



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

FINANCE, AUDIT AND RISK COMMITTEE

Agenda

NOTICE OF MEETING

Due to COVID-19 restrictions this meeting will be held via video conference and live-streamed to our [YouTube channel](#). All members participating via video conference will count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. The meeting will be held on Wednesday 6 October 2021 at 10:00am and will be public except for any items specifically noted in the agenda as being for public exclusion.

MEMBERSHIP OF THE COMMITTEE

Councillors Leigh Hay (Chair), Pam Colenso, Garrick Emms, Brian Jephson, Brenda West, Ross Vickery and Mayor Alex Beijen. Independent member: Kit Nixon

Open Section

Health and Safety Procedures

- A1.** Apologies
- A2.** Conflicts of interest
- A3.** Public participation
As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.
- A4.** Actions from public participation
- A5.** Extraordinary business
- A6.** Minutes for Confirmation: Finance, Audit and Risk Committee
Minutes of 11 August 2021
Proposed Resolution: *That the minutes of the Finance, Audit and Risk Committee meeting held on 11 August 2021 are confirmed as a true and correct record.*

Proposed Resolution: *That the public excluded minutes of the Finance, Audit and Risk Committee meeting held on 11 August 2021 are confirmed as a true and correct record.*

Pages 1-7

B. Information and Verbal Reports from Chief Executive and Staff

- | | | |
|------------|------------------------------|-------------|
| B1. | Corporate Services Report | Pages 8-21 |
| B2. | Policy and Governance Report | Pages 22-27 |
| B3. | Action Items Reports | Pages 28-32 |

C. Public Excluded Business

- | | | |
|------------|----------------------------------|-------------------------------|
| C1. | Operational Risk Register Report | <i>Distributed separately</i> |
|------------|----------------------------------|-------------------------------|

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 are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Operational Risk Register	Good reason to withhold exists under section 7(2)(c)(i) and section 7(2)(c)(ii)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1) 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 are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
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 is in the public interest that such information should continue to be supplied	Section 7(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 otherwise to damage the public interest	Section 7(2)(c)(ii)



FINANCE, AUDIT AND RISK COMMITTEE

Minutes from 11 August 2021

Present:	Councillors Leigh Hay (Chair), Garrick Emms, Brian Jephson (from 11:20am), Ross Vickery, Brenda West, Mayor Alex Beijen, and independent member Kit Nixon.
In Attendance:	Katrina Neems (Chief Financial Officer), Harry Wilson (Chief Executive), Karen Yates (Policy and Governance Manager), Charly Clarke (Finance Manager) and Zoya Huxford (Information Officer) and Suzanne Clark (Committee Advisor).
Conduct of Business:	The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 10:00am and 11:32am except where expressly noted.
Also in Attendance:	Daphne Geisler.

Open Section

A1. Apologies

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/22) to accept apologies from Cr Pam Colenso and Cr Brian Jephson.

(Moved Cr West/Seconded Mayor Beijen)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

Ms Geisler spoke on the public's right to request information under the Local Government Official Information Act (LGOIMA), for that information to be provided in a timely manner, and for the answer to be of a high standard. Ms Geisler requested that a publicly available database of LGOIMA responses be published on Council's website.

A4. Actions from Public Participation

Ms Yates undertook to address the concerns raised by Ms Geisler under agenda item B2 Official Information Request Topic Trends 1 July 2020 – 30 June 2021, and to respond to Ms Geisler directly on any other outstanding matters.

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

A5. Extraordinary Business

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/23) that report 'A5 Local Government Members Determination 2021/22' be added to the meeting agenda. The report was omitted from the agenda in error and due to the financial nature of the report needs to be considered at the earliest opportunity.

(Moved Cr Hay/Seconded Cr Emms)

Carried

Local Government Members Determination 2021/22 Report

Mrs Neems confirmed that the proposed uplift in salaries had been included in the LTP budget but that the uplift in allowances had not been budgeted for.

Members discussed aligning the hearing fees to Carterton and Masterton District Councils, not accepting the uplift in fees due to public perception and the recent rates rise, whether the pay rise could be declined, and reviewing fees and salaries of elected members around the region.

As a consequence of the additional information required on salary uplift, recommendation six lapsed and a new recommendation was proposed. Council would be asked for a decision on salaries.

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/24):

1. To receive the Local Government Members Determination 2021/2022 Report.

(Moved Cr Hay/Seconded Cr West)

Carried

2. To further investigate remuneration from 1 July 2021 – 30 July 2022, with regards to the ability to decline a pay rise, in order that a decision can be made by Council.

(Moved Cr Hay/Seconded Cr West)

Carried

3. To recommend to Council that the proposed hourly rates for hearing fees are subject to further investigation into the rates adopted by Masterton District Council and Carterton District Council with the intention that they are aligned if possible.

(Moved Cr Hay/Seconded Cr Vickery)

Carried

4. To recommend to Council to **not** adopt the Remuneration Authorities option of elected members claiming a travel allowance of \$37.50 per hour after the first hour of travel on Council business for the 2021/22 financial year.

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

5. To recommend to Council to **not** adopt the Remuneration Authorities proposed communication allowance of \$2,150.00 per year per councillor for the 2021/22 financial year (increased from \$1,190.00 the previous financial year).

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

6. To note that the communication allowance will be paid monthly from August 2021 covering the period up to the date of the Local Government election for current councillors.

(Moved Cr West/Seconded Mayor Beijen)

Carried

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A6. Minutes for Confirmation

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/25) that the Finance, Audit and Risk Committee minutes from the meeting held on 16 June 2021 are a true and a correct record.

(Moved Cr Hay/Seconded Cr Emms)

Carried

B Information and Verbal Reports from Chief Executive and Staff

B1. Corporate Services Report

Mrs Neems answered members' questions on inclusion of an uplift in interest income in the Long Term Plan forecasts, rates arrears, rates rebate applications, changes to insurance cover for water tightness, and mitigation plans to reduce exposure to building claims.

The risk register would be made available for the next meeting.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/26) to receive the Corporate Services Report.

(Moved Cr Hay/Seconded Cr Vickery)

Carried

B2. Official Information Request Topic Trends 1 July 2020 – 30 June 2021

Ms Yates with support from Ms Huxford gave the background to the report being prepared and answered questions raised in the public forum.

Ms Yates answered members' questions on the number of LGOIMA requests made, when an information request becomes classified as a request under the LGOIMA, and training staff on LGOIMA matters.

Councillors acknowledged the public's right to request information under LGOIMA as a function of Council and democracy. Some members advocated for proactive release of information.

