



# **A G E N D A**

## **Finance, Audit and Risk Committee**

**Council Chambers  
36 Weld Street  
Hokitika**

**Thursday 25 January 2018  
Commencing at 9.30 am**

Deputy Mayor L.J. Martin – Chairperson  
His Worship the Mayor R.B. Smith  
Deputy Mayor Cr H.M. Lash  
Crs D.L. Carruthers, R.W.(G) Eatwell, D.M.J. Havill ONZM,  
J.A. Neale, G.L. Olson, D.C. Routhan.



# FINANCE, AUDIT AND RISK COMMITTEE

AGENDA FOR A MEETING OF THE FINANCE, AUDIT AND RISK COMMITTEE OF WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 25 JANUARY 2018 COMMENCING AT 9.30 AM

*18 January 2018*

## COUNCIL VISION

Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

- Involving the community and stakeholders.
- Delivering core services that meet community expectations and demonstrate value and quality.
- Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.

### **Purpose:**

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action, by and on behalf of, communities;  
and
- (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

**1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:**

**1.1 Apologies & Leave of Absence**

**1.2 Interest Register**

**1.3 Visitors in attendance**

*Representatives from Local Government Funding Agency*

**2. CONFIRMATION OF MINUTES:**

**2.1 Finance, Audit and Risk Committee Meeting – 14 December 2017** (Page 5-9)

**3. ACTION LIST**

*No items currently on the action List*

**4. ITEMS FOR INFORMATION**

**4.1 Visiting Representatives from Local Government Funding Agency**

*Meet and Greet followed by Question and Answer session*

**5. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'**

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely

**5.1 Confidential Minutes**

**5.2 Risk Register Process**

The general subject of the matters to be considered while the public are excluded, the reason 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 the resolution are as follows:

<b>Item No.</b>	<b>Minutes/ Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
5.1	Minutes	Confidential Minutes – Finance, Audit and Risk Committee	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
5.2	Risk Register Process	Confidential Update	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

# Finance, Audit and Risk Committee Minutes

MINUTES OF A MEETING OF THE FINANCE, AUDIT AND RISK COMMITTEE OF WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 14 DECEMBER 2017 COMMENCING AT 9.00AM

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## 1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

### 1.1 Members Present

Deputy Mayor Cr L.J. Martin (Chair)  
His Worship the Mayor R.B. Smith  
Deputy Mayor Cr H.M. Lash  
Crs R.W. Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C Routhan,  
Cr D.L Carruthers

#### Apologies:

No Apologies or leave of absence are recorded.

#### Staff in Attendance:

S. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;  
J.D Ebenhoh, Group Manager: Planning Community and Environment; D.J  
McMillian, Finance Manager; V.M.Watson, Business Support Officer/  
Committee Secretary.

### 1.2 Interest Register

Chair Deputy Mayor Martin circulated the Interest Register no amendment noted.

## 2. CONFIRMATION OF MINUTES:

### 2.1 Confirmation of Minutes – Finance, Audit and Risk Committee Meeting held 23 November 2017

Moved by Cr Neale , seconded by Deputy Mayor Lash and **Resolved** that the Minutes of the Finance, Audit and Risk Committee Meeting held on the 23 November 2017 be confirmed as a true and correct record of the meeting

### 3. ACTION LIST

Chair Deputy Mayor Martin asked The Group Manager: Corporate Services to go through the action list and updates to the list were provided.

Moved by Cr Routhan, seconded by Cr Neale and **Resolved** that the Action List as amended be received.

### 4. REPORTS TO COUNCIL

#### 4.1 Financial Performance – November 2017

Accountant: Lavinia Hamilton spoke to this report. The purpose of this report is to provide an indication of Council's financial performance for one month to 30 November 2017.

This report is for information only and, while feedback is invited from Council in order for staff to continuously improve the quality of information provided, no assessment of significance or consultation and no options analysis is required.

The overspend of storm water work is noted and Cr Routhan would like an explanation on the overspend of \$54,000 and would like this clarified at the next Finance Audit and risk meeting.

The Franz Josef current year project cost is confirmed as being \$1.2 million as a year to date figure for the work that has been completed.

Rate debtors is showing a decrease this is due to debtors being followed up.

Moved by Cr Olson, seconded by Cr Neale and **Resolved** that the Committee receives the Financial Performance Report to 30 November 2017 attached to the December Agenda.

#### 4.2 Finance Audit and Risk Committee Workplan

- The purpose of this report is to adopt the Finance, Audit and Risk Committee workplan.
- The Committee objectives are set out in the Terms of Reference.
- The workplan ensures that the Committee members are informed of the elements within the Terms of Reference that require specific review.
- It is proposed that the workplan is rolling forward for a 12-month period.

Moved by Cr Neale, seconded by Deputy Mayor Lash and **Resolved** that the Committee adopts the Finance, Audit and Risk Committee workplan, attached in the December agenda.

## 5. **ITEMS FOR INFORMATION**

### 5.1 **Cycleway Funding Update**

Chief Executive Simon Bastion gave a verbal update confirming the application has been submitted for final payment.

Funding is expected upon approval and the Finance Audit and Risk Committee will be notified when funding is approved for release.

Moved by Cr Havill, seconded by Cr Neale and **Resolved** that Committee receive the verbal report updating the cycleway funding update.

## 6. **MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'**

Moved by Cr Havill , seconded by Cr Routhan and **Resolved** that Committee exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 9.15 am.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely

### 6.1 **Confidential Minutes – 23 November 2017**

### 6.2 **Risk Register**

The general subject of the matters to be considered while the public are excluded, the reason 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 the resolution are as follows:

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
6.1	Minutes – 23 November 2017	Confidential Minutes – Finance, Audit and Risk Committee	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
6.2	Risk Register	Confidential Update	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

Moved by Cr Olson , seconded by Deputy Mayor Lash and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 9.30 am.

**MEETING CLOSED AT 9.31AM**

Confirmed by:

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**Deputy Mayor Latham Martin**  
**Chair – Finance, Audit and Risk Committee**

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**Date**



# Action List

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
10.10.17	Finance, Audit and Risk Committee	Landfill	Memo detailing the methodology behind the provision.	GMCS		This has been provided to Mayor and Councillors  Circulated to be removed
10.10.17	Finance, Audit and Risk Committee	Community Rates review	Management are requested to bring back a report of rating remissions giving a significant amount of data and forecasting that would 50% models	GMCS		Part of the LTP process.  Circulated to be removed