



## **FINANCE, AUDIT AND RISK COMMITTEE**

### **Minutes from 28 August 2019**

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**Present:** Councillors Brian Jephson (Chair), Pam Colenso, Colin Wright and Ross Vickery.

**In Attendance:** Mayor Viv Napier, Harry Wilson (Chief Executive Officer), Jennie Mitchell (Group Manager Corporate Support, Suzanne Clark (Committee Advisor) and for part only Bryce Neems (Amenities Manager) and Tim Langley (Roading Manager).

**Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 9:00am and 10:30am except where expressly noted.

**Also in Attendance:** Christine Webley

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#### **Open Section**

**A1. Apologies**

There were no apologies.

**A2. Conflicts of Interest**

There were no conflicts of interest declared.

**A3. Public Participation**

Ms Webley requested the Committee recommend that Council rescind the resolution approving \$200,000 from the Pain Farm Estate for the Martinborough Playground, pending a full review of the Martinborough Playground tender process. It was hoped an interim arrangement could be made to cover the Playground funding shortfall. Ms Webley could not locate the final design that contractors were working to and noted inconsistencies in design and approvals in the publicly available version. The cost of maintaining the water feature to standard was queried as was the loss of Pain Farm revenue when discharge of Martinborough wastewater to the farm started. Ms Webley requested that Pain Farm be listed as a strategic asset as it was an important part of Council's wastewater strategy.

**A4. Actions from Public Participation**

Ms Webley undertook to forward her notes to members.

**DISCLAIMER**

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Cr Colenso reassured Ms Webley that Pain Farm Estate would be reimbursed by Council for any revenue loss as a result of wastewater irrigation and that this was being monitored by Martinborough Community Board.

**A5. Extraordinary Business**

There was no extraordinary business.

**A6. Minutes for Confirmation**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/29)* that the Finance, Audit and Risk Committee minutes from meeting held 5 June 2019 are a true and correct record.

*(Moved Cr Vickery/Seconded Cr Colenso)*

Carried

**A7. Notices of Motion**

There were no notices of motion.

**B Decision Reports from Chief Executive and Staff**

**B1. Council and Committees Policy Review Report**

Members noted Policy amendments, discussed the purpose, delegations and public visibility of the Tenders Working Party, the reporting hierarchy for the 57 Fitzherbert Street Featherston Subcommittee, the status of the Wairarapa Combined District Plan Working Group, and agreed that the Community Housing Working Party needed a senior officer in attendance at meetings.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/30):*

1. To receive the Council and Committees (A100) Policy Review Report.

*(Moved Cr Wright/Seconded Cr Colenso)*

Carried

2. To recommend that Council adopt the amended A100 Council and Committees Policy with agreed amendments, noting that it has been amended to reflect the governance structure adopted on the 20 February 2019 and appointments made on 18 March 2019.

*(Moved Cr Wright/Seconded Cr Colenso)*

Carried

3. To recommend to Council that the next review be completed by the end of February 2020.

*(Moved Cr Jephson/Seconded Cr Colenso)*

Carried

4. Action 83: Remove the duplicate Remutaka Hill Road Working Party item from the Council and Committees Policy; J Mitchell

5. Action 84: Discuss with the incoming Mayor corrections for committee structure inconsistencies (e.g. 57 Fitzherbert Street Featherston Subcommittee and the Tenders Working Party in relation to the Procurement of Goods and Services Policy); J Mitchell

6. Action 85: Correct the voting member on the Wairarapa Committee to Cr Wright with Cr Jephson being the alternate in the Council and Committees Policy; J Mitchell

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7. Action 86: Correct paragraph nine of the Council and Committees Policy to reflect working parties and groups will wind-up automatically at the 'end of every triennium' rather than 'at the start of the triennium'; J Mitchell

## **C Information and Verbal Reports from Chief Executive and Staff**

### **C1. NZTA Audit Report**

Mr Langley discussed the NZTA audit findings and work being undertaken with members. Mr Wilson summarised by saying the condition of South Wairarapa rural roads were good and indicative of a well-run roading network.

Mr Langley discussed the urban roading network, town growth, footpaths, and NZTA funding arrangements with members. Additional footpath funding would be channelled towards standardisation, improvement of pedestrian ramps and cleaning.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/31)* to receive the NZTA Audit Report.

*(Moved Cr Colenso/Seconded Cr Jephson)*

Carried

### **C2. Corporate Service Report**

Ms Mitchell noted an amendment to the report; the proposed Council meeting on the 23 October 19 to adopt the Annual Report will be a workshop to take the new Council through the Annual Report and to answer questions in preparation for approval at a Council meeting on 30 October 19. Members discussed rates arrears, processes put in place in response to the interim audit report, and contractor health and safety audits.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/32):*

1. To receive the Corporate Services Report.

*(Moved Cr Jephson/Seconded Cr Vickery)*

Carried

2. Action 87: Start a review of the Procurement Policy by the end of February 2020; J Mitchell

3. Action 88: Invite NZ Audit to the elected member workshop on the 23 October 19; J Mitchell

### **C3. Project Summary Report**

Ms Mitchell discussed the lease of Featherston Golf Club land, market readiness of Tararua Junction and 57 Fitzherbert Street Featherston, and establishment of a Service Level Agreement and Key Performance Indicators with Wellington Water after the transition.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/33):*

1. To receive the Project Summary Report

*(Moved Cr Wright/Seconded Cr Vickery)*

Carried

2. Action 89: Review the project summary report format to include project timeline dates; J Mitchell

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**C4. Action Items Report**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/34)* to receive the Action Items Report.

*(Moved Cr Jephson/Seconded Cr Colenso)*

Carried

**Public Excluded**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/35)* that the public be excluded from the following parts of the proceedings of this meeting, namely:

**D1. Public Excluded Finance, Audit and Risk Committee Minutes from 5 June 2019**

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:

| <b>Report/General Subject Matter</b>                             | <b>Reason for passing this resolution in relation to the matter</b> | <b>Ground(s) under Section 48(1) for the passing of this Resolution</b> |
|--|---|---|
| Public Excluded Finance, Audit and Risk Committee Minutes 5 June | Good reason to withhold exists under section 7(2)(a)                | Section 48(1)(a)  |

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 are as follows:

| <b>Reason for passing this resolution in relation to the matter</b>                      | <b>Ground(s) under Section 48(1) for the passing of this Resolution</b> |
|--|---|
| a) to protect the privacy of natural persons, including that of deceased natural persons | Section 7(2)(a)   |

*(Moved Cr Vickery/Seconded Cr Colenso)*

Carried

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

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