

**MINUTES OF WAIROA DISTRICT COUNCIL  
FINANCE, AUDIT & RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 2 JULY 2019 AT 10.00AM**

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

**IN ATTENDANCE:** Cr Mike Bird, Cr Min Johansen, S May (Tumu Whakarae Chief Executive Officer), K Stevenson, Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience) 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**

The Chairperson recognised David Doole (Kaiurungi Matua Tāke Senior Rates Officer) as one of the rating practitioners at the 2020 Association of Local Government Rating New Zealand rating seminar.

**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 2019/62**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That the minutes of the Ordinary Meeting held on 14 May 2019 and the Extraordinary Meeting

held on 11 June 2019 be confirmed.

**CARRIED**

## **8 GENERAL ITEMS**

### **8.1 POLICIES AND BYLAWS REVIEW**

#### **COMMITTEE RESOLUTION 2019/63**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

**CARRIED**

#### **POINTS RAISED:**

- Investment policy – reviewed when required
- Rates remission policy – reviewed when required
- Partnership with private sector – remove policy

### **8.2 HEALTH & SAFETY REPORT**

#### **COMMITTEE RESOLUTION 2019/64**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

**CARRIED**

#### **POINTS RAISED:**

- change – five top will come down – good to see controls in place and give an update and monitoring.
- good to see controls in place and give an update and monitoring.
- chairperson – fire evacuations and fire drills – whether they have been done – lock down of building, Zero Harm Officer confirmed that this was occurring.

### **8.3 UPDATE ON RESPONSE TO AUDIT RECOMMENDATIONS 2017-18**

#### **COMMITTEE RESOLUTION 2019/65**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

**CARRIED**

POINT RAISED:

- awaiting response from Ernest Young

#### **8.4 FINANCIAL PERFORMANCE TO 30 APRIL 2018**

##### **COMMITTEE RESOLUTION 2019/66**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

**CARRIED**

POINTS RAISED:

- funding statement rather than an operating statement
- detailed quarterly – more information coming to Council every month and quarterly reserves and balance not overdrawn, tracking of reserves – to be part of FAR work plan.
- four year forecast – update quarterly.

#### **8.5 UPDATE ON PREPARATION OF THE ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2019.**

##### **COMMITTEE RESOLUTION 2019/67**

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

That the Committee receive the report.

**CARRIED**

POINT RAISED:

- Committee to be updated on progress at each FAR meeting – to be part of FAR work plan.

#### **8.6 INSURANCE RENEWAL TERMS 2019-20**

##### **COMMITTEE RESOLUTION 2019/68**

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That the Committee endorses to Council the renewal terms proposed, subject to continuing negotiations.

**CARRIED**

## 8.7 FAR ANNUAL WORK PLAN

### COMMITTEE RESOLUTION 2019/69

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That the Committee receive the report.

#	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	Closed
2.	2 April 2019	3 <sup>rd</sup> 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	Closed  Closed
3.	2 April 20-19	Adopt FAR work plan/TOR as per 26 Feb 2019 FAR Committee minutes  - standing agenda item for work plan	Steven May	  16 July 2019	Ongoing  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	6 August 2019  16 July 2019	Ongoing  Open
5.	14 May 2019	Interim Summary from EY on Annual Report process and FY18/19 close off. Liaise with Stuart Mutch to request	Gary Borg/Stuart Mutch	16 July 2019	Ongoing

		summary. - update of where processes for reporting of reserves both quarterly and annual report		6 Aug 2019	
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 including summary reserves	Gary Borg	17 Sept 2019	Open
9.	2 July 2019	Interim report on risk against Council risk policy	CEO	6 Aug 2019	Open
10.	2 July 2019	Update on Long Term Plan 2021-2031 (Project Review)	Kimberley Tuapawa	17 Sept 2019	Open

**CARRIED**

## **8.8 PREPARATION OF PROJECT PLAN FOR THE DEVELOPMENT OF LONG TERM PLAN 2021-2031**

### **COMMITTEE RESOLUTION 2019/70**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That the Committee receive the report and congratulate Chief Executive Officer and Senior Team Leaders on the pro-active development of the Long Term Plan 2021-2031 (Project Overview).

**CARRIED**

#### **POINTS RAISED:**

- the Committee commended the CEO and his team for producing the project plan.
- regular update – risks to achieving the plan, what resources is required – three to four months (whether Council is on track) – to be part of FAR work plan.

Closing karakia by Cr Eaglesome-Karekare.

**The Meeting closed at 11.24am.**

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 6 August 2019.

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CHAIRPERSON