

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 28 SEPTEMBER 2021 AT 1.30PM**

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

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae Chief Executive), **Kimberley Tuapawa** (via Zoom) (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), **Stephen Heath** (via Zoom) (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), **Simon Mutohori** (via Zoom) (Pouwhakarae-Whakamahere me te Waeture/Group Manager-Planning & Regulatory Services), **Gay Waikawa**, **Alannah Marshall** (Kaiurungi Mana Ārahi / Whakawhanake Ōhanga | Governance and Economic Development Officer), **Donna Moorcock** (Kaitohutohu Pumanawa Tangata | Human Resources Advisor), **Lauren Jones** (Kaikaute Pūtea /Financial Accountant)

1 KARAKIA

Karakia was given by Kitea Tipuna, Tumu Whakarae Chief Executive

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

Cr Jeremy Harker has declared conflict of interest as Chief Executive of Quality Roding & Services (Wairoa) Ltd (QRS).

Cr Denise Eaglesome-Karekare has declared as a member of the Regional Skills Leadership Group.

4 CHAIRPERSON'S ANNOUNCEMENTS

Cr Jeremy Harker signalled his attention to stand down as the Chairperson of the Finance Audit & Risk Committee and become a committee member to allow a smooth transition of the Committee through to a handover of another person. Cr Harker advised also that he would like to assist the new chairperson and not put the committee in a lurch having to find someone as I can dedicate more time to the role of Chief Executive of QRS.

The Chief Executive (CE) asked Cr Harker if he would like to chair the remaining of the meeting and replied yes. Procedurally the CE advised the Committee can deal with this announcement at the end of the meeting and His Worship the Mayor has powers to appoint the Chairperson of each committee. The appointment must be tabled at the first meeting of Council at the end of the meeting.

5 LATE ITEM OF URGENT BUSINESS**LATE ITEM – APPOINTMENT OF NEW CHAIRPERSON OF FINANCE AUDIT & RISK COMMITTEE & ACCEPT RESIGNATION OF CR JEREMY HARKER AS CHAIRPERSON****COMMITTEE RESOLUTION 2021/157**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That in accordance with Section 46A (7) of the Local Government Official Information and Meetings Act 1987 the item **Appointment of new Chairperson of Finance Audit & Risk Committee and Accept resignation of Cr Jeremy Harker as Chairperson of the Finance Audit & Risk Committee** 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 2021/158**

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That the minutes of the Ordinary Meeting held on 17 August 2021 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 FINANCIAL PERFORMANCE TO 31 AUGUST 2021****COMMITTEE RESOLUTION 2021/159**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That Committee receive the report.

CARRIED

Kaikaute Putea Financial Accountant advised that Council is tracking well up to 31 August budget and also noted dog registration fees with the budget phased and fees mainly collected in these first 2 months of the year.

NZTA subsidies and grant income is less than budgeted. At this stage in the year this relates to the phasing of workplans and budget especially in regard to funded maintenance and capital works and PGF/DIA projects.

Mr Philip Jones, Independent member comm on the budget figures under the Statement of Financial Position, August financial results in a robust format and well done to Chief Executive.

The Chairperson commented it is a reflection of the systems that are in place and and staff and real strong improvement

Cr Eaglesome-Karekare noted the letters A and B beside the variances and how it was easy to understand these explanations.

8.2 HEALTH, SAFETY AND WELLBEING UPDATE

COMMITTEE RESOLUTION 2021/160

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the Committee receive the report.

CARRIED

The Kaiurungi Pumanawa Tangata Human Resource Officer advised still showing what has been done in the past. Starting to do some work on the Project Health, Safety and Wellbeing Strategy which will be put forward to Senior Leader Team (SLT). Part of the project plan will include timelines for getting it done and also times for getting staff and SLT involved and becomes a document which is employee owned.

Will also be working on the Human Resources Strategy at the same time and will work through that process.

The Chief Executive pointed out that Remote work and wellbeing survey of all staff was done during lockdown.

Have identified some areas in which need to continue to make improvements while employees are required to work remotely.

Chairperson noted impressive for 89% of staff had completed the survey and provides understanding where you can improve and provides understanding where you can improve.

The Chief Executive asked Ryan O'Sullivan, Wairoa Star if he would like to go into the waiting room via zoom to resume back into the open part of the meeting to discuss the appointment of the new chairperson of Finance Audit & Risk Committee.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2021/161

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

That the public be excluded from the following parts of the proceedings of this meeting 1.47pm.

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 - UPDATE ON PREPARATION, AND PRESENTATION OF THE DRAFT ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2021 | s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information | 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 Chairperson recognise the appointment of Kimberley Tuapawa to the board of the Association of Local Government Information Management (ALGIM).

LATE ITEM – RESIGNATION OF CR JEREMY HARKER AS CHAIRPERSON OF FINANCE AUDIT & RISK COMMITTEE

COMMITTEE RESOLUTION 2021/162

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That the Committee receive the resignation of Cr Jeremy Harker as Chairman of the Finance Audit & Risk Committee but remains as a Committee member.

CARRIED

LATE ITEM – APPOINTMENT OF NEW CHAIRPERSON OF FINANCE AUDIT & RISK COMMITTEE**COMMITTEE RESOLUTION 2021/163**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Philip Jones be appointed as the Independent Chairperson of the Finance Audit & Risk Committee.

CARRIED

COMMITTEE RESOLUTION 2021/164

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That Council moves out of Closed Council into Open Council at 2.18pm.

CARRIED

His Worship the Mayor commented that under Cr Harker's leadership, the advice from the Finance, Audit and Risk Committee has given elected members and the community confidence in the financial, audit and risk processes now in place at Council.

Cr Eaglesome-Karekare mentioned the key to Cr Harker's success has been the relationships he has with everyone.

Independent member, Philip Jones remarked that he appreciated the positive approach that Cr Harker had brought as a Chairperson.

Cr Jeremy Harker mentioned I'm pleased that I have had the ability to see the endorsement of our latest Annual Report as one of my final acts as Chairperson. The work Council do is a whole team effort, and I want to acknowledge everyone here, we are really strong group and I have no doubt that we will continue to do great work.

The Meeting closed at 2.31pm with a karakia by Kitea.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 9 November 2021.

.....

CHAIRPERSON