

# SOUTH WAIRARAPA DISTRICT COUNCIL

27 JUNE 2018

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## AGENDA ITEM B1

### REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To present Council with reports and minutes of Council committees and community boards.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Audit and Risk Working Party 30 May 2018.*

#### **1. Executive Summary**

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

Minutes from the Martinborough (23 April), Featherston (24 April) and Greytown Community Board (18 April) meetings and the Maori Standing Committee meeting (18 May) will be forwarded to councillors once they have been prepared.

#### **2. Appendices**

Appendix 1 - Audit and Risk Working Party 30 May 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Audit and Risk Working Party Minutes 30  
May 2018**

## SWDC Audit & Risk Working Party

### Notes from meeting held 30 May 2018

**Present:** Cr Brian Jephson (Chair), Cr Colin Wright, Cr Colin Olds, Cr Margaret Craig, Mayor Viv Napier, Cr Pam Colenso, Paul Crimp, Jennie Mitchell, Kyra Low

**Apologies:** Mayor Viv Napier (lateness)

**Conflicts of Interest:** None

**Minutes of last meeting** reviewed and acknowledged.

**1 Matters Arising** - Correction needed to last minutes: Colin Olds was at both meetings in April 2018 (18<sup>th</sup> and 24<sup>th</sup>), Colin Wright was away for the first meeting and back for the second one. **Action:** GMCS to correct minutes.

#### **2 Financials**

**Financial statements for March 2018** were reviewed. No areas of concern. No exceedances of the 30% Investment per bank rule to be minuted.

**Waihinga Centre report – April 2018** – \$10K of further variations since last monthly report for development and design alterations. On track for planned opening in August 2018. Now closed in so less weather concerns. Construction committee continue to meet and address any issues.

**Summary reports for the three wastewater projects** were reviewed.

GTN accelerated completion is on track - was originally going to be completed in 2022. Purchase of additional land for GTN likely to proceed subject to subdivision being completed. Sale and purchase agreement has been signed and deposit paid.

FTN consent notification progressing. Officers have discussed process with GW. Good Public meeting was held in FTN on 15 May, to explain the consent process. This answered a lot of questions for those who attended. Community will be kept informed as things progress.

**Rates arrears April 2018** – 2017 FY Arrears continue to reduce with only 11 properties and 9 ratepayers owing arrears from 2017 or earlier. Rates team continue to work with three ratepayers who are looking to sell their properties in order to pay the rates arrears.

**Audit report on CD and LTP audit** – No areas of concern. Agreed it was a good process this year including MSC CB and sector groups in the early discussions. More time consuming but worthwhile. Good feedback from audit regarding progress with CD and Asset Management Plans.

**Interim audit report 2017/18** – Report was circulated and discussed along with management feedback. Some minor issues raised, many already addressed by Finance Manager and GMCS. Remainder of issues are being worked on and improvements should be noted at final audit.

#### **3 Policies update**

**Grants policy** - noted some grants had been approved in the past that didn't meet the criteria of the current grant policy. Agreed policy should be amended to reflect actual practice as Councillors seem united on which community groups to support. **Action:** GMCS to do this and bring amended policy to

next meeting incorporating feedback from A&R and officers' comments. *Note after meeting: This policy also needs Community Board input.*

**Common seal policy** – At their 4 April 2018 meeting, Council requested A&R review the policy to see if it was still relevant and applicable. Working party reviewed the policy along with examples from other organisations and agreed no change was required to the Common Seal policy.

**Policy review dates** – Working party members requested visibility of which policies are to be reviewed when. **Action:** GMCS to have list of policies with review dates loaded into stellar.

#### **4 Health & Safety**

H&S update reviewed. Agreed a written report will be included at future meetings as well as verbal updates previously provided. CE advised Worksafe had completed a H&S audit of Waihinga Centre site. No issues identified.

#### **5 Risks**

**Whatarangi Cliffs** - GMCS gave a verbal update re the Whatarangi Cliffs. Site visit has been completed and awaiting consultant's report due soon. Discussion on when to include GWRC in the review as they are in charge of the waterfront, beach etc. Agreed once report received from consultant would be a good time to discuss with GWRC.

**Risk register** - discussed feedback from recent A&R forum. Agreed we would try moving risk to top of agenda for future meetings to give it more emphasis.

**Action:** Working party members to review current lists and bring along their thoughts on highest priorities/most significant risks to the next meeting.

Suggestion to put the current and important risks on main list plus have an "emerging risks" list and a "watch list" for items not currently an issue but don't want to lose sight of.

Bring ideas to next meeting and look to reduce main list to **Major risks** then do a deep dive on one or two each meeting in future. Deep dive to include what mitigation's we have in place, Are they effective? What more can we do to reduce the risk?

Cr Olds asked that water supply resilience be added as an emerging risk as Whaitua work will impact on this in coming years. **Action:** GMCS to add to risk register.

**FTN town centre report** - agreed an independent review of the officer's report would be a good idea, community are asking for this. **Action:** Terms of reference to be developed for this and agreed by A&R working party. Council to meet on 6 June 2018 to accept this recommendation and agree to independent review. Goal is to have officers report and independent reviewers report go to 27 June Council meeting.

**CDEM training** - Civil Defence and Emergency training will be rolled out to all staff including librarians as part of Best Council work programme. Working party requested that Community Boards and Councillors be included in CDEM training.

**Team meetings** - Agreed "Risk" to be added to agenda of all team meetings going forward and feedback to GMCS to ensure identified risks covered in central risk register. **Action:** GMCS to request all teams add risk to their team meeting agendas in future.

#### **6 Legislative Compliance**

Nothing new to report.

## **7 General Business**

**GWRC LTP Submission** – Mayor and CE had attending GW hearing since last meeting. Indications are feedback regarding change in flood management funding will be taken on board by GWRC and this change will not go ahead at this stage.

*Note since meeting: confirmation received via e-mail from GWRC Finance Manager on 6 June 2018 that:*

The GWRC Hearings Committee for the Revenue and Financing policy has decided to recommend that Council adopts its proposed policy with the following changes:

- make some changes to Public Transport differentials
- keep Flood Protection rating as it was in 2017/18, and
- apply a 6 year transition period for the implementation.

**Papawai land/ land swaps** - CE gave a comprehensive update of the various transactions related to the Papawai site adjacent to the GTN wastewater to land site, incorporating the gliding centre. Complex series of transactions being worked through with various parties. Will continue to work with legal advisors to progress these.

**Audit & Risk forum** attended by GMCS on 18 May 2018 – working party discussed feedback from this day and the different approaches taken by other TAs. Some learnings will be applied going forward. **Action:** Agreed to review A&R terms of reference at a future meeting.

**Governance review** – the Governance review is progressing with one on one interviews with Crs and senior management team in the next week.

**Next meeting: 18 July 2018 – 9.00 am**

### **Topics for future meetings:**

- Investment funds
- Legislative review
- Policy review timing
- A&R working party terms of reference review