

Waitaki District Council

Finance, Audit and Risk Committee

**CONFIRMED MINUTES of a meeting of the
Finance, Audit and Risk Committee of the Waitaki District Council
held in the Council Chamber, Waitaki District Council Headquarters,
20 Thames Street, Oamaru
on Tuesday 10 April 2018 at 9.00am**

Present:	Cr Colin Wollstein (Chair), Cr Craig Dawson (Deputy Chair), Cr Peter Garvan, Cr Jim Hopkins, Cr Jan Wheeler; Mayor Gary Kircher
In Attendance:	Cr Jeremy Holding Cr Bill Kingan Cr Hugh Perkins Cr Guy Percival Cr Melanie Tavendale Fergus Power (Chief Executive) Paul Hope (Finance and Corporate Development Group Manager) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Bill Chou (Information Services Group Manager) Ian Wells (Accounting Manager) Richard Maher (Programme Manager) Ainslee Hooper (Governance Advisor)

The Chair declared the meeting open at 9.00am, and welcomed everyone present.

1. **Apologies**

There were no apologies.

2. **Declarations of Interest**

There were no declarations of interest.

3. **Confirmation of Minutes**

RESOLVED
FAR 2018/011

Cr Jim Hopkins / Cr Jan Wheeler
That the Finance, Audit and Risk Committee confirms public minutes of its previous meeting held on 20 March 2018, as circulated, as a true and correct record.

CARRIED

4. **Otago Rural Fire Authority Establishment Loan Write-off**

The report, as circulated, sought to resolve outstanding issues following the disestablishment of the Otago Rural Fire Authority.

During the discussion on this item, it was noted that:

- The equipment that was purchased originally for the Waitaki community would be remaining in the community, and that continued to offer benefits to ratepayers through the provision of and support for the local fire service.

RESOLVED
FAR 2018/012

Mayor Gary Kircher / Cr Colin Wollstein

The Finance, Audit and Risk Committee recommends:

That Council:

1. Approves the write-off of the Otago Rural Fire Authority Establishment Loan, and that this write-off be funded from existing rural fire depreciation reserves
2. Approves the transfer to the General Reserve of any unused balance in the depreciation reserve.

CARRIED
AGAINST: Cr Jim Hopkins

5. Information Services Group Activity Report for the period 6 March to 31 March 2018

The memorandum, as circulated, provided an update to the Finance, Audit and Risk Committee on Information Services Group activities during the reporting period.

There was general discussion on the following topics:

- E-services – phase one was now complete. The LTP consultation process was effectively another e-service, as submissions would be able to be completed online.
- Promapping exercise – underway across all Council business units. Mission-critical processes would be prioritised (eg those that are customer-facing; to do with business continuity; revenue-generating; involving payments to external parties; and associated with disaster response and management.
- The Authority 7 upgrade was scheduled for September.
- The Information Services group teams were liaising with their counterparts in other local authorities to discuss and inform best practice decisions.

RESOLVED
FAR 2018/013

Cr Craig Dawson / Cr Jan Wheeler

That the Finance, Audit and Risk Committee receives and notes the information.

CARRIED

6. Finance and Corporate Development Group Activity Report for the period 6 March to 31 March 2018

The memorandum, as circulated, provided an update to the Finance, Audit and Risk Committee on various finance, business development, policy, and health and safety matters during the reporting period.

Group Manager Paul Hope advised that, following Mike Roesler's departure from the organisation, his former role of Policy and Communications Manager would have a slightly different, more internal focus, and would be renamed the Policy and Strategy Manager.

The Chair congratulated the Finance team for their impressive efforts on the LTP draft documents and in getting them to the Auditors within the tight timeframes. Mr Hope acknowledged the leadership and commitment of Accounting Manager Ian Wells as a critical success factor in the Finance team's effort.

RESOLVED
FAR 2018/014

Cr Jim Hopkins / Cr Craig Dawson

That the Finance, Audit and Risk Committee receives and notes the information.

CARRIED

RESOLVED
FAR 2018/016

Cr Jan Wheeler / Cr Jim Hopkins
That a vote of thanks be passed on to Mike Roesler by the Mayor on behalf of Councillors for his detailed work on policy during his tenure with Council and especially for his significant effort on this year's LTP process.

CARRIED

7. Financial Report – Period 8 / February 2018

The financial report, as circulated, detailed results for the eight months ended 28 February 2018, being period 9 of the 2017/18 financial year. Indications are generally that most Council activities are operating, as in previous reports, close to or better than budget.

There was general discussion on the New Zealand Transport Authority (NZTA) subsidy, the investment strategy, and over- and under-budget expenses, with answers provided to Councillors' questions by Group Manager Paul Hope and Accounting Manager Ian Wells.

Mr Hope advised that he was intending to present an update to Council on insurance matters.

ACTION POINT: Group Manager Paul Hope

It was AGREED to extend the timeframe for future Finance, Audit and Risk Committee Meetings to 10.15am (from a 9.00am start) to enable more discussion on agenda items to occur.

ACTION POINT: Governance Advisor

Cr Jim Hopkins thanked Mr Wells for his detailed report, and also for the additional information and guidance he had provided during discussion on this item.

RESOLVED
FAR 2018/017

Cr Jim Hopkins / Cr Craig Dawson
That the Finance, Audit and Risk Committee receives and notes the information.

CARRIED

The Chair advised his intention to move the meeting into public excluded.
The media representative and members of the public left the meeting.

8. Resolution to Exclude the Public

RESOLVED
FAR 2018/018

Cr Jim Hopkins / Cr Craig Dawson
That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Meeting Minutes 20 March 2018
- Debtors' Report – 2018, Period 9 / Third Quarter PE

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 20 March 2018 PE • Debtors' Report – 2018, Period 9 / Third Quarter PE 	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.)

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter – Section 48(1)
	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
FAR 2018/023

Cr Craig Dawson / Cr Jim Hopkins
That the Finance, Audit and Risk Committee resumes in open meeting and decisions made in the public excluded session are confirmed and made public as and when required and considered."

CARRIED

11. Release of Public Excluded Information

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, and pursuant to Resolution FAR 2018/011 of this meeting, the Committee APPROVED the release of previously public excluded information as set out below because there is no longer a need for continued protection under section 48(1) of the Local Government Official Information and Meetings Act 1987.

8. Confirmation of Public Excluded Meeting Minutes PE

RESOLVED
FAR 2018/023

That the Finance, Audit and Risk Committee confirms public excluded meeting minutes of 20 March 2018, as circulated, as a true and correct record.

CARRIED

There being no further business, the Chair declared the meeting closed at 10.12am.

CONFIRMED on the 15th day of May 2018 in the Council Chamber, Waitaki District Council Headquarters, 20 Thames Street, Oamaru.

[signed]

Chairman