



Assurance, Risk and Finance Committee Minutes from 21 February 2024

Present:	Bruce Robertson (Independent Chair)(via Zoom), Councillor Colin Olds, Councillor Kaye McAulay, and Narida Hooper (Māori Standing Committee) (via Zoom from 2.03pm).
Apologies:	Councillor Aaron Woodcock and Mayor Martin Connelly.
In Attendance:	Deputy Mayor Melissa Sadler-Futter.
Also in attendance:	Janice Smith (Chief Executive), Paul Gardner (General Manager Corporate Services), Amanda Bradley (General Manager Democracy and Engagement), Russell O’Leary (Group Manager Planning and Environment), Charly Clarke (Acting General Manager Finance), Robyn Wells (Principal Adviser Water Transition), Stefan Corbett (General Manager Partnerships and Operations) and Amy Andersen (Committee Advisor).
Public forum:	Derek Anderton.
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 1:30pm to 4:03pm except where expressly noted.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/01) to adjourn the meeting at 1:31pm and reconvene at 2:00pm.

(Moved Robertson/Seconded Cr Olds)

Carried

Meeting reconvened at 2:02pm.

A Open Section

A1. Karakia Timatanga - Opening

Cr Bosley opened the meeting with a karakia.

A2. Apologies

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/02) to accept apologies from Mayor Connelly and Cr Woodcock.

(Moved Cr Olds/Seconded Cr Bosley)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Ms Hooper joined the meeting at 2:03pm.

A3. Conflicts of Interest

There were no conflicts of interest.

A4. Public Participation

Mr Anderton spoke to the Committee about the use of Standing Orders, the Statement of Compliance and queried a LGOIMA regarding how the previous Assurance and Risk committee was discharged, and elements of the Finance Report.

A5. Actions from public participation

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/03) to acknowledge Mr Anderton's public participation.

(Moved Robertson/Seconded Cr Bosley)

Carried

A6. Extraordinary Business

There was no extraordinary business.

A7. Confirmation of minutes

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/04) to accept:

1. the minutes of the Assurance and Risk Committee meeting held on 25 October 2023 are a true and correct record; and
2. the public excluded minutes of the Assurance and Risk Committee meeting held on 25 October 2023 are a true and correct record.
3. the minutes of the Finance Committee meeting held on 25 October 2023 are a true and correct record.

[Items 1-3 read together]

(Moved Robertson/Seconded Cr McAulay)

Carried

A8. Matters from previous minutes

There were no matters arising from previous minutes.

B Decision Reports from Chief Executive and Staff

B1. Risk Policy Review and Risk Management Framework Report

Ms Smith spoke to the report.

Members queried the wording on page 6 and requested change to "CE has ultimate operational responsibility for risk..."

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/05) to

1. Receive the *Risk Policy Review and Risk Management Framework Report*.
2. Adopt the draft Risk Policy.
3. Adopt the draft Risk Management Framework.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

[Items 1-3 read together]

(Moved Cr McAulay/Seconded Cr Olds)

Carried

B2. Discretionary Expenditure Policy and Guidelines

Ms Smith spoke to matters in the report and reasons for a review following the most the recent changes to the policy/guidelines. Ms Smith also highlighted the specific content which was changed to support best practice.

Members acknowledged the quality of the updates to the documentation.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/06) to

1. Receive the 'Discretionary Expenditure Policy and Guidelines' Report.
2. Approve and adopt the revised 'Discretionary Expenditure Policy and Guidelines'.

[Items 1 and 2 read together]

(Moved Robertson/Seconded Cr Bosley)

Carried

B3. Tax Governance Framework

Ms Smith spoke to the matters included in the report, noting this is a new framework for Council.

Members queried whether there were any plans to complete an internal review of PAYE/GST/FBT. Ms Smith noted she would be engaging external support required to complete this review.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/07) to:

1. Receive the *Tax Governance Framework* Report.
2. Adopt the draft Tax Governance Framework.

[Items 1 and 2 read together]

(Moved Cr Olds/Seconded Cr McAulay)

Carried

C Information Reports from Chief Executive and Staff

C1. Finance Report

Ms Smith spoke to matters included in the report and responded to queries from members including the current forecast position, statement of financial performance, Better Off funding (Three Waters Reform Transition assistance). Ms Clarke noted she would provide more information relating to rates in advance (debtors/creditors) – as per page 67 of the agenda.

Members also queried plans to repay smoothing loans, the reserves balance, capital expenditure and strategic challenges (e.g. Greytown Wheels Park, changes to IT hardware), penalties, plans for the next report and review of monthly finance data. Mr Robertson requested he be included in regular finance reporting updates via email.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/08) to receive the Finance Report.

(Moved Robertson/Seconded Cr McAulay)

Carried

C2. Democracy and Engagement Update Report

Ms Bradley spoke to matters included in the report. Members discussed the moving forward with enhanced AP and potential be.

Cr Olds left at 3:24pm.

Members discussed the significant risk register. Noted that a new addition would be included for Shared services (with Carterton and Masterton District Councils) – resetting and aligning the programme of work. All councils need to understand their commitments to the agreement. Noted a combined leadership group for the district will come together to discuss. Members also discussed the possible risks relating to reform and post-election changes to central government.

Cr Olds returned at 3:28pm.

Members queried risks relating to the management of consents, priorities and current focus for this year, as well as LGOIMA trends.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/09) to receive the Democracy and Engagement Update Report.

(Moved Cr Olds/Seconded Cr Bosley)

Carried

C3. Health & Safety Report

Mr Gardner spoke to the matters in the report and responded to queries from members including: the approach to health and safety for contracts/tenders (risk appetite and management), compliance with legal requirements and the management of excessive speed.

Cr Bosley left the meeting at 3:57pm

Cr Bosley returned the meeting at 4.00pm.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/10) to receive the Health & Safety Report.

(Moved Robertson/Seconded Cr McAulay)

Carried

C4 Action Items Report

Members agreed to close action 388.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/11) to receive the *Action Items* Report.
(Moved Robertson/Seconded Hooper) Carried

D. Karakia Whakamutunga – Closing
Cr Bosley closed the meeting.

The meeting closed at 4.03pm.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

.....(Chief Executive)

.....(Date)

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness