

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, Office of the Waitaki District Council,
20 Thames Street, Oamaru
on Tuesday 11 September 2018 at 1.19pm**

- Present:** Cr Colin Wollstein (Chair), Cr Craig Dawson (Deputy Chair),
Cr Peter Garvan, Cr Jim Hopkins; Cr Jan Wheeler;
and Mayor Gary Kircher (ex officio)
- In Attendance:** Deputy Mayor Melanie Tavendale
Cr Jeremy Holding
Cr Bill Kingan
Cr Guy Percival
Cr Hugh Perkins
Fergus Power (Chief Executive)
Paul Hope (Finance and Corporate Development Group Manager)
Ian Wells (Accounting Manager)
Mike Searle (Policy and Strategy Manager)
Richard Maher (Programme Manager)
Suzanne Butler (Team Leader Information Systems) (part of meeting)
Ainslee Hooper (Governance Advisor)

The Chair declared the meeting open at 1.19pm, 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 2018/084

Cr Craig Dawson / Cr Jim Hopkins
That the Finance, Audit and Risk Committee confirms public minutes of its previous meeting held on 14 August 2018, as circulated, as a true and correct record of that meeting, with minor amendments.

CARRIED

4. Treasury Strategy, Second Quarter, 2018/19 Financial Year

The report, as circulated, sought the Committee's recommendation for Council to adopt the proposed Treasury Strategy to cover the second quarter of the 2018/19 financial year.

RESOLVED
FAR 2018/085

Cr Jim Hopkins / Cr Jan Wheeler
The Finance, Audit and Risk Committee recommends:
That Council adopts the proposed Treasury Strategy to cover the second quarter of the 2018-19 financial year, by:

- continuing the use of term deposit facilities for terms between 7 days and 12 months, and
- continuing to make minimal use of the call account, but always dependent on consideration of short-term operational cash requirements and on achieving target interest rates.

CARRIED

5. Waitaki District Council Annual Residents' Survey Report July 2018

The memorandum, as circulated, sought to provide information about the 2018 Waitaki District Council Annual Residents' Survey to assist the Committee to understand Council's service performance and may also inform future decisions of Council about resources, facilities and services provided by the Council.

Policy and Strategy Manager Mike Searle advised that this report was focused on a Council decision to make the survey publicly available. A workshop would be held soon to discuss the 2018/2019 survey.

RESOLVED
FAR 2018/086

Cr Jim Hopkins / Cr Peter Garvan
That the Finance, Audit and Risk Committee recommends:
That Council:

1. Receives the Annual Residents' Survey Report (Residents' Survey) July 2018
2. Notes that the survey results provide an input for completing Council's 2017/18 Annual Report scheduled for Council approval on 30 October 2018
3. Notes that the Residents' Survey is to be posted on Council's website.

CARRIED

6. Information Services Group Activity Report for the period 1 August to 31 August 2018

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

Programme Manager Richard Maher highlighted the following points in the report:

- There was a general increase in tasks.
- There was new staff to arrive soon in the records management space.
- It was too early in the financial year to identify any trends.
- There was a continuing challenge between 'business as usual' (BAU) and projects.
- The Information Systems team is very busy getting data out of and into the systems, especially to underpin water billings and valuations processes.
- Programmes and projects were progressing, some despite of 'hiccups'. The biggest challenge is related to 'technical debt' – ie historical ways of doing things, which pop up periodically, generate surprise, and then have to be unpicked, and a new way found to do things without breaking something that is already in place.
- There had been some progress on BIS and HUB, and Parcel Data Cleaning.

RESOLVED
FAR 2018/087

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

CARRIED

7. Finance and Corporate Development Group Activity Report for the period 1 August to 31 August 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.

Group Manager Paul Hope spoke to the report, highlighting the following points:

- The instalment 1 penalty was higher than anticipated, but there had been little critical feedback from that. Staff were investigating further to ensure there is nothing happening in the community that could be an unknown cause. He noted that the same thing had happened at the last valuation.
- There were less people applying for a rates rebate.
- A candidate had been appointed to the Health and Safety Advisor position but subsequently withdrew. The Corporate Development Officer is continuing to undertake those duties, which is impacting on her other work.

RESOLVED
FAR 2018/088

Cr Jan Wheeler / 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. Members of the public and media left the meeting.

8. Resolution to Exclude the Public

RESOLVED
FAR 2018/089

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

- Confirmation of Public Excluded Meeting Minutes 14 August 2018 PE
- Proposal to Form an Income Tax Group PE
- Risk Strategy and Policy Update PE
- Audit New Zealand Management Report Action Plan PE
- Rates Collection Update PE
- Decision Regarding Release of Public Excluded Information PE

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:	To protect the privacy of natural persons.
9. Confirmation of Public Excluded Meeting Minutes 14 August 2018 PE	Section 48(1)(a) (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned.)
10. Proposal to Form an Income Tax Group PE	To enable the Council to carry out commercial negotiations without prejudice or disadvantage.
11. Risk Strategy and Policy Update PE	Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations.)
12. Audit New Zealand Management Report Action Plan PE	
13. Rates Collection Update PE	
14. Decision Regarding Release of Public Excluded Information PE	

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.”

CARRIED

Refer to Public Excluded Minutes

15. Resolution to Return to the Public Meeting

RESOLVED
FAR 2018/096

Cr Colin Wollstein / Cr Craig Dawson
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.

CARRIED

16. Release of Public Excluded Information

In accordance with Waitaki District Council Standing Orders 2016 to 2019, Clause 17.5, and pursuant to Resolution FAR 2018/095 of this meeting, the Committee APPROVED the release of previously public excluded information as set out below.

Agenda Item 9 – Confirmation of Previous Meeting Public Excluded Minutes PE

RESOLVED
FAR 2018/090

Cr Craig Dawson / Cr Jim Hopkins
That the Finance, Audit and Risk Committee confirms public excluded meeting minutes of 14 August 2018, as circulated, as a true and correct record.

CARRIED

Agenda Item 10 – Proposal to Form an Income Tax Group PE

RESOLVED
FAR 2018/091

Cr Jim Hopkins / Cr Jan Wheeler
That the Finance, Audit and Risk Committee recommends:
That Council approves the formation of an Income Tax Group consisting of Council, Whitestone Contracting Limited, and Tourism Waitaki Limited, subject to agreement by the other two entities.

CARRIED

Agenda Item 11 – Risk Strategy and Policy Update PE

RESOLVED
FAR 2018/092

Cr Craig Dawson / Cr Jim Hopkins
That the Finance, Audit and Risk Committee:

1. Confirms the Risk Management Policy
2. Requests management to develop an action plan to roll out improved risk management across Council
3. Requests management to develop an approach to incorporate Risk principles in the reporting framework.

CARRIED

**Agenda Item 12 – Audit New Zealand Management Report Action Plan
PE**

RESOLVED
FAR 2018/093

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

CARRIED

Agenda Item 13 – Rates Collection Update PE

RESOLVED
FAR 2018/094

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

CARRIED

There being no further business, the Chair declared the meeting closed at 2.08pm.

CONFIRMED at the Finance, Audit and Risk Committee Meeting held on
the 2nd day of October 2018 in the Council Chamber, Office of the Waitaki District Council,
20 Thames Street, Oamaru.

[signed]

Chairman