

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 1 OCTOBER 2024 AT 12:30 PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones (via zoom), 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), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Michelle Warren** (Kaiurungi Hauora, Haumaru me te Oranga | Health, Safety and Wellbeing Officer), **Mike West** (Business Analyst| Kaitātari Pakihi), **Madhan Nageswararao** (Finance Manager), **Kate Standing** (Executive Principal | Office of the Mayor/Office of the Chief Executive)

1 KARAKIA

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

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2024/230

Moved: Cr Jeremy Harker

Seconded: Cr Melissa Kaimoana

That the apology received from His Worship the Mayor and Cr Denise Eaglesome-Karekare for lateness 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 2024/231

Moved: Cr Jeremy Harker

Seconded: Cr Benita Cairns

That the report 8.1 2023/24 Draft Annual 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 2024/232

Moved: Cr Jeremy Harker

Seconded: Cr Melissa Kaimoana

That the minutes [and confidential minutes] of the Ordinary Meeting held on 3 September 2024 be confirmed with amendments.

CARRIED

- From Porky Maru to Terence Te Riaki Maru “Porky”.

His Worship the Mayor, Craig Little arrived at 12:37pm.

8 GENERAL ITEMS

8.1 HEALTH, SAFETY AND WELLBEING REPORT

COMMITTEE RESOLUTION 2024/233

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

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

CARRIED

- The Health, Safety and Wellbeing Officer presented the report, noting the following updates:
 - Correction: 15 risk assessments amended to 0.
 - Vitae will return monthly until year-end.
 - Compulsory Health and Safety Training for contract management is currently in progress for all staff.
 - Mental Health and Awareness Week saw participation from approximately 20 staff members.
 - Eco Portal: A new contract has been signed, with upgrades planned over the next 6-12 months. A project team is being formed, with work commencing after Labour Weekend.

- The Chief Executive has requested Elected Members be granted access to the Eco Portal for audits and inspections, which will not affect regular updates.

Mr. Jones suggested adding more detail to the traffic light system for lagging indicators, covering:

- No issues identified
- Minor issues identified
- Corrective action needed
- Serious issues identified

He noted that current investigations have not raised any red flags.

Cr Denise Eaglesome-Karekare arrived at 12:44pm

His Worship the Mayor, Craig Little left the meeting at 12:47pm

His Worship the Mayor, Craig Little returned to the meeting at 12:47pm

8.1 2023/24 DRAFT ANNUAL REPORT

RECOMMENDATION

The Business Analyst RECOMMENDS that Committee receive the report.

The Group Manager of Finance and Corporate Support introduced the new Finance Manager, Madhan Nageswararao.

The Business Analyst presented the report and highlighted the below points:

- Data is still being received and auditors are on-site.
- Is seeking feedback from the Committee, with the annual plan needing adoption by the 31st of October.
- It was suggested to outline the losses from Cyclone Gabrielle, Wairoa District Council's actions to address the gaps, and details on funding received and its allocation for weather events in the introduction section of the Annual Report.
- The need to discuss the Annual Report was highlighted to ensure transparency with the community, including the process and criteria for the Mayoral Relief Fund.

The Committee agreed that a workshop would be beneficial in order to adopt by 31/10/2024.

Cr Denise Eaglesome-Karekare left the meeting at 1:12pm.

Cr Denise Eaglesome-Karekare returned to the meeting at 1:13pm.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2024/234

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting at 12:49pm.

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
9.1 - Crown Manager Report	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

CARRIED

9.1 CROWN MANAGER REPORT

COMMITTEE RESOLUTION 2024/235

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Council moves out of Closed Council into Open Council at 1:05pm.

CARRIED

The closing karakia was given by the Chief Executive, Kitea Tipuna at 1:32pm.

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

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CHAIRPERSON