



**I, Kitea Tipuna, Tumu Whakarae Chief Executive, hereby give notice that  
Finance, Assurance & Risk Committee Meeting will be held on:**

**Date:** Tuesday, 1 October 2024  
**Time:** 12:30 pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Finance, Assurance & Risk Committee Meeting**

**1 October 2024**

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

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@wairoadc.govt.nz)



**Order Of Business**

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Karakia.....</b>                               | <b>5</b>  |
| <b>2</b> | <b>Apologies for Absence .....</b>                | <b>5</b>  |
| <b>3</b> | <b>Declarations of Conflict of Interest .....</b> | <b>5</b>  |
| <b>4</b> | <b>Chairperson’s Announcements .....</b>          | <b>5</b>  |
| <b>5</b> | <b>Late Items of Urgent Business.....</b>         | <b>5</b>  |
| <b>6</b> | <b>Public Participation .....</b>                 | <b>5</b>  |
| <b>7</b> | <b>Minutes of the Previous Meeting.....</b>       | <b>5</b>  |
| <b>8</b> | <b>General Items.....</b>                         | <b>11</b> |
| 8.1      | Health, Safety and Wellbeing Report.....          | 11        |
| <b>9</b> | <b>Public Excluded Items .....</b>                | <b>16</b> |
| 9.1      | Crown Manager Report.....                         | 16        |



- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 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 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however, this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

**7 MINUTES OF THE PREVIOUS MEETING**

Ordinary Meeting - 3 September 2024

**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, Haumaru me te Oranga | Health, Safety and Wellbeing Officer), **Te Aroha Cook** (Kaiarataki Whakaoranga I 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 Proky Maru.

**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 ammendments.

**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  |
|---|---|--|
| <b>8.1 - Wairoa Community Centre</b>            | 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.

**Finance, Assurance and Risk Committee – Actions Sheet**

| <u>ACTION</u>   | <u>MEETING<br/>THE<br/>ACTION<br/>WAS<br/>RAISED IN</u> | <u>DUE DATE</u> | <u>OFFICER<br/>RESPONSIBLE</u> | <u>COMMENTS</u> | <u>STATUS</u> | <u>PUBLIC<br/>EXCLUDED</u> |
|---|---|-----------------|--------------------------------|-----------------|---------------|----------------------------|
| Dashboard spreadsheet: Where the data states “not met” have a narrative of why. | 06/08/2024  | 27/09/2024      | Gary Borg and Mike West        |                 | In progress   | No                         |

.....

**CHAIRPERSON**

## 8 GENERAL ITEMS

### 8.1 HEALTH, SAFETY AND WELLBEING REPORT

**Author:** Michelle Warren, Health, Safety and Wellbeing Officer| Kaiurungi Hauora, Haumaru me te Oranga

**Authoriser:** Kitea Tipuna, Tumu Whakarae Chief Executive

**Appendices:** Nil

#### PURPOSE

This report provides information for Committee on Health, Safety and Wellbeing. No decisions are required by Committee at this stage.

This report is an information only report and is a standing agenda item as requested by the Committee.

#### RECOMMENDATION

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

#### 1. BACKGROUND

Under the Health and Safety at Work Act 2015, the Wairoa District Council must ensure workplace safety, balancing risk management with practicality. It is essential for the Council to maintain a safe environment, actively manage hazards, and collaborate with stakeholders to uphold health and safety standards.

#### 2. VITAE – EMPLOYEE ASSISTANCE PROGRAMME

Council engaged Vitae Counsellors as part of WDC's Employee Assistance Programme (EPA) throughout the month of August and September to support staff following the June 26 flood event. The demand and uptake by staff for this support service have been highly valued. We will continue with Vitae site visits, with one counsellor available one day per month, until December, then re-evaluate.

#### 3. KEY HEALTH AND SAFETY INDICATORS

The following reporting structure will remain in effect until the new version of Eco Portal is implemented.

| Leading Indicators   | Month | YTD 2024 | Annual Target |
|----------------------|-------|----------|---------------|
| Near misses reported | 3     | 6        | 12            |
| Site Inspections     | 0     | 1        | 12            |

|   |    |    |             |
|---|----|----|-------------|
| Safe Behaviour Observations   | 0  | 0  | 12          |
| Risk Assessments (Formal, written, includes new hazard risk assessment) | 15 | 16 | 24          |
| Quarterly Workplace Inspections   | 0  | 0  | 12          |
| Staff Inductions  | 0  | 11 |             |
| Critical Risk Review  | 0  | 2  | 2           |
| Workstation Assessments   | 5  | 11 | 20          |
| Training/Coaching<br>HSW Framework Tier 2                               |    |    | All Workers |
| • Contractor Management   | 6  | 20 |             |
| • Return to Work  | 23 | 23 |             |
| Contractor Audits   | 3  | 3  |             |

| Lagging Indicators  | Month | YTD 2024 |
|---|-------|----------|
| Lost Time Injuries (Off work for at least one full shift)       | 0     | 2        |
| First aid   | 0     | 3        |
| Medically Treated (provided by medical practitioner)            | 0     | 2        |
| Investigations Completed (all incidents/accidents investigated) | 5     | 9        |

