

Waitaki District Council

Finance, Audit and Risk Committee

**CONFIRMED MINUTES of Finance, Audit and Risk Committee meeting of the
Waitaki District Council held in the Whitestone Cheese Empire Room,
Oamaru Opera House, 94 Thames Street, Oamaru
on Wednesday 4 October 2017 at 9.00am**

Present: Cr Wollstein (Chair), Crs Dawson, Garvan, Hopkins, and Percival;
Mayor Kircher

In Attendance: Cr Tavendale
Cr Kingan
Cr Holding
Cr Wheeler
Mr Power (Chief Executive)
Mr Hope (Chief Financial Officer)
Mrs Baillie (Customer Services Group Manager)
Mr Wells (Accounting Manager)
Mr Roesler (Policy and Communications Manager)
Ms Hooper (Policy Officer – Governance)

Declarations of Interest

There were no declarations of interest.

1. Confirmation of Minutes

RESOLVED
FAR17/058

Cr Dawson / Cr Hopkins
“That the Finance, Audit and Risk Committee confirms meeting minutes of
16 August 2017.”

CARRIED

It was AGREED that a full list of Council fees and charges, showing existing and previous charges for comparison purposes, would be distributed to Councillors.

ACTION POINT: Mr Roesler

Cr Dawson left the meeting at 9.22am, and returned at 9.25am.

2. Financial Report – Period 2

The financial report, as circulated, covered the two months ended 31 August 2017. It noted that Council officers are currently midway through a transition from one reporting system to another. As a result, the format of this report is quite different from previous reports. A proposed format is included as Appendix (d), but – due to the transition process – only limited commentary can be provided this month. If there is time during the day, discussions could commence on what should be included in any new standard reporting package.

RESOLVED
FAR17/059

Mayor Kircher / Cr Hopkins
“That the Finance, Audit and Risk Committee receives the information.”

CARRIED

3. Draft Annual Report for the Year Ended 30 June 2017

A cover report and an addended report, as circulated, presented extracts from the Council's Draft Annual Report for the year ending 30 June 2017. The Annual Report and Audit opinion will be presented for adoption at the 25 October 2017 Council Meeting.

Mr Hope and Mr Wells spoke to the addended "Pre-Audit Draft Annual Report for the Year Ended 30 June 2017" report. Mr Wells also advised an update on Note 6 – Personnel costs, namely: that the figures now referred to all Elected Members (including Community Board members).

RESOLVED
FAR17/060

Mayor Kircher / Cr Dawson
"That the Finance, Audit and Risk Committee receives the information."

CARRIED

It was AGREED to take agenda items out of order from this point forward.

5. Corporate Services Group Activity Report to 30 September 2017

The memorandum, as circulated, provided an update to the Finance, Audit and Risk Committee on various finance, information management and business development-related matters occurring subsequent to the writing of a similar report to the 16 August 2017 Committee meeting.

RESOLVED
FAR17/061

Cr Hopkins / Cr Dawson
"That the Finance, Audit and Risk Committee receives the information."

CARRIED

In response to the suggestion in the report, it was AGREED that there is merit in presenting the full collection plan at the next meeting.

ACTION POINT: Mr Hope

Cr Hopkins left the meeting at 10.01am, and was present again when the meeting reconvened.

The meeting was adjourned at 10.02am, and reconvened at 10.16am.

4. Whitestone Contracting Limited – Annual Report 2016/17

The report, as circulated, presented the audited Whitestone Contracting Ltd Annual Report for 2016/17, together with a formal resolution for the receipt of the report and the appointment of auditors, such latter resolution being in lieu of a shareholders meeting.

The Chair welcomed Whitestone Contracting Limited Chairman Mr de Buyzer, Accountant Mr Read, and Chief Executive Mr Campbell to the meeting. Mr de Buyzer spoke to the Annual Report, and a question and answer session with Councillors then occurred.

On behalf of Council as the only shareholder, the Mayor commended Mr Campbell and the full Whitestone Contracting Board for their efforts over the last few years, and acknowledged that the pleasing performance communicated in the Annual Report was due reward for the improvements that had been made. The Chair added that the outlook is also very positive.

RESOLVED
FAR17/062

Mayor Kircher / Cr Hopkins
"That the Finance, Audit and Risk Committee:
1. Receives the 2016/17 Annual Report of Whitestone Contracting Limited.

CARRIED

RESOLVED
FAR17/063

Cr Hopkins / Cr Dawson

“That the Finance, Audit and Risk Committee:

2. Recommends that Council authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Whitestone Contracting Ltd.”

CARRIED

The Chair thanked the Whitestone Contracting Limited representatives for their attendance, congratulated them again on their annual performance, and wished them continued success in 2018.

The Chair adjourned the meeting at 10.30am, for a workshop with Whitestone Contracting Limited Directors. The media representative left the room.

The Chair reconvened the meeting at 10.49am, and immediately advised his intention to move the meeting into public excluded. There were no media or members of the public in the meeting.

RESOLVED
FAR17/064

Cr Hopkins / Cr Garvan

“That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Meeting Minutes 16 August 2017
- Accounts Payable Analysis

CARRIED

“The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) 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 – Section 48(1)
Public Excluded: <ul style="list-style-type: none"> • Confirmation of Public Excluded Meeting Minutes 16 August 2017 • Accounts Payable Analysis 	To protect the privacy of natural persons. Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.) To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council’s position in the negotiations.)

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.”

Refer to Public Excluded Minutes

RESOLVED
FAR17/069

Cr Hopkins / Cr Dawson

“That Council resumes in open meeting and decisions made in the public excluded session are confirmed and made public as and when required and considered.”

CARRIED

There being no further business, the Chair declared the meeting closed at 11.26am.

CONFIRMED on this 8th day of November 2017 in the Whitestone Cheese Empire Room of the Oamaru Opera House, 94 Thames Street, Oamaru.

[signed]

Chairman