

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 11 JUNE 2024 AT 12:30 PM**

PRESENT: 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), **Sarayde Tapine** (Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Advisor), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Kate Standing** (Executive Principal), **Michelle Warren** (Health, Safety and Wellbeing Officer | Kaiurungi Hauora, Haumaru me te Oranga),

1 KARAKIA

The opening karakia was given by the Group Manager – Finance and Corporate Support, Gary Borg.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2024/209

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

That the apology received from His Worship the Mayor, Craig Little be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

LATE ITEM

COMMITTEE RESOLUTION 2024/210

Moved: Cr Jeremy Harker

Seconded: Cr Benita Cairns

That the report Item 8.1 Health, Safety and Wellbeing report 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 2024/211**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the minutes of the Ordinary Meeting held on 14 May 2024 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 MONTHLY FINANCIAL REPORT TO 31 MARCH 2024****COMMITTEE RESOLUTION 2024/212**

Moved: Cr Jeremy Harker

Seconded: Cr Benita Cairns

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

CARRIED

Members were advised that recovery related expenditures and revenues have been included in the report which will assist in audit processes and the development of the annual report.

The Chair raised concerns in regard to the costs of renewals due to the significant back-log or unknown renewals and advised that this should be included as part of the Councils Infrastructure Strategy indicating roughly when they would occur. He advised a preference for refining renewals to be specific as income is generated from this and allows the Council to identify their capacity to borrow and fund those renewals over an average basis of 25 years.

8.2 ASSETS & INFRASTRUCTURE MONTHLY RISK UPDATE

COMMITTEE RESOLUTION 2024/213

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

The Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Committee receive the report and note the direction given.

CARRIED

The Group Manager – Assets and Infrastructure noted the types of risks and level of priority of each risk within the report highlighting the need for risk reporting to ensure governance oversight in managing those risks relevant to the Assets and Infrastructure department.

Cr Eaglesome-Karekare raised concerns in regard to the wastewater inflow and infiltration risk presented in the report. Members were advised that investigations are ongoing, however, recent weather and rain events have had a significant impact on the inflow into the pump station especially on the North Clyde side of town. Members discussed and agreed for aligning an element of mitigation to each risk rather than an “update” as such to ensure there is something being done about the risks posed to the Council and how this will drive the Councils programme of work for what things can be done to mitigate each risk.

Members briefly discussed Councils levels of service and retaining talent/staff as a major risk to the Council and identified the below next steps for future reporting on risks:

- Quantifying high level risks and identifying the level of priority of each risk.
- Replicating similar reporting for other Council departments.
- What is expected from Council/Governance in terms of decision-making.
- Identifying the top 5 business risks to prioritise mitigating before Christmas 2024 and to include this as part of the elected members strategic planning day.

Cr Cairns left the meeting at 1:08pm.

Cr Cairns returned to the meeting at 1:11pm.

8.3 WAIROA RECOVERY UPDATE JUNE 2024

COMMITTEE RESOLUTION 2024/214

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

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

CARRIED

The Group Manager – Finance and Corporate Support highlighted changes since the last report being:

- Discovery phase has been completed and the next step is undertaking assessments to each

property identified on page 37 of the report to understand the work required to move into project management for each rebuild to begin.

- Transitioning to a new action plan for recovery which will be revisited following the adoption of the long-term plan consultation document to ensure the implementation of proper targets and objectives around the plan to then plan for future resourcing.

8.1 HEALTH, SAFETY AND WELLBEING REPORT

COMMITTEE RESOLUTION 2024/215

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

The Health, Safety and Wellbeing Officer| Kaiurungi Hauora, Haumaru me te Oranga RECOMMENDS that Committee receive the report.

CARRIED

The Health, Safety and Wellbeing Officer introduced herself and provided relevant updates to her focus areas contained within the report being:

- Implementing a Health, Safety and Wellbeing Strategy for the next 3 years.
- How to do an internal audit to identify the gaps at Council.
- Utilising ecoportal throughout all Council departments – Increase in training and socialising ecoportal with staff which will improve future reporting to the committee.
- Utilising ecoportal as a risk management tool overall for Council.
- Implementing training and wellbeing plans including a wellbeing week.
- Succession planning for a Health and Safety Cadet position.

A request was made from the Chair for the following months report to include the Health Safety and Wellbeing Officers initial top five health and safety risks and to test them over the next 6 months to see how they change.

The Meeting closed at 1:45pm with a closing karakia given by the Group Manager – Finance and Corporate Support, Gary Borg.

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 9 July 2024.

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CHAIRPERSON