#### 4. ENGAGEMENT AND PARTICIPATION

| Action to be taken                 | By whom     | By When   | Completed and Outcome                     |
|------------------------------------|-------------|-----------|---|
| Health, Safety, and Wellbeing Week | All Workers | September | Sept 16 <sup>th</sup> to 20 <sup>th</sup> |
| Mental Health Awareness Week       | All Workers | September | Sept 23 <sup>rd</sup> to 27 <sup>th</sup> |

#### 5. TRAINING

Contractor Management – HSW Framework, Tier 2 (Internal Training/Coaching)

Return to Work – HSW Framework, Tier 2 (Internal Training/Coaching)

More training sessions held over the past month on both contractor management and return to work procedure. Sessions held as part of the health, safety, and wellbeing week.

## 6. GENERAL

### WELLBEING

#### 5.1 Health, Safety and Wellbeing Week

A comprehensive calendar of events for Health, Safety and Wellbeing Week was organised and promoted within Council, encouraging worker participation.

| Te Wiki o te Hauora, te Haumarū me te Oranga – 16–20 o te Mahuru 2024                 |   |  |   |   |
|---|---|--|---|---|
| Health, Safety and Wellbeing Week – 16th to 20th September 2024                       |   |  |   |   |
| MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY  |
| He whakatauki o te rā<br>A daily proverb<br>He kīwaha o te rā<br>A daily phrase       | He whakatauki o te rā<br>A daily proverb<br>He kīwaha o te rā<br>A daily phrase                 | He whakatauki o te rā<br>A daily proverb<br>He kīwaha o te rā<br>A daily phrase                        | He whakatauki o te rā<br>A daily proverb<br>He kīwaha o te rā<br>A daily phrase                       | He whakatauki o te rā<br>A daily proverb<br>He kīwaha o te rā<br>A daily phrase |
| Walking Group   | My Everyday Wellbeing<br>Re-introduce   | My Everyday Wellbeing<br>Six-Week Challenge  | Performance Under Pressure<br>Workshop<br>with Patrick Sherratt<br>Chambers Room<br>8.30am to 12.30pm | My Everyday Wellbeing<br>Walking Group  |
| Exercise Bingo<br>Team Event  | Exercise Bingo<br>Team Event  | Exercise Bingo<br>Team Event   | Exercise Bingo<br>Team Event  | Exercise Bingo<br>Team Event  |
| Te Taki Pepeha<br>Introduction Challenge  |   |  |   |   |
| POP – UP ACTIVITIES – At various times during the day!                                |   |  |   |   |
| Vitae Sessions with<br>Todd & Marlene<br>9.30am to 3.30pm<br>Totara & Interview Rooms | Wills & Enduring Powers of<br>Attorney<br>Presenter –Public Trust<br>45 minutes session<br>10am | Walking<br>Take a walk, by yourself or with a<br>team  | Walking<br>Take a walk, by yourself or<br>with a team   | Walking<br>Take a walk, by yourself or<br>with a team                           |
| Pickle Ball<br>&<br>Scrabble Centre<br>War Memorial Hall<br>Midday to 14.00pm         | Walking<br>Take a walk, by yourself or<br>with a team   | Performance Under Pressure<br>Workshop<br>with Patrick Sherratt<br>Chambers Room<br>12.30pm to 16.30pm |   |   |

The “Performance Under Pressure” workshops were particularly popular, reaching full capacity with a waiting list of eight workers if we have another one in the future. This half-day workshop received high praise from the attendees for its value.

Exercise Bingo proved to be an enjoyable event, with several teams participating. Teams submitted video evidence showcasing their workouts and the fun they had while exercising. The winning team of five was awarded a one-month free gym membership gifted by SportHB, which was greatly appreciated.

Pickleball was another highlight of the week, with workers asking for a monthly event to be setup. We incorporated Te wiki o te Reo Māori. Each day featured a proverb, “He whakatauki o t era”, enriching the cultural experience.

The objective of our inaugural Health, Safety, and Wellbeing Week was to encourage worker participation, which was successfully achieved with high overall numbers: 41 attendees at the “Performance under Pressure” workshops, 16 participants in pickleball (26 booked, but could not attend due to work commitments coming up) fully booked counselling sessions, positive feedback on the daily proverbs, 7 attendees for the Wills and Enduring Power of Attorney session, and 25 participants (add on some family members!) in Exercise Bingo.

