ensuring task can be completed without impact to the deadline, eg if staff unexpectedly become absent.

On the recent interim audit visit the Financial Accountant took the opportunity to speak to the audit team to provide direction on points that held up their process last time so this can be taken on board and implemented.

Compared to last year's Service Performance reports were previously a risk, a good routine is now in place with dedicated CAAS Team members to prepare this report reducing the risk.

A Project tracker and detailed task list has been set up to ensure tasks are completed ahead of deadlines.

8.5 CAPITALISATION POLICY

COMMITTEE RESOLUTION 2021/150

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That Committee receive the policy.

CARRIED

The Kaikaute Putea Financial Accountant presented the policy. The policy ensures an appropriate and consistent distinction is made between capital and operational expenditure throughout Council.

The policy was well received and a comment was made to look at adding a flow chart as an easier tool for users to follow.

8.6 LATE ITEM- CLARIFICATION OF WAIROA STAR ARTICLE 1 JULY 21

The committee spoke about their concern around reporting in the recent article that provided misinformed information, resulting in confusion within the community.

Council had rewritten the article and released it on Council's media avenues.

The committee wanted to clarify to the reporter present key points that were misinformed. They also offered reporters the opportunity to get articles reviewed by Council to avoid this in the future.

The committee also went over the workplan and made updates.

The Meeting closed at 1.45 with a closing karakia by Tumu Whakarae | Chief Executive Kitea Tipuna.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 17 August 2021.

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CHAIRPERSON