

**MINUTES OF WAIROA DISTRICT COUNCIL  
FINANCE, ASSURANCE & RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 14 MAY 2024 AT 1:30 PM**

**PRESENT:** His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Benita Cairns, Cr Melissa Kaimoana

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning & Regulatory), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Heather Johnson** (Governance Support Consultant), **Michelle Warren** (Kaiurungi Hauora, Haumaruru me te Oranga | Health, Safety and Wellbeing Officer), **Steve Baker** (Recovery Support Officer), **Michael West** (Business Analyst),

## 1 KARAKIA

The opening karakia was given by the Chief Executive, Kitea Tipuna.

## 2 APOLOGIES FOR ABSENCE

Nil.

## 3 DECLARATION OF CONFLICT OF INTEREST

Nil.

To be declared as the agenda progresses.

## 4 CHAIRPERSON'S ANNOUNCEMENTS

The Chair advised he had met with the Mayor, Deputy Mayor and Chief Executive prior to the Finance, Assurance and Risk (FAaR) meeting to discuss the following:

- FAaR committee requiring more focus on risk with the Chief Executive to work towards this
- Annual workplan to be prepared by the Chief Executive and brought to the committee for consideration and feedback
- Long Term Plan (LTP) update, noting that a briefing is scheduled post the FAaR meeting.

Mihi to Health and Safety Officer Michelle Warren and Governance Secretary Heather Johnson.

## 5 LATE ITEMS OF URGENT BUSINESS

### LATE ITEM

**COMMITTEE RESOLUTION 2024/203**

Moved: Mr Philip Jones

Seconded: His Worship the Mayor Craig Little

That the report Item 8.1 – Assets and Infrastructure Monthly Risk Update Report (including the financials) be received as a late item.

**CARRIED**

**6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

**7 MINUTES OF THE PREVIOUS MEETING****COMMITTEE RESOLUTION 2024/204**

Moved: Cr Benita Cairns

Seconded: Cr Denise Eaglesome-Karekare

That the minutes of the Ordinary Meeting held on 16 April 2024 be confirmed.

**CARRIED**

**8 GENERAL ITEMS****8.1 STATEMENT OF SERVICE PERFORMANCE RESULTS 2023/24 QUARTER 3****COMMITTEE RESOLUTION 2024/205**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

The Business Analyst RECOMMENDS that Committee receive the report.

**CARRIED**

The Business analyst noted that quarter three (January to March) often shows variances in measures that are resolved as the financial year closes, agreeing that a dashboard approach would provide trend reporting that would highlight the status of KPI's.

The Chair supported dashboard reporting along with the use of data to provide commentary around cyclone recovery. Members agreed that some measures could be deemed subjective and raised concern as to who is being surveyed, suggesting that questions contributing to measures may need review. A SMART (specific, measurable, achievable, realistic, timely) approach to KPI's, particularly around WDC delivery of service and communication could provide valuable data to

drive improvement.

Michael West left the hui at 2.21pm.

## 8.2 WAIROA RECOVERY UPDATE MAY 2024

### COMMITTEE RESOLUTION 2024/206

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

The Tautoko Whakaora – Recovery Support RECOMMENDS that Committee receive the report.

**CARRIED**

Wairoa Recovery - Finance update and supplementary (taken as read) with the following overview provided.

- North Island weather event fund was technically meant to be spent last year (extension granted for claims to end of March), with recent contact with MPI difficult (possibly due to public sector changes). Whilst attempts to contact MPI to discuss options for the unspent funds can be evidenced there still remains an element of risk to the council.
- Project manager for housing rebuild has been appointed with data being collated on how to proceed.
- Red Cross liveable homes is linked to the rebuild programme with future funding not certain.
- MPI isolated communities - MPI to move some expenditure between grants to fit within the scope of the grant.
- MPI Community Hub resilience - noted that the delivery of two x 10ft hubs is imminent with 20ft EPODS delivery anticipated in the near future.
- Surplus of \$83k - new initiatives being considered.
- Silt and debris funding currently held by HBRC (closing at the end of the year) can be used for asbestos and removal of building materials from sites.

When questioned the Recovery Support Manager advised that there are funds available to assist with the removal of the ablutions at Takitimu Marae.

The Chair supported a request for broader detail to be provided in future recovery reporting to provide confidence and assurance that the spend of external funding does not put ratepayers at financial risk.

At 1.59pm, Cr Denise Eaglesome-Karekare left the meeting.

At 2.02 pm, Cr Denise Eaglesome-Karekare returned to the meeting.

### 8.3 MONTHLY FINANCIAL REPORT TO 31 MARCH 2024

#### COMMITTEE RESOLUTION 2024/207

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Committee receive the report.

**CARRIED**

March financial reports resulted in a smaller surplus than anticipated, due to the effect of the cyclone with the Group Manager Finance and Corporate, acknowledging that budget phasing is still not quite right for some budget lines.

Points of note:

- Transport costs - endeavoring to spend to budget albeit currently tracking a surplus
- Recovery line includes silt, debris and NZTA rehabilitation
- No specific budget line for recovery
- Funding impact statements report money in and out, not detailed line items
- A detailed budget line is the only way of establishing grants/subsidies

In response to whether WDC are at risk of returning underspent subsidies /grants, councilors' were advised by the Finance Manager that he is unaware of any \$'s at risk but that some projects may risk not being completed.

### 8.1 ASSETS & INFRASTRUCTURE MONTHLY RISK UPDATE

#### COMMITTEE RESOLUTION 2024/208

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

The Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Committee receive the report, and provide direction as required.

**CARRIED**

Background information was provided by the Group Manager Assets & Infrastructure in relation to governance oversight of key risks across council, in particular the Assets & Infrastructure department.

As discussed, elected members (as governors) are ultimately responsible for risk with it proposed that a workshop be held to profile council risks and identify the top 3-5 risks. As agreed, risks are dynamic and not static, so require ongoing review and mitigations noting the reputational risk of council is paramount with councilors' agreeing that projects over \$100k and community projects

are most susceptible to reputational risk.

**The Meeting closed at 2.53pm with a closing karakia given by Chief Executive Kitea Tipuna.**

**The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 11 June 2024.**

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**CHAIRPERSON**