#### Mental Health Awareness Week

During Mental Health Awareness Week, all workers received a variety of resources to promote wellbeing and connection. Highlights included:

- **Whakawhetai – Gratitude Tear-Offs:** These were designed to be shared with co-workers, family, or the community, spreading positivity and appreciation.
- **Pocket Book:** This handy guide encourages everyone to connect with others and show gratitude throughout the week, with a special focus on kindness from the very start.
- **MHAW Quiz:** A fun and informative quiz where all participants had the chance to win a relaxing **mirimiri** (massage) as a prize.

### 5.3 Update HSW Strategy 2024 – 2027

No update this month.

### 5.4 Eco Portal (WDC Health, Safety and Wellbeing, Enterprise Risk System) Update

New contract signed by CE and Eco Portal.

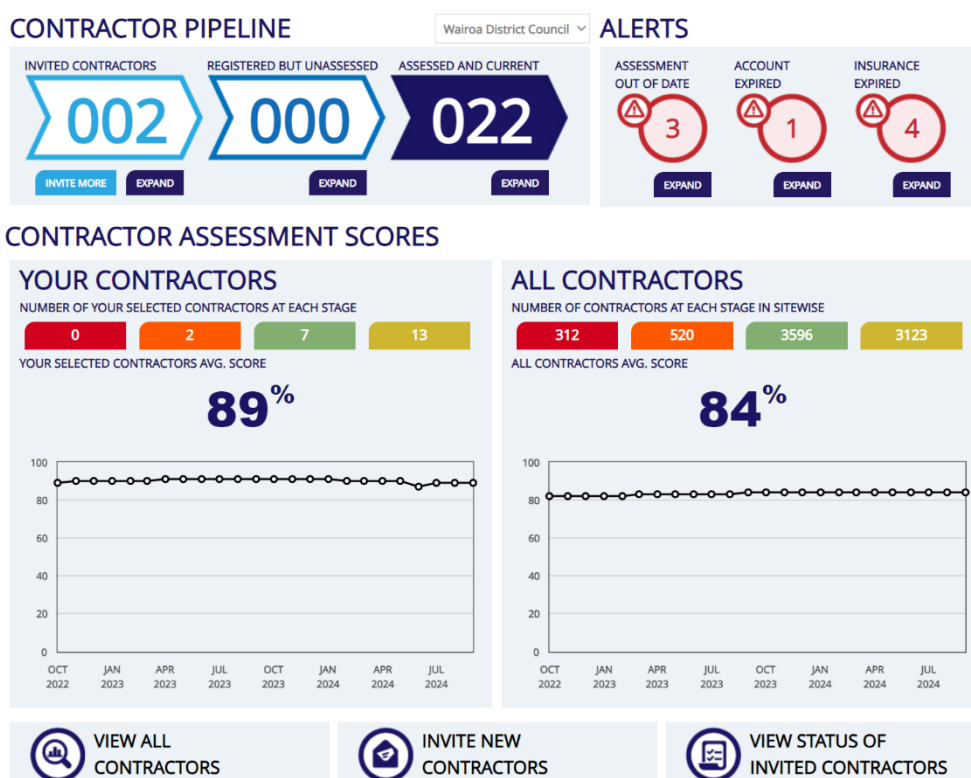
### 5.5 Site Wise Prequalification

We are committed to working with smaller contractors to facilitate their prequalification in Site Wise. This involves maintaining a comprehensive record of contractors with Site Wise and ensuring they submit their annual evidence to retain their status as approved contractors.

Our ongoing efforts include:

- **Continuous Improvement:** Identifying all contractors to ensure comprehensive contractor management at WDC.
- **Compliance Monitoring:** Keeping track of contractor's submissions to ensure they meet the required standards.

Our objective is to achieve and maintain a high standard of contractor approval, aiming for green and gold status (75%+ pass rate).



I am reaching out to two businesses currently classified as amber in Site Wise.

- **High-Risk Contractor:** This new contractor is working towards achieving gold status. The primary challenge lies in the submission of required evidence. Maintaining close contact and conducting regular audits of their work, is crucial while they are working in Wairoa.
- **Low-Risk Contractor:** This contractor has been working for WDC for quite some time, is low risk work and I am considering an exemption in Site Wise.

The **Account Expired** has just expired this month, they have received a reminder to pay the annual fee.

The **Insurance Expired** is that they need to upload their new insurance certificates. I will be sending reminders.

### **Conclusion**

The Committee is asked to consider the content of this report and its attachments and advise of any practice or process changes.

**9 PUBLIC EXCLUDED ITEMS****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

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:

| <b>General subject of each matter to be considered</b> | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Ground(s) under section 48 for the passing of this resolution</b>   |
|--|--|--|
| <b>9.1 - Crown Manager Report</b>                      | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 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 |