



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

Date: Tuesday, 26 November 2024
Time: 12:30 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Finance, Assurance & Risk Committee Meeting

26 November 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

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

Order Of Business

1	Karakia	5
2	Apologies for Absence	5
3	Declarations of Conflict of Interest	5
4	Chairperson’s Announcements.....	5
5	Late Items of Urgent Business	5
6	Public Participation	5
7	Minutes of the Previous Meeting	5
8	General Items.....	14
8.1	Finance, Assurance and Risk Committee Meeting Schedule 2025 DRAFT.....	14
9	Public Excluded Items.....	16
9.1	Systems and Processes Review	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 - 29 October 2024

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 29 OCTOBER 2024 AT 12:30 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) (via zoom), **Michael Hardie** (Pouwhakarae Hua Pūmau | Group Manager Assets & Infrastructure), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory) (via zoom), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake Group Manager Community Services and Development), **Te Aroha Cook** (Kaiarataki Whakaoranga I Recovery Manager), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Michelle Warren** (Kaiurungi Hauora, Haumaruru me te Oranga | Health, Safety and Wellbeing Officer), **Steve Baker** (Tautoko Whakaora | Recovery Support), **Mike West** (Business Analyst | Kaitātari Pakihi), **Madhan Nageswararao** (Finance Manager), **Kate Standring** (Executive Principal | Office of the Mayor/Office of the Chief Executive), **Joy Buckingham**, **David Borrie** (via zoom), **Gabriel Ahkit** (via zoom)

1 KARAKIA

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

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2024/236

Moved: Mr Philip Jones

Seconded: Cr Benita Cairns

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

CARRIED

His Worship the Mayor, Craig Little arrived at 12:34