

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 3 SEPTEMBER 2024 AT 12:30 PM**

PRESENT: His Worship the Mayor Craig Little (via zoom), Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, 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), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Michelle Warren** (Kaiurungi Hauora, Haumaruru me te Oranga | Health, Safety and Wellbeing Officer), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager)

1 KARAKIA

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

2 APOLOGIES FOR ABSENCE

APOLOGIES

COMMITTEE RESOLUTION 2024/223

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the apologies received from Mr Philip Jones and Cr Melissa Kaimoana be accepted for lateness and leave of absence granted.

CARRIED

Cr Melissa Kaimoana arrived at 12:32pm.

3 DECLARATION OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

4 CHAIRPERSON'S ANNOUNCEMENTS

The Chair acknowledged the passing of the Māori King, Tūheitia and Terence Te Riaki Maru "Porky".

5 LATE ITEMS OF URGENT BUSINESS**LATE ITEM****COMMITTEE RESOLUTION 2024/224**

Moved: Cr Jeremy Harker

Seconded: Cr Benita Cairns

That the report 8.1 Wairoa Community Centre 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 2024/225**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

That the minutes [and confidential minutes] of the Ordinary Meeting held on 6 August 2024 be confirmed with amendments.

CARRIED

- From highliths to highlights
- From purposedocuments to purpose documents
- From Day 08/08 to Thursday 08/08

8 GENERAL ITEMS**8.1 WAIROA RECOVERY UPDATE SEPTEMBER 2024****COMMITTEE RESOLUTION 2024/226**

Moved: Cr Benita Cairns

Seconded: Cr Melissa Kaimoana

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

CARRIED

- An agreement reached with a Non-Government Organisation provider to facilitate the First Aid training.

- A \$135,000 surplus remains in the MPI fund due to the shift from mobile hubs to community hubs.
- Insurance on infrastructure remains uncertain, posing a potential risk.
- The Silt and Debris fund closes in 120 days, with approximately \$5 million remaining. There is potential to repurpose the fund for the landfill/transfer station with an appropriate rationale.
- The Committee recommended inviting the Fund Manager from Hawkes Bay Regional Council to discuss potential fund utilisation in Wairoa.
- The Recovery Support Officer suggested applying for an extension to the fund.

8.2 HEALTH, SAFETY AND WELLBEING REPORT

COMMITTEE RESOLUTION 2024/227

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

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

CARRIED

The Chief Executive presented the report, noting that feedback from the previous meeting has been incorporated. The Health, Safety, and Wellbeing Officer provided the following updates:

- Eco Portal integration is underway across all departments, with an update to follow when ready for adoption.
- Staff have begun entering data into Eco Portal.
- Dashboard updates will provide risk indicators by department.
- Concerns were raised about the low number of site inspections. The Health, Safety and Wellbeing officer advised that staff are undergoing training to increase the number of inspections.

Health, Safety and Wellbeing Week is scheduled for the week of September 16th.

- Two fully booked workshops on "Performance Under Pressure," facilitated by Patrick Sherratt, will be held.
- Activities include Exercise Bingo and a Pickle Ball event on Monday.
- Vitae will be on site throughout the week, with staff receiving positive feedback. The main issue raised by Vitae was compounding trauma, and staff have been provided with self-management tools in response.

Cr Melissa Kaimoana left 1:34pm

Cr Melisa Kaimoana returned 1:36pm

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2024/228

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

That the public be excluded from the following parts of the proceedings of this meeting at 1:41pm.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Wairoa Community Centre	s7(2)(h) - the withholding of the information is necessary to enable Council to conduct, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

COMMITTEE RESOLUTION 2024/229

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That Council moves out of Closed Council into Open Council at 2:02pm.

CARRIED

The closing karakia was given by the Chief Executive, Kitea Tipuna at 2:03pm

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 29 October 2024.

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CHAIRPERSON