Mr Wilson noted the recent improvement in processing and timeliness of LGOIMA responses.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/27) to receive the Official Information Request Topic Trends Report.

(Moved Cr Hay/Seconded Cr West)

Carried

B3. Action Items Report

Members discussed solid waste disposal, waste minimisation, increasing central government levies, a desire to dispose of some waste streams locally, and reviewing data sets supplied by Infometrics and Sense Partners for data that might assist Destination Wairarapa.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/28) to receive the Action Items Report.

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

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B4. Final Audit Report 30 June 2020 Annual Report

Mrs Neems noted that the Audit NZ recommendations were about improving process and noted that all necessary measures had been implemented. Members discussed the change in signoff process for Mayoral expenses. As soon as the Chair of FAR was alerted to the suggested improvement processes suggested by Audit NZ in May 2021, Cr Hay checked and signed off all YTD expenses for the 2020/21 financial year on 12 May 2021. This process will be continued for subsequent expenses. Cr Hay is satisfied that this procedure is prudent and satisfies Audit NZ's suggestions.

Mr Wilson was confident that Wellington Waters' reporting processes were now robust but noted that a full 12 months of data would not be available for the 20/21 Annual Report.

FINANCE AUDIT AND RISK COMMITTEE RESOLVED (FAR2021/29) to receive the Final Audit Report for the financial year ended 30 June 2020.

(Moved Cr Hay/Seconded Cr West)

Carried

Cr Jephson joined the meeting at 11:20am.

Cr West left the meeting at 11:28am.

Cr West returned to the meeting at 11:29am.

C. Public Excluded Business

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 are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Confirmation of Minutes from 16 June 2021	Good reason to withhold exists under section 7(2)(a)(c)(f)	Section 48(1)(a)

This resolution (FAR2021/30) is made in reliance on Section 48(1) 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 are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
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 is in the public interest that such information should continue to be supplied.	Section 7(2)(c)(i)

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The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any person to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)(i)
The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

DISCLAIMER

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FINANCE, AUDIT AND RISK COMMITTEE
Public Excluded
Minutes from 11 August 2021

- Present:** Councillors Leigh Hay (Chair), Garrick Emms, Brian Jephson, Ross Vickery, Brenda West, Mayor Alex Beijen and independent member Kit Nixon.
- In Attendance:** Katrina Neems (Chief Financial Officer), Harry Wilson (Chief Executive), Karen Yates (Policy and Governance Manager), Charly Clarke (Finance Manager) and Zoya Huxford (Information Officer) and Suzanne Clark (Committee Advisor).
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted under public excluded provisions between 11:30am and 11:32am except where expressly noted.
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Open Section

A1. Apologies

The Committee resolved to accept apologies from Cr Colenso and Cr Jephson during the public section of the meeting, however Cr Jephson was in attendance for public excluded business.

D. Public Excluded Business

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 are as follows:

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The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	Section 7(2)(f)(ii)

(Moved Cr Hay/Seconded Mayor Beijen)

Carried

FINANCE, AUDIT AND RISK RESOLVED (FAR2021/31) that the public excluded Finance, Audit and Risk Committee minutes from the meeting held on 16 June 2021 are a true and a correct record.

(Moved Mayor Beijen/Seconded Cr Emms)

Carried

Confirmed as a true and correct record

.....(Chair)

.....(Date)

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FINANCE, AUDIT AND RISK COMMITTEE

6 OCTOBER 2021

AGENDA ITEM B1

CORPORATE SERVICES REPORT

Purpose of Report

To present the Finance Report for September 2021

Recommendations

Officers recommend that the Committee:

1. *Receive the Corporate Services Report.*

1. Executive Summary

Officers present the following Reports for review by the Finance, Audit and Risk Committee:

- Financial Statements for
 - 31st May 2021
 - 31st July 2021
 - 31st August 2021
- Investment profile
- Rates arrears report to 31st August 2021

2. Financial and Other Reports

2.1 Financial Report

The financial statements for 31st May 2021 and two months from 1st July 2021 to 31st August 2021 are attached and are presented at this meeting for review. (See Appendix 1 and 2).

There are no financial statements to be presented at this meeting as the June year end financial statements and annual report are in the process of being prepared. AuditNZ are on-site from 4th October 2021 to complete the audit of the Annual Report for the year ended 30 June 2021. This is currently scheduled to be adopted by council on 27th October 2021.

2.2 Investments

SWDC's investment policy provides that treasury investments comprise sums reserved for special purposes and funds held for working capital requirements.

Clause outlines how funds are managed using the following guidelines:

- To minimise risk to Council funds will only be invested with institutions which offer a high degree of security. These include the New Zealand Government, State Owned Enterprises, Local Authorities (including itself), Local Government Funding Agency, and New Zealand registered banks with:
 - For long term investments, a credit rating of Standard & Poors 'A' (or equivalent) or better
 - For short term investment, a credit rating of Standard & Poors 'BB' (or equivalent) or better
- Within the above institutions, funds are invested to optimise the return to Council from the investment.
- Funds are invested in a way that maintains the liquidity of the Council's investments so that cash is available when required.
The maximum amount to be invested with any one approved institution is 50% of Council's total investments.

Occasional and short term exceedances of the 50% rule are allowed, such exceedances are to be reported to the Finance, Audit and Risk Committee.

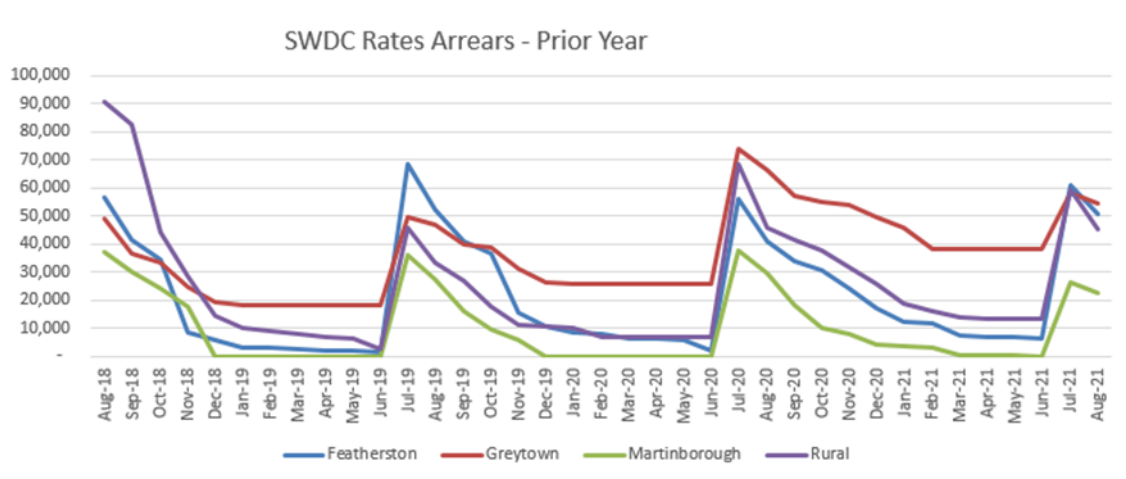
It should be noted that since the last report to Finance Audit and Risk there have been no incidences of investments exceeding the 50% threshold at the end of the month:

