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# Finance, Audit & Risk Committee

## OPEN MINUTES

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Minutes of a meeting of the Finance, Audit & Risk Committee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 27 October 2021 at 4.00 pm.

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### PRESENT

<b>Chairperson</b>	Mr P Jones
<b>Deputy Chairperson</b>	Mrs C B Mitchell
<b>Members</b>	Mr D A Allan
	Mr W E R Bishop
	Mr R J Brannigan
	Mr T N Isaacs
	Mr B J Jackson
	Mr S J R Jennings
	Mrs V M Kaye-Simmons
	Mr R R Ketu
	Mrs J F G Mason
	Ms P Tukapua
	Mayor B P Wanden

### IN ATTENDANCE

<b>Reporting Officer</b>	Mrs J Straker	(Chief Financial Officer)
	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mr D McCorkindale	(Group Manager – Customer & Strategy)
	Mr B Maguire	(Group Manager – Infrastructure Development)
	Mrs L Slade	(Group Manager – People & Culture)
	Mr J Paulin	(Financial Accountant)
	Mrs A Crawford	(Water & Waste Services Manager)
	Mrs T Glavas	(Health & Safety Advisor)
	Ms M Leyland	(Consents Manager)
	Mrs V Miller	(Compliance Manager)
	Mr D Yorke	(Alliance Director)
	Mrs A Huria	(Business Performance Manager)
	Miss J Lygo	(Democracy Support Officer)
	Mrs K J Corkill	(Meeting Secretary)

## 1 Apologies

There were no apologies.

## 2 Public Participation

There were no Public Participation

## 3 Late Items

There were no Late items

## 4 Declarations of Interest

### 21/433 Three Month Report 1 July 2021 – 1 September 2021

Cr Brannigan declared a conflict of interest due to his emergency management role with Council; therefore he would not take part in any discussion regarding emergency management.

## 5 Confirmation of Minutes

MOVED by Cr Allan, seconded Cr Isaacs:

*THAT the minutes of the meeting of the Finance, Audit & Risk Committee held on Wednesday, 29 September 2021, be confirmed as a true and correct record.*

**CARRIED**

## 6 Announcements

There were no announcements.

## 7 Reports

### 7.1 Health and Safety Report

#### Purpose

To provide an update to the Finance Audit and Risk (FAR) Committee on health and safety matters at Horowhenua District Council for the period 1 August to 30 September 2021.

Mrs Glavas and Mrs Huria joined the table to speak to this report and the following points were noted:

- Mrs Slade provided an update in relation to COVID-19 vaccinations and the possibility of mandating them for Council staff, by undertaking a risk profile for current roles. At this stage the Health order did not cover the Council currently for mandating.
- The ongoing training for staff regarding Threatening Behaviour and how that was best dealt with; ie de-escalation techniques and the presence of security guards at certain locations.

Appreciation was expressed from around the table for the work being done in the Health & Safety space by staff.

MOVED by Mr Jackson, seconded Cr Isaacs:

*THAT Report 21/432 Health and Safety Report be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

## 7.2 Customer and Strategy - Activity Update

### Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects and activities being undertaken within the Customer and Strategy portfolio of Council.

Ms Leyland and Mrs Miller joined the table to speak to the report and provided clarification on the following points:

- The consent types that would receive compensation/discounts due to delays.
- The impact delays could have on customers, and prioritising the reduction of them. This included becoming more proactive with customer engagement.

Ms Leyland and Mrs Miller left the table.

MOVED by Cr Mitchell, seconded Deputy Mayor Mason:

*THAT Report 21/326 Customer and Strategy - Activity Update be received.*

*THAT this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.*

**CARRIED**

## 7.3 Horowhenua Alliance Report

### Purpose

To provide the Finance, Audit and Risk Committee with an update to 30 September 2021.

Mr Yorke and Mrs Brady joined the table and responded to queries including the following:

- How the Horowhenua Alliance had retained the knowledge and expertise of a long-serving staff member following his recent resignation.
- The boundaries impacting recruitment of new staff who already trained.
- The impact staff shortages were causing current staff.
- Highlighting that there had been no major call outs since the 1 July event.

Mr Yorke and Mrs Brady left the table.

MOVED by Cr Jennings, seconded Cr Isaacs:

*THAT Report 21/447 Horowhenua Alliance Report be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

#### 7.4 Projects Steering Group - Activity Update

##### Purpose

To report to the Finance, Audit & Risk Committee on the projects being reported on and discussed by the Projects Steering Group on 6 October 2021.

Cr Mitchell spoke to this report and responded to queries, providing clarification in relation to the funding available around the Levin Landfill Capping Project.

MOVED by Cr Allan, seconded Cr Brannigan:

*THAT Report 21/434 Projects Steering Group - Activity Update be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

#### 7.5 Three Month Report 1 July 2021 - 30 September 2021

##### Purpose

To present to the Finance, Audit & Risk Committee the financial report for the two months to 30 September 2021.

Mrs Straker spoke to this report highlighting the key point of the capex programme and the overall forecast for this current year. Mrs Straker and Mr Clapperton then responded to questions and provided clarification for members when requested.

MOVED by Mr Jones, seconded Cr Mitchell:

*THAT Report 21/433 Three Month Report 1 July 2021 - 30 September 2021 be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

## 7.6 Treasury Report

### Purpose

To present to the Finance, Audit & Risk (FAR) Committee the Bancorp Treasury Report for the September 2021 quarter.

Mrs Straker and Mr Clapperton responded to questions from Committee Members in relation to the report clarifying the following points:

- How Council maximised its renewal and upgrade programme.
- The Budget around the Gladstone Road project, and any contingency plans in place.
- Understanding the implications the Three Waters Reform would have on the district.

Further clarification was requested and provided for the following point in the report:

- "The property activity spending of \$1.2m includes the purchase of strategic land with potential use for the Alternate water source (\$972k) and work on the Foxton Beach Surf Lifesaving club (\$153k)."

MOVED by Cr Brannigan, seconded Mayor Wanden:

*THAT Report 21/440 Treasury Report be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

## 7.7 Finance, Audit and Risk Committee Work Programme

### Purpose

To provide the Finance, Audit and Risk Committee with an outline of a Draft Work Programme for consideration alongside receipt of the Final Internal Audit Report.

Mrs Straker and Mr Jones spoke to this report and provided clarification when required for Committee Members.

It was decided that the Finance, Audit and Risk Committee meeting in January 2022 will be cancelled, instead a briefing will take place.

MOVED by Mr Jackson, seconded Cr Allan:

*THAT Report 21/439 Finance, Audit and Risk Committee Work Programme be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

*THAT the Finance, Audit & Risk Committee receives the Finance, Audit and Risk Committee Work Programme, as amended.*

**CARRIED**

**7.8 FAR Committee - Actions**

**Purpose**

To report back to the Finance, Audit & Risk Committee on requested actions.

The actions that have been completed will be removed in the next report.

MOVED by Cr Brannigan, seconded Cr Allan:

*THAT Report 21/438 FAR Committee - Actions be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

5.19 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE FINANCE, AUDIT & RISK  
COMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....