
Finance, Audit & Risk Subcommittee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 13 December 2017 at 4.00 pm.

PRESENT

Chairperson

Mr P Jones

Members

Cr W E R Bishop

Cr R J Brannigan

Cr R H Campbell

Mayor M Feyen

Cr V M Kaye-Simmons

Cr J F G Mason

Cr C B Mitchell

Cr P Tukapua

Cr B P Wanden

IN ATTENDANCE

Mr D Law	(Chief Financial Officer)
Mr D M Clapperton	(Chief Executive)
Mr G Saily	(Group Manager – Infrastructure Services)
Mrs N Brady	(Group Manager – Customer & Regulatory Services)
Ms S Grant	(Group Manager – Community Services)
Mr D McCorkindale	(Group Manager – Strategy & development)
Mr G O'Neill	(Projects Manager)
Mr D Gerrard	(Alliance Manager)
Mr J Paulin	(Finance Manager)
Mr S Grainger	(Economic Development Manager)
Mrs D Weir	(People & Capability Manager)
Ms L Wilson	(Communications Manager)
Mr I McLachlan	(Risk Management Lead)
Mr S Wood	(Legal Counsel)
Mr M Lester	(Group Manager – Corporate Services) (from 4.47 pm)
Mrs K J Corkill	(Meeting Secretary)

MEDIA IN ATTENDANCE

Ms J Rankin (“Manawatu Standard”)

PUBLIC IN ATTENDANCE

There were nine members of the public in attendance at the commencement of the meeting.

1 Apologies

Apologies were recorded for Crs Judd and Gimblett.

MOVED by Deputy Mayor Bishop, seconded Mayor Feyen:

THAT the apologies from Councillors Judd and Gimblett be accepted.

CARRIED

2 Public Participation

There had been no requests to speak to Agenda items.

3 Late Items

There were no late items.

4 Declarations of Interest

There were no declarations of interest.

5 Confirmation of Minutes – 1 November 2017

The Chair advised that the In Committee minutes from the 1 November 2017 meeting would be discussed/confirmed during the public excluded portion of the meeting.

MOVED by Mayor Feyen, seconded Cr Campbell:

THAT the Open minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 1 November 2017, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

7 Reports

7.1 Financial Report for the four months to 31 October 2017

Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the four months to 31 October 2017.

Speaking to the report, Mr Law advised that following the decision made at the last meeting in terms of mitigating the Standard and Poors perceived liquidity risk, Council had borrowed long term (\$5m at 2.632% until April 2020) and had invested short term (6 months, with advantage being taken of a BNZ special interest rate of 3.7%) which would net Council \$53,000 per year. No further information had been forthcoming from Standard and Poors with regard to the perceived risk, despite enquiries also being made by Council's Treasury Advisor.

Mr Law said the other good news was that Council's cost of funds had dropped below 4% and should get down to 3.99% until there were some resets. Council was also paying off \$4m of debt this month without refinancing due to the sale of the pensioner housing. Debt was being kept as low as possible and Council was well below the LGNZ Funding Agency benchmark.

MOVED by Cr Wanden, seconded Mr Jones:

THAT Report 17/610 Financial Report for the four months to 31 October 2017 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 Infrastructure Projects Update

Purpose

To provide the Finance, Audit & Risk Subcommittee with an update on projects being undertaken by the Infrastructure Projects Team.

Mr O'Neill gave a PowerPoint presentation updating the various projects covered in his report, noting a correction in the figures on page 23.

MOVED by Mayor Feyen, seconded Cr Mason:

THAT Report 17/612 on Infrastructure Projects Update be received.

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

CARRIED

7.3 Elected Members - Allowances and Recovery of Expenses Policy - 1 July 2017

Purpose

To present to the Finance, Audit & Risk Subcommittee the Draft Allowances and Recovery of Expenses Policy for Elected Members.

A query was raised in relation to partners accompanying elected members to conferences and how that may impact on other elected members being able to attend. This was discussed as it was suggested that missing out could mean also missing out on the benefit that could accrue from attending the event. An amendment to the Policy was proposed so that prior approval would be sought if Council was requested to fund Elected Members' partners to attend conferences, courses and seminars.

MOVED by Mr Jones, seconded Cr Campbell:

THAT Report 17/617 Elected Members - Allowances and Recovery of Expenses Policy - 1 July 2017 be received.

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

THAT the Elected Members' Allowances and Recovery of Expenses Policy be adopted, with an amendment to include prior approval from Council should reimbursement of an Elected Member's partner's expenses be requested.

CARRIED

7.4 Health & Safety - Quarterly Report

Purpose

To provide an update to Elected Members on health and safety matters at Horowhenua District Council for the previous four months.

People & Capability Manager, Mrs Weir, commented on the new layout for the report which was based on a template borrowed from another Council and which covered off legislative due diligence requirements.

Responding to a query on the recording of under-reporting, Mrs Weir said there was under-reporting in certain areas. There was a gap between PeopleSafe and Council's payroll system and it was something that would be improved for the next report with an MWLASS project looking at a new health and safety system. It was not a big risk for Council as there were not many lost time injuries. All of the accidents recorded were at the Aquatic Centre and most were third party incidents that required minimal first aid.

MOVED by Cr Campbell, seconded Cr Mitchell:

THAT Report 17/613 Health & Safety - Quarterly Report be received.

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

CARRIED

7.5 Update On Risk Policy Implementation

Purpose

To provide a brief update on progress officers have made with operational implementation of the Risk Policy (v1.9).

Mrs Brady and Mr McLachlan joined the table to speak to the report and answer any questions, with Mr McLachlan giving an explanation of how the "Heat Map" system worked.

MOVED by Cr Brannigan, seconded Cr Mitchell:

THAT Report 17/621 Update On Risk Policy Implementation be received.

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

CARRIED

8 Procedural motion to exclude the public

MOVED by Cr Wanden, seconded Deputy Mayor Bishop:

THAT the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is 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 this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Advocate Emails

<i>Reason for passing this resolution in relation to each matter</i>	<i>Particular interest(s) protected (where applicable)</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>The public conduct of the part of the meeting would be likely</i>	<i>s7(2)(a) - The withholding of the information is necessary to</i>	<i>s48(1)(a) The public conduct of the part</i>

<i>to result in the disclosure of information for which good reason for withholding exists under section 7.</i>	<i>protect the privacy of natural persons, including that of a deceased person. s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.</i>	<i>of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i>
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The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

MOVED by Mr Jones, seconded Mayor Feyen:

THAT Mr Bruce Robertson of RB Robertson Limited attends the In Committee portion of the meeting as he is the author of the report being presented in relation to Item C1 Advocate Emails.

CARRIED

4.42pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

5.39 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
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....