Date	Exceedances	Percent
July 2021	No exceedances	
August 2021	No exceedances	

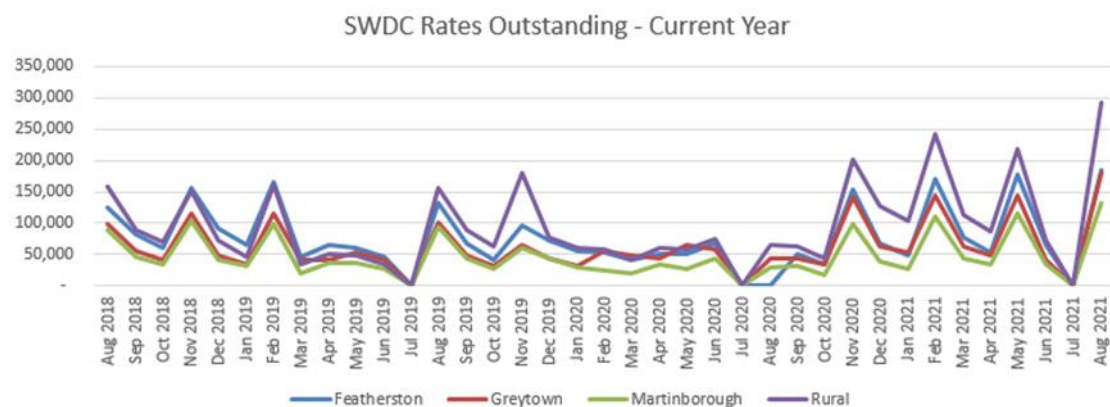
There were no instances where the 50% threshold has been exceeded (See Appendix 3).

2.3 Rates Arrears

The rates arrears graphs below shows a decrease in amount of unpaid rates carried forward from the previous year (2020/21). There has been a \$27K decrease in the value of rates arrears where the first default notification has been sent to Mortgage providers - \$98K for August 2020 vs \$71K for August 2021.

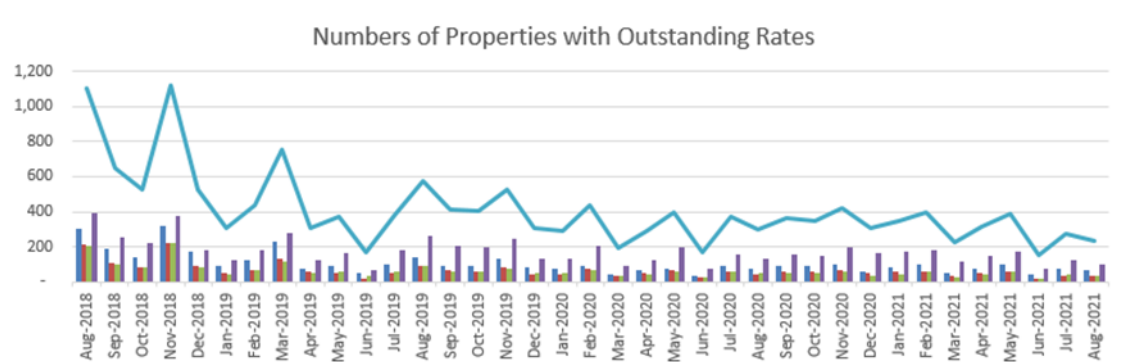
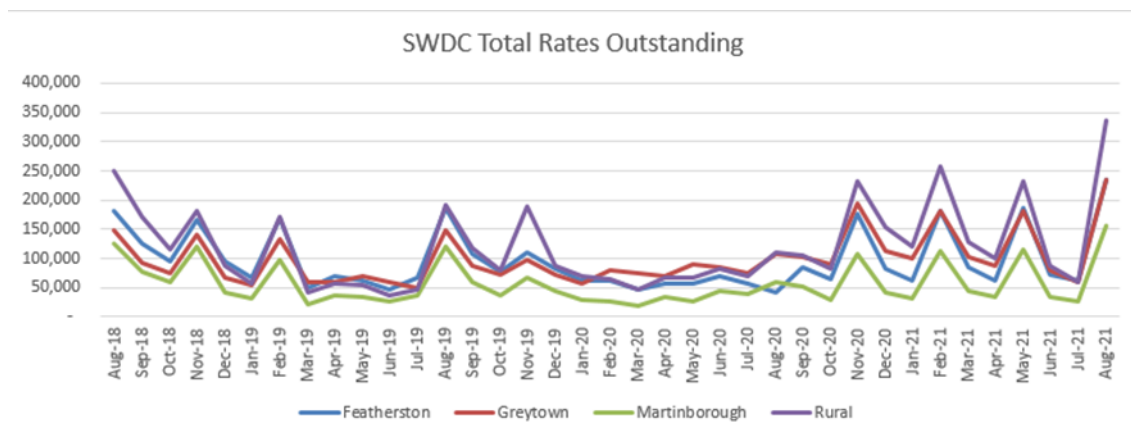


Prior year's arrears have decreased \$9k (5%) from the same time last year.



At the end of August 2021, the current year's amount was \$789K, 473% higher than the same time last year.

Total rates outstanding have increased by \$643k (201%) from the same month last year. Outstanding rates were \$963K in August 2021 to \$320k August 2020. This is mainly due to the increase in direct debits (67%) – 1005 in August 2021 compared to 602 in August 2020. There is currently 39% or rateable properties paying by direct debit (2779 of 7127 rating units).



The total number of properties with outstanding rates has decreased by 70 in August 2021 (231), a decrease in the number of properties in each sector (rural, Featherston, Greytown and Martinborough).

There are a total of 19 Repayment plans as at 31st August 2021 compared to 13 for August 2020.

There was a total of 363 Rates Rebates processed from 1 July 2020 to 30 June 2021. As at 31st August 2021 there have been a total of 195 rebates processed.

