



## Minutes of an Ordinary Meeting of Finance, Audit & Risk Committee

6.30pm Wednesday 29 July 2015 held in the Council Chamber, Wairoa District Council, Coronation Square, Wairoa.

**Present:** Councillor J Harker (Chairman)

His Worship the Mayor Mr C Little, Councillor D Eaglesome-Karekare (Deputy Mayor), Philip Jones

F Power (Chief Executive Officer)

J Cox (Engineering Manager)

A Morton (Chief Financial Officer)

C McGimpsey (Governance Advisor and Policy Strategist)

### Procedural Items

#### 1. Election of Committee Chair

**Resolved:** *That Councillor Jeremy Harker be elected as the chair of the Finance, Audit & Risk Committee.*

*Eaglesome-Karekare/Little*

#### 2. Election of Committee Deputy Chair

**Resolved:** *That Councillor Denise Eaglesome-Karekare be elected as the deputy chair of the Finance, Audit & Risk Committee.*

*Little/Harker*

#### 3. Civic Prayer

The civic prayer was given by Councillor Eaglesome-Karekare

#### 4. Apologies for absence

None

#### 5. Declarations of Conflict of Interest

None

#### 6. Chairman's Announcements

None

#### 7. Items of Urgent Business not on the Agenda

None

#### 8. Public Participation

None

## 9. Terms of Reference

**Resolved:** *That the committee receive the Terms of Reference.*

*Eaglesome-Karekare/Little*

## 10. Policy Review Schedule

The Governance Advisor & Policy Strategist presented the report.

The Committee discussed Appendix 1 (the policy review schedule) and identified the following policies to be reviewed:

- Policy on Elected Members Allowances and Recovery of Expenses
- Provision of Safe Drinking Water in Rural Areas
- Smoke-free Environments Policy

## 11. Risk Management Framework

The Transformation Manager presented the report.

The Committee discussed what information could be included on the risk register and the proposed risk management framework.

**Resolved:** *That the report be received.*

*Eaglesome-Karekare/Little*

## 12. Internal Audit Programme

The Chief Financial Officer presented the report.

The Committee discussed the options and issues outlined in the report.

**Resolved:** *That:*

1. *The report be received;*
2. *The Committee agree in principle to the establishment of an Internal Audit Programme and Function in partnership with a neighbouring Local Authority, preferably Napier City Council;*
3. *Officers approach Napier City Council with a view to establishing such an arrangement and Internal Audit Programme and report back to the Committee in due course.*

*Little/Jones*

## 13. Treasury Policy Compliance

The Chief Financial Officer presented the report. The policy is named 'Investment Liabilities Policy' in the draft Long Term Plan 2015-2025.

The Committee discussed the issues outlined in the report.

**Resolved:**      *That the report be received.*

*Jones/Eaglesome-Karekare*

#### **14. Expected changes to Accounting Standards, Policies and/or Legislation**

The Chief Financial Officer presented the report.

The Committee discussed the issues outlined in the report, the introduction of monthly and quarterly financial reporting, and issues in the report by Ernst & Young.

The Committee requested that the Chief Financial Officer bring a schedule of financial reports with templates for these reports to the next committee meeting.

**Resolved:**      *That:*

- 1. The report be received;*
- 2. The Committee note the changes in Accounting Standards and subsequent impact for financial reporting going forward as per the report from Ernst and Young.*

*Little/Eaglesome-Karekare*

#### **15. Health & Safety Report – July 2015**

The Chief Executive Officer presented the report.

The Committee discussed the report and the liability of councillors in the upcoming legislation changes.

**Resolved:**      *That the report be received.*

*Eaglesome-Karekare/Jones*

#### **General Business**

The Chief Executive Officer recommended to the committee that it invite the Council's auditors to attend these meetings as an observer. The Committee requested that the Chief Executive Officer send an invitation to Ernst & Young for their next meeting.

Councillor Harker declared an interest, vacated the Chair and left the meeting at 7.39pm. Councillor Eaglesome-Karekare presided over the meeting in the Chair from 7.39pm.

The Engineering Manager gave the committee an update on procurements in his area.

Councillor Harker re-entered the meeting at 7.50pm and resumed the Chair.

The next committee meeting will be Wednesday 16<sup>th</sup> September, 6.30pm in the Council Chamber.

There being no further General Business Councillor Harker declared the meeting closed.

**CLOSED:**           The meeting closed at **7.51pm.**

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Chair