

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 14 MAY 2019 AT 1.30PM**

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

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), S Mutch (Partner-Auditors Ernst & Young), 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), G Waikawa (Kaiurungi Mana Arahi – Governance Officer)

1 KARAKIA

Karakia was given by Cr Eaglesome-Karekare

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

The Chief Executive advised the committee an internal audit of the Contract Management Review will begin next week.

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 2019/60

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That the minutes of the Ordinary Meeting held on 2 April 2019 be confirmed and the FAR Work Plan will be part of the meeting.

CARRIED

8 GENERAL ITEMS**8.1 ANNUAL REPORT 2018-19 TIMETABLE AND AUDIT PLAN****COMMITTEE RESOLUTION 2019/61**

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

That the Committee receives the proposed timetable and audit plan for the Annual Report 2018-19.

CARRIED

8.2 HEALTH & SAFETY REPORT**COMMITTEE RESOLUTION 2019/62**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee receive the report and Health & Safety risks to staff becomes part of the Zero Harm Officer's report.

CARRIED

The Committee discussed the FAR Work Plan in detail.

#	Date Entered	Action to be taken	Responsible	To be completed by	Closed/Open
1.	2 April 2019	Top five H&S risks to staff and what is being done to minimise them. - To be included in Zero Harm Officer's report	Kevin Stevenson	14 May 2019	Open
2.	2 April 2019	3 rd quarter financial results - March financials to Council on 11 June 2019 - April financials to FAR committee on 25 June 2019	Gary Borg Gary Borg	11 June 2019 25 June 2019	Open Open
3.	2 April 20-19	Adopt FAR work plan/TOR as per 26 Feb 2019 FAR Committee minutes	Steven May		

		- standing agenda item for work plan		16 July 2019	Open
4.	2 April 2019	Detailed work plan on how Non-conformances from EY audit report will be addressed - establish an outstanding report to management register with a regular update.	Steven May/Gary Borg	16 July 2019	Open
5.	14 May 2019	Interim Summary from EY on Annual Report process and FY18/19 close off. Liaise with Stuart Mutch to request summary.	Gary Borg/Stuart Mutch	16 July 2019	Open
6.	14 May 2019	Full draft Annual report NLT 17 Sept 2019 to be reviewed by FAR before submitting to Auditors	Gary Borg/Steven May	17 Sept 2019	Open
7.	14 May 2019	Contract Management Review	Stephen Heath	17 Sept 2019	Open
8.	14 May 2019	Draft Financial Statements	Gary Borg	17 Sept 2019	Open

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2019/63

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 2.32pm.

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 - Auditor's Report to Management for the WDC 2018-28 Long Term Plan	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting

	persons, including that of deceased natural persons	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 2019/64

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the FAR Committee moves out of Closed Committee into Open Committee at 3.14pm.

CARRIED

Closing karakia was given by CrI Eaglesome-Karekare

The Meeting closed at 3.15pm

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 25 June 2019.

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CHAIRPERSON