3. Appendices

Appendix 1 – Financial Statements for the period ending 31st May 2021

Appendix 2 – Financial Statements for the period ending 31st July 2021 and 31st August 2021

Appendix 3 - Investments as at 31st August 2021

Contact Officers: Katrina Neems, Chief Financial Officer
Reviewed by: Harry Wilson, Chief Executive Officer

Appendix 1 –

**Financial Statements for the period ending
31st May 2021**

South Wairarapa District Council

Statement of Financial Performance

For the Period ending 30 May 2021

Last Year Actual		Current Year Actual	Budget	Variance	Full Year Budget	%
Operating Income						
14,826,236	Rates	15,483,618	15,371,317	112,301	14,760,039	104.9%
108,709	Rates Penalty	87,634	122,750	(35,116)	128,000	68.5%
354,829	Interest	192,842	275,000	(82,158)	613,601	31.4%
19,221	Internal Interest Loans	19,164	129,140	(109,976)	20,885	91.8%
1,109,980	Fees & Licences	1,583,450	1,205,763	377,687	1,275,531	124.1%
527,181	User Levies	577,785	602,030	(24,245)	733,008	78.8%
70,666	Commissions	72,648	69,069	3,579	75,350	96.4%
1,243,328	NZ Transport Agency Subsidy	1,635,351	1,832,391	(197,040)	1,306,292	125.2%
90,671	Petrol Tax	93,117	79,376	13,741	84,729	109.9%
7,817	Grants, Donations & Subsidies	1,143,945	12,177	1,131,768	15,198	7526.9%
541,805	Rental / Hire	616,123	592,449	23,674	615,630	100.1%
181,165	Miscellaneous Income	1,486,532	262,706	1,223,826	87,778	1693.5%
19,081,609		22,992,207	20,554,168	2,438,039	19,716,041	116.6%
Operating Expenditure						
2,264,829	Corporate Services	2,648,402	2,501,750	6,923	2,780,729	95.2%
1,610,412	In-House Professional Services	483,137	468,129	6,923	511,544	94.4%
516,318	Governance, Leadership & Advocacy	587,897	610,472	6,923	592,933	99.2%
1,419,049	Public Protection	1,595,704	1,572,852	(25,508)	1,539,097	103.7%
650,844	Resource Management	707,449	696,407	(93,748)	611,287	115.7%
390,010	Economic, Cultural & Community Developm	718,515	1,486,541	7,598	466,482	154.0%
2,684,395	Amenities	3,173,645	3,036,730	(14,672)	2,877,375	110.3%
4,328,409	Land Transport	5,177,143	5,830,137	1,256	4,728,960	109.5%
2,510,072	Water Supply	3,753,720	3,020,320	(363,137)	2,332,828	160.9%
1,364,714	Solid Waste Management	1,467,444	1,445,826	2,730	1,497,401	98.0%
1,776,929	Sewerage	2,522,941	2,088,490	(122,251)	1,806,971	139.6%
209,834	Stormwater Drainage	612,825	297,465	(48,187)	173,927	352.3%
20,267	Rate Debtors Written Off	19,728	30,000	9,733	30,000	65.8%
163	Bad Debts	26,644	-	9,733	-	0.0%
19,804,700		23,495,195	23,085,119	(615,682)	19,949,534	117.8%
(723,091)	Operating Surplus/(Deficit)	(502,988)	(2,530,951)	1,822,357	(233,493)	
Other Income						
1,117,972	NZTA CAPEX Subsidy	918,755	680,955	237,800	1,106,148	83.1%
66,619	Grants, Donations & Subsidies	185,127	-	185,127	200,000	92.6%
994,938	Contributions	2,005,155	1,241,779	763,376	1,135,828	176.5%
64	Assets Vesting in Council	1,739	-	1,739	-	0.0%
2,179,593		3,110,776	1,922,734	1,188,042	2,441,976	127.4%
Other Expenditure						
-		-	-	-	-	0.0%
1,456,502	Total Surplus/(Deficit)	2,607,788	(608,217)	3,010,399	2,208,483	118.1%
Included in the operating expenditure is:						
4,120,224	Depreciation	4,430,561	4,203,586	(226,975)	4,614,493	96.0%
566,657	Interest Expnese	584,977	647,344	62,367	706,767	82.8%

South Wairarapa District Council

Statement of Financial Position

As at 31 May 2021

	May 2021	June 2020	Movement
<u>Assets</u>			
<i>Current Assets</i>			
Cash and Bank	2,188,817	438,842	1,749,975
Short Term Deposits	11,804,996	13,373,243	(1,568,246)
Prepayments and Receivables	1,927,742	2,300,283	(372,541)
Inventories	34,890	54,418	(19,528)
	<u>15,956,446</u>	<u>16,166,786</u>	<u>(210,340)</u>
<i>Non-Current Assets</i>			
Intangible Assets	73,666	52,854	20,812
Investment Properties	11,226,156	11,223,000	3,156
Investments	606,098	492,298	113,800
Property Plant and Equipment	456,644,767	452,024,550	4,620,217
	<u>468,550,687</u>	<u>463,792,702</u>	<u>4,757,985</u>
Total Assets	<u>484,507,133</u>	<u>479,959,488</u>	<u>4,547,645</u>
<u>Liabilities</u>			
<i>Current Liabilities</i>			
Payables and Accruals	3,049,237	3,654,554	605,316
Employee Entitlements	452,959	404,341	(48,619)
Provisions - Current Portion	-	34,578	34,578
	<u>3,502,197</u>	<u>4,093,473</u>	<u>591,276</u>
<i>Non-Current Liabilities</i>			
Public Debt - Non Current Portion	24,400,000	21,900,000	(2,500,000)
Provisions - Non Current Portion	477,117	442,538	(34,578)
	<u>24,877,117</u>	<u>22,342,538</u>	<u>(2,534,578)</u>
<i>Equity</i>			
Public Equity	155,551,590	152,947,248	(2,604,342)
Special Separate and Trust Funds	28,553,747	28,553,747	-
Asset Revaluation Reserve	272,022,237	272,022,237	-
Other Reserves	245	245	-
	<u>456,127,820</u>	<u>453,523,477</u>	<u>(2,604,342)</u>
Total Liabilities & Equity	<u>484,507,133</u>	<u>479,959,488</u>	<u>(4,547,645)</u>

Appendix 2 –

**Financial Statements for the period ending
31st July 2021 and 31st August 2021**

South Wairarapa District Council
Statement of Financial Performance
For the Period End 31 July 2021

Last Year Actual		Actual	Current Year Budget	Variance	Full Year Budget	%
<u>Operating Income</u>						
3,875,494	Rates	4,945,092	-	4,945,092	-	0.0%
21,572	Rates Penalty	15,769	-	15,769	-	0.0%
24,560	Interest	(7,561)	-	(7,561)	-	0.0%
1,773	Internal Interest Loans	1,773	-	1,773	-	0.0%
253,724	Fees & Licences	397,067	-	397,067	-	0.0%
174,808	User Levies	59,384	-	59,384	-	0.0%
6,051	Commissions	6,089	-	6,089	-	0.0%
76,217	NZ Transport Agency Subsidy	134,399	-	134,399	-	0.0%
(36,521)	Petrol Tax	8,018	-	8,018	-	0.0%
11	Grants, Donations & Subsidies	410,000	-	410,000	-	0.0%
81,638	Rental / Hire	81,231	-	81,231	-	0.0%
42,093	Miscellaneous Income	6,075	-	6,075	-	0.0%
4,521,421		6,057,336	-	6,057,336	-	
<u>Operating Expenditure</u>						
258,467	Corporate Services	259,998	-	(259,998)	-	0.0%
95,595	Professional Services	37,899	-	(37,899)	-	0.0%
88,087	Governance, Leadership & Advocacy	(71,217)	-	71,217	-	0.0%
163,914	Public Protection	175,821	-	(175,821)	-	0.0%
51,352	Resource Management	56,186	-	(56,186)	-	0.0%
111	Economic, Cultural & Community Development	228,006	-	(228,006)	-	0.0%
164,776	Amenities	331,842	-	(357,594)	-	0.0%
232,441	Land Transport	261,954	-	(261,954)	-	0.0%
44,541	Water Supply	145,512	-	(145,512)	-	0.0%
93,435	Solid Waste Management	128,247	-	(128,247)	-	0.0%
50,236	Sewerage	97,755	-	(97,755)	-	0.0%
2,932	Stormwater Drainage	12,156	-	(12,156)	-	0.0%
5,344	Rate Debtors Written Off	5,359	-	(5,359)	-	0.0%
1,251,233		1,669,519	-	(1,695,271)	-	
3,270,188	Operating Surplus/(Deficit)	4,387,818	-	4,362,065	-	0.0%
<u>Other Income</u>						
31,151	NZTA CAPEX Subsidy	40,503	-	40,503	-	0.0%
16,163	Contributions	835,173	-	835,173	-	0.0%
1,739	Assets Vesting in Council	-	-	-	-	0.0%
49,053		875,676	-	875,676	-	
<u>Other Expenditure</u>						
-		-	-	-	-	0.0%
3,319,241	Total Surplus/(Deficit)	5,263,493	-	5,237,741	-	
Included in the operating expenditure is:						
421,731	Depreciation	-	-	-	-	0.0%
66,717	Interest Expnese	53,210	-	(53,210)	-	0.0%

South Wairarapa District Council
Statement of Financial Performance
For the Period End 31 August 2021

Last Year <i>Actual</i>		Current Year <i>Budget</i>			Full Year <i>Budget</i>	
		<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Budget</i>	<i>%</i>
<u>Operating Income</u>						
3,875,175	Rates	4,941,861	-	4,941,861	-	0.0%
37,091	Rates Penalty	15,769	-	15,769	-	0.0%
36,341	Interest	55,867	-	55,867	-	0.0%
3,547	Internal Interest Loans	3,547	-	3,547	-	0.0%
390,140	Fees & Licences	533,019	-	533,019	-	0.0%
151,546	User Levies	132,573	-	132,573	-	0.0%
13,035	Commissions	13,299	-	13,299	-	0.0%
147,107	NZ Transport Agency Subsidy	176,992	-	176,992	-	0.0%
11,789	Petrol Tax	16,031	-	16,031	-	0.0%
29	Grants, Donations & Subsidies	410,000	-	410,000	-	0.0%
136,557	Rental / Hire	160,728	-	160,728	-	0.0%
171,217	Miscellaneous Income	11,235	-	11,235	-	0.0%
4,973,573		6,470,921	-	6,470,921	-	
<u>Operating Expenditure</u>						
485,720	Corporate Services	530,084	-	(530,084)	-	0.0%
247,106	Professional Services	48,148	-	(48,148)	-	0.0%
138,666	Governance, Leadership & Advocacy	12,090	-	(12,090)	-	0.0%
304,184	Public Protection	299,593	-	(299,593)	-	0.0%
101,602	Resource Management	103,071	-	(103,071)	-	0.0%
33,529	Economic, Cultural & Community Development	292,401	-	(292,401)	-	0.0%
502,195	Amenities	529,178	-	(581,180)	-	0.0%
434,679	Land Transport	460,236	-	(460,236)	-	0.0%
332,109	Water Supply	183,247	-	(183,247)	-	0.0%
242,017	Solid Waste Management	301,573	-	(301,573)	-	0.0%
228,717	Sewerage	154,877	-	(154,877)	-	0.0%
50,267	Stormwater Drainage	16,074	-	(16,074)	-	0.0%
5,344	Rate Debtors Written Off	5,359	-	(5,359)	-	0.0%
3,106,137		2,935,931	-	(2,987,932)	-	
1,867,437	<i>Operating Surplus/(Deficit)</i>	3,534,990	-	3,482,988	-	0.0%
<u>Other Income</u>						
80,660	NZTA CAPEX Subsidy	110,271	-	110,271	-	0.0%
77,551	Contributions	973,738	-	973,738	-	0.0%
1,739	Assets Vesting in Council	1,838	-	1,838	-	0.0%
159,950		1,085,848	-	1,085,848	-	
<u>Other Expenditure</u>						
-		-	-	-	-	0.0%
2,027,386	Total Surplus/(Deficit)	4,620,838	-	4,568,836	-	
Included in the operating expenditure is:						
843,412	Depreciation	-	-	-	-	0.0%
122,512	Interest Expense	106,769	-	(106,769)	-	0.0%

Appendix – 3

Investments as at 31st August 2021

SUMMARY OF INVESTMENTS

	Interest Rate	Invested Date	Maturity Date	Term	Total Invested	%
SHORT TERM FUNDS						
Registered Banks						
ASB Call account	1.25%	20-Jun-17	On Call	On Call	\$1,126,236	
ASB Term Deposit	0.60%	20-Apr-21	18-Aug-21	120 Days	\$0	
					\$1,126,236	8%
ANZ CALL ACCOUNT	0.50%	1-Aug-21	On Call	On Call	\$87	
ANZ Term Deposit	1.40%	31-Aug-20	31-Aug-21	365 days		
ANZ Term Deposit	0.90%	26-May-21	22-Nov-21	180 Days	\$2,000,000	
					\$2,000,087	14%
BNZ AUTOCALL (-025)	0.10%	30-Jun-21	On Call	On Call	\$9,430,168	
BNZ Loan Redemption	0.85%	23-Nov-20	25-Nov-21	367 days	\$1,028,254	
					\$10,458,422	74%
KIWIBANK Term Deposit	1.75%	1-Aug-21	On call	On call	\$0	
					\$0	0%
WBS Call account	0.50%	1-Aug-21	On Call	On Call	\$1	
WBS Reserve fund	1.25%	22-Nov-20	21-Nov-21	365 days	\$203,582	
WBS Reserve fund	1.25%	25-Nov-20	24-Nov-21	365 days	\$197,277	
WBS Reserve fund	1.10%	21-Dec-20	20-Dec-21	366 days	\$160,050	
					\$560,910	4%
WESTPAC ONLINE CALL	0.10%	1-Aug-21	On Call	On Call	\$15	
WESTPAC Reserve fund	1.75%	24-Jun-20	24-Jun-21	365 days		
WESTPAC Reserve fund	1.60%	25-Aug-20	25-Aug-21	365 days		
WESTPAC Reserve fund	0.45%	31-May-21	27-Aug-21	88 Days		
					\$15	0%
TOTAL					\$14,145,669	100%
INVESTMENTS						
LGFA Borrower Bonds	3.01%	20-Jun-16	15-Apr-23		\$28,800	
LGFA Borrower Bonds	1.29%	15-Apr-20	15-Apr-25		\$80,000	
LGFA Borrower Bonds	2.03%	15-Mar-19	15-Nov-21		\$22,400	
LGFA Borrower Bonds	2.07%	15-Mar-19	14-Apr-22		\$32,000	
LGFA Borrower Bonds	2.98%	21-Aug-17	15-May-22		\$40,000	
LGFA Borrower Bonds	3.08%	19-Feb-18	15-Apr-23		\$24,000	
LGFA Borrower Bonds	1.09%	15-Apr-20	15-Apr-24		\$32,000	
LGFA Borrower Bonds	1.38%	17-May-21	15-Apr-26		\$37,500	
LGFA Borrower Bonds	2.32%	17-May-21	15-May-31		\$167,500	
					\$464,200	
FORESTRY						
Plantation - Hurupi Stock					\$9,305	
					\$9,305	
SHARES						
FARMLANDS					\$1,159	
NZ LOC GOVT INS CO					\$81,434	
Wellington Water					\$50,000	
					\$132,593	
TOTAL INVESTMENTS					\$14,751,767	

FINANCE, AUDIT AND RISK COMMITTEE

6 OCTOBER 2021

AGENDA ITEM B2

POLICY AND GOVERNANCE REPORT

Purpose of Report

To present the Policy and Governance Report for October 2021.

Recommendations

Officers recommend that the Committee:

1. *Receive the Policy and Governance Report.*

1. Executive Summary

Officers present the following updates for consideration by the Finance, Audit and Risk Committee:

- Strategic Risk Register
- Official Information, Media and Privacy Act Responses

2. Strategic Risk Register

The updated Strategic Risk Register is included in Appendix 1.

3. Official Information, Media and Privacy Act Responses

3.1 Local Government Official Information and Meetings Act 1987 Requests

The following requests have been received and actioned since the start of this financial year.

Period	Requests	Decision / information provided within 20 working days	Extension of time limit past 20 days	Extensions actioned	Extensions being processed
1/7/21— 31/8/21	71	58	13	9	4

3.2 Media Inquiries

The following media inquiries have been received and actioned for the period 1 June 2021 to 30 September 2021. Note that follow up inquiries relating to the same matter have been counted as a separate inquiry.

Period	Requestor	Total
1/6/21— 30/9/21	Wairarapa Times Age	142
	Stuff NZ	11
	TVNZ	3
	Newsroom	3
	Freeman Media	1
	TV3/Discovery	1
	Freespeech Union	1
		162

3.3 Privacy Act 2020 Complaints

There has been one complaint received by Council during the period 1 July 2021 and 31 August 2021 regarding the release of private information without consent, contrary to the Privacy Act 2020. The complaint was investigated with the conclusion that no breach of the Privacy Act 2020 had occurred. The individual was advised of this outcome and the request closed.



4. Appendices

Appendix 1 - Strategic Risk Register

Contact Officers: Karen Yates, Policy and Governance Manager
Sheil Priest, Communications Manager

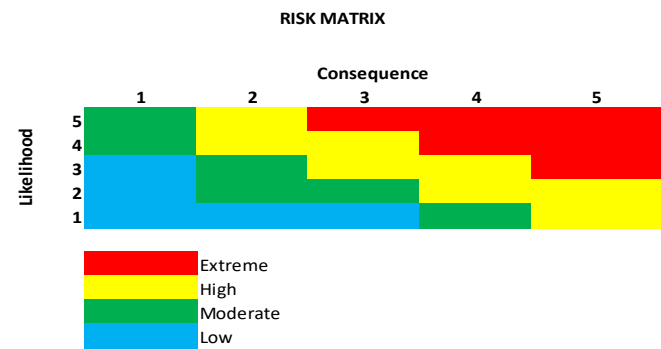
Reviewed by: Katrina Neems, Chief Financial Officer

Appendix 1 - Strategic Risk Register

 SOUTH WAIRARAPA DISTRICT COUNCIL Kia Reretahi Tātau		 STRATEGIC RISK REGISTER as at September 2021					
		A strategic risk is one that may have a significant impact on Council's business planning, processes or delivery such that objectives or outcomes can not be achieved.					
Risk Identification		Risk Level	Risk Management				
Risk Category	Risk and Impact		What are we already doing about it? (mitigating factors)	What more can we do about it?	Timescale	Person Responsible	Reviewed Level of Risk
Climate Change	The risk relates to failing to adapt to the impacts of climate change on our environment and failing to mitigate council's contributions to greenhouse gas emissions. This may result from the complexity of processes and dependencies that may not adequately consider climate impacts, lack of leadership, knowledge or information or insufficient application of resources. There may be impacts on the environment, health and safety or wellbeing of staff and the community, reputation, operations and finance and strategic goals may not be delivered.	Extreme	With CDC, we appointed a Climate Change Advisor in 2019 and developed a Climate Change carbon reduction strategy and action plan. This involves education and assessing council's performance of Council's activities. We have worked with the Wellington region to develop common climate change assumptions have have used these to carry out a risk assessment of climate change impacts on community wellbeing and our services. We have built contingency into assets plans and LTP budgets and will develop energy audits on key community buildings, provide self-assessment kits, develop a Climate Change Resilience and Risk Strategy and review Council's procurement policy to support sustainability. We will also be advancing planning measures including coastal retreat into our District Plan, currently under review, and working with the Wellington Regional Leaders Committee on combined response.	We will continue implementing the action plan.	Ongoing	Council/CE/PGM	
Financial Sustainability	Risk of over-committing Council to work programmes, excess unbudgeted expenditure, fraud, inaccurate modelling or financial shock. This may impact Council reputation, financial stability and sustainability, legal compliance and ability to deliver strategic goals or meet service levels.	High	Council has some short-term resilience to a financial shock through a combination of cash reserves and loan facilities with LGFA. A significant shock may require Council to review its planned capital and operating spending. Risk is managed through adherence to financial policies and financial delegations and reporting to FAR.		ongoing	FAR/CE/CFO	
Governance failure	This risk involves a failure to implement council's strategic direction; to monitor Council's performance against community outcomes; and to work effectively and cohesively at a governance level resulting in poor decision-making and failure to meet strategic goals. It also includes working effectively with Community Boards. This may impact Council reputation, trust and confidence and the ability to deliver strategic goals or meet service levels.	High ↑ 29/09/2021	Improved council reporting to enable good decision-making. Council induction training, developpment of new strategic direction and regular opportunities for team-orientated problem solving and decision-making. Held workshop woth Community Boards to discuss roles and liaison, improving communications on issues, attendance at Board meetings, involving Boards in project delivery and consultation	Continue providing improvement opportunities.	ongoing	Council/CE/PGM	29/09/2021 from Moderate to High
Significant government reform	There are number of significant government reforms including changes to the Privacy Act and Residential Tenancies Act, and proposals for climate change, resource management and three waters reform. These changes may impact council's strategic direction and community confidence and may raise challenges in terms of compliance for drinking and wastewater standards. There may be misalignment between government and Council's strategic goals and failure to adapt to changes may affect community wellbeing.	Extreme	We have completed DIA's full RFI on three waters reforms and are working closely with Wellington Water and through regional forum as the reform progresses. We have provided our response to DIA on issues that need to be addressed prior to community engagement. The CE is part of the SOLGM working group on RMA reforms. Regular advice is provided to the council and community on the reforms and their potential impact on council delivery. Training has been provided to staff on legislative updates.	Continue to work with government, build reform response into corporate planning and provide advice.	ongoing	ELT	
People safety and wellbeing	External or internal events or work environment may have a material impact on the health and safety or wellbeing of staff and the community and impact Council reputation and legal compliance.	High	We have employed a full time Health and Safety Advisor who is lead advisor for Emergency Management. We are employing a full time Human Resources Manager. We are strengthening our HR and H&S policies and have carried out a staff engagement survey and reported to FAR. We are implementing an action plan of improvements.	Improve risk management across the organisation and reporting to ELT and FAR. Develop our Business Continuity Plan for non-CDEM events.	ongoing	CE	

Disaster event	Risk relates to a natural or human-induced disaster event impacting the health and safety or wellbeing of staff and the community and service delivery and resulting in financial loss.	Extreme	<p>We are part of the Wellington Region Civil Defence Emergency Management Group which focuses on the 4 Rs'; reduction, readiness, response and recovery of the relevant Civil Defence hazards and risks for the Wellington region, and consults and communicates on these. We participate in the Wellington Regional Leaders Committee which will be developing regional economic response plan.</p> <p>We have staff actively participating in the Wairarapa Emergency Operation Centre (EOC) to provide emergency management for a regional activation and have increased staffing levels during the recent L4 response. The EOC works with agencies (central government agencies, emergency services, etc), to respond to a natural disaster, human-induced event, or other event, such as a resurgence of Covid-19. Covid-19 and other disaster responses have been incorporated to some degree into the 2021-31 LTP. We have inhouse crisis response teams to respond to local events. We engage the community to participate in the Community Emergency Hubs and are working with WREMO to strengthen the community's knowledge and participation of these. We are also working with WREMO on coastal community tsunami response awareness.</p>	Review recent L4 response. Continue to work with the other councils in the region to address impacts on social and cultural wellbeing identified in the Covid-19 response e.g seniors and other vulnerable groups and Maori. Increase staffing level in the EOC. Further develop CDEM related business continuity and improve reporting.	ongoing	CE/HRM/C&EM	
Cybersecurity	There is a continued risk of a cyber attack or data breach with could significantly disrupt service delivery and the integrity of financial services or result in the release of private information. External cyber-attacks are mainly taking the form of phishing and similar campaigns. Internal risk from intentional or unintentional staff activities or lack of training. This may impact the health and safety or wellbeing of staff, Council reputation, service delivery and legal compliance and result in financial loss.	Extreme	<p>Ongoing training for staff and regular updates on how to identify and respond to threats. We are migrating our systems to more secure services e.g. Microsoft 365 and have off-site server back-up. Updated Code of Conduct issued. We have completed a review of our IT infrastructure and security and have completed the RFI process for service provision which includes security enhancements. We will implement the enhancements following fibre-rollout.</p>	<p>Ongoing training for phishing and other external attacks. Develop business continuity plan and improve reporting.</p>	ongoing	CE/CFO	
Significant operational service failure	There is a risk of operational failure that has a material impact on service delivery, including failure of critical assets. This may impact health and safety or wellbeing of staff and the community, council reputation, loss of trust and confidence, not meeting service levels, strategic goals, regulatory or legal requirements and increased costs long term.	Extreme	<p>Revised Infrastructure Strategy for LTP and associated budget proposed for asset planning, condition assessments and bringing maintenance on critical assets forward for water and roading. Wellington Water has appointed a Delivery Manager for SWDC. Improved monitoring and control systems for early warning of issues. Improved supply contingency capabilities for water. Improved communications with affected residents.</p>	<p>Increase resourcing. Develop business continuity plan and improve reporting. Develop targetted communications capabilities.</p>	ongoing	CE/GM-PO	
Communications failure	This risk involves ongoing failure to effectively communicate or engage with the community on strategic, governance or operational matters, and includes risks associated with an ineffective media relationship. This may impact the ability to meet community outcomes and strategic goals, loss of trust and confidence, council reputation and operational delivery. Significant and ongoing failure may undermine Council's purpose and impact participation in, or effective conduct of, local democracy.	Moderate	<p>Timely, fact-based responses to media enquiries; proactive information sharing via website, social media and print media; proactive media releases on important news from Council; regular general communications on relevant topics using multiple channels; targeted communications with affected communities, e.g. Hinekura Road residents; improved connection between service delivery teams and comms team; improved website content on strategic or important topics, e.g. rates, 3waters; regular comms via Rates newsletters, full page print advertorials, mayoral columns.</p>	Develop a communications strategy that includes social media, media management and public relations strategies.	Ongoing	CE/C&EM	New risk 29/09/2021

Shortage of resources/capability	There is a shortage of resources and materials in the country and this impacts on potential development and infrastructure, particularly water and roading. We propose an ambitious capital works programme in the LTP and Audit NZ has identified the risk of non-delivery. The impacts would be on council reputation, loss of trust and confidence, not meeting service levels, strategic goals or regulatory requirements and increased costs long term.	Extreme	Wellington Water has appointed a Delivery Manager, is using Consultation and Contractor panels to secure capacity and is undertaking an internal external capability review to ensure the business is sized appropriately. Also shared work programme with contractors.	Develop contingency plan for constrained materials	ongoing	CE/GM-PO/CFO	
Liability from consenting and compliance activities	Risk relates to the failure to identify and address deficiencies in consents or the consenting process or ineffective compliance monitoring activities which may expose Council to liability claims. Risk may result from complexity of processes, lack of processes, training and supervision. Impact may be on Council reputation and result in financial loss.	High	Peer review has been strengthened.	Process improvements and training	ongoing	CE/CFO/PGM	



Overall Risk Rating	Action	Reporting
Extreme	Urgent and active management required Risk treatment plan must be implemented immediately to reduce the risk of exposure to an acceptable level. Regular reporting required	Immediate notification to relevant ELT and CEO Advise P&GM and CFO. Take immediate action to reduce risk.
High	Management attention is required. Risk treatment plan required Regular reporting required.	Notification to relevant ELT and CEO. Advise P&GM and CFO.
Moderate	Management responsibility to monitor. Focus on ensuring internal controls are effective and monitoring the ongoing risk.	P&GM and CFO to review risk regularly.
Low	Can be monitored using routine practices. Focus on ensuring internal controls are effective.	P&GM and CFO to review risk periodically.

FINANCE AUDIT AND RISK COMMITTEE

6 OCTOBER 2021

AGENDA ITEM B3

ACTION ITEMS REPORT

Purpose of Report

To present the Committee with updates on actions and resolutions.

Recommendations

Officers recommend that the Committee:

1. *Receive the Finance Audit and Risk Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Committee for information. The Chair may ask the Chief Financial Officer for comment and all members may ask the Chief Financial Officer for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

2. Appendices

Appendix 1 – Action items to 6 October 2021

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Katrina Neems, Finance Manager

Appendix 1 – Action Items to 6 October 2021

Meeting	Raised Date	Responsible Manager	Assigned to	Action or Task details	Open	Notes
FAR	11-Dec-19	Stefan		<p>Find out the background to the Bonny Glen landfill risk and update FAR Committee members</p> <p>Assess the risk to Council of central government mandated increases to solid waste levies and the ability of Council to change processes to manage landfill contracts, expenditure and revenue alongside promotion of waste minimisation</p>	Open Actioned	<p>14/8/20 Bonnie Glen is owned by Waste Management and Environmental Services and charges are climbing outside of regular pricing for waste disposal due to a monopoly and limited future capacity at the site.</p> <p>We have a contract for service to use Bonnie Glen which ends shortly. Alternative avenues to dispose of refuse will be researched prior to the contract ending- 24/2/20. Action updated by FAR</p> <p>01/10/2021 We have a 20 year contract for service to use Bonnie Glen landfill. There are no capacity issues.</p>
FAR	11-Dec-19	Karen		Review the Sensitive Expenditure Policy in March 2020 to ensure best practice guidelines are followed	Open	16/4/21: Will be considered as part of policy review programme
FAR	11-Dec-19	Karen		Review the Procurement and Contract Management Policy in March 2020 to ensure it covers all procurement and management activities	Open	16/4/21: Will be considered as part of policy review programme following review of CDC's policy for sustainability matters
FAR	21-May-20	Katrina	Charly	Work towards revising the financial accounts to include a rolling forecast alongside the full year budget.	Open	<p>22/06/2020 changes to financial reporting are ongoing</p> <p>14/8/20 Aiming to progress towards the end of the financial year</p> <p>6/8/21: We are planning to move to the Cloud version of Magiq within the next six months. At this time we will be reviewing all of our reporting utilising the inbuilt publisher tool. On hold until Cloud reporting implemented.</p>

Meeting	Raised Date	Responsible Manager	Assigned to	Action or Task details	Open	Notes
FAR	16-Jun-21	Karen	Steph	To review what data, sourced from subscription databases, could be made available to Destination Wairarapa for the purposes of tourism planning	Open	6/8/21: To be completed as time allows
FAR	16-Aug-21	Katrina		<p>FINANCE, AUDIT AND RISK RESOLVED (FAR2021/24):</p> <p>1. To receive the Local Government Members Determination 2021/2022 Report. (Moved Cr Hay/Seconded Cr West) Carried</p> <p>2. To further investigate remuneration from 1 July 2021 – 30 July 2022, with regards to the ability to decline a pay rise, in order that a decision can be made by Council. (Moved Cr Hay/Seconded Cr West) Carried</p> <p>3. To recommend to Council that the proposed hourly rates for hearing fees are subject to further investigation into the rates adopted by Masterton District Council and Carterton District Council with the intention that they are aligned if possible. (Moved Cr Hay/Seconded Cr Vickery) Carried</p> <p>4. To recommend to Council to not adopt the Remuneration Authorities option of elected members claiming a travel allowance of \$37.50 per hour after the first hour of travel on Council business for the 2021/22 financial year. (Moved Cr Hay/Seconded Mayor Beijen) Carried</p> <p>5. To recommend to Council to not adopt the Remuneration Authorities proposed communication allowance of \$2,150.00 per year per councillor for the 2021/22 financial year (increased from \$1,190.00 the previous financial year). (Moved Cr Hay/Seconded Mayor Beijen) Carried</p> <p>6. To note that the communication allowance will be paid monthly from August 2021 covering the</p>	Actioned	22/9/21: Report considered by Council 15 Sept 21

Meeting	Raised Date	Responsible Manager	Assigned to	Action or Task details	Open	Notes
				period up to the date of the Local Government election for current councillors. (Moved Cr West/Seconded Mayor Beijen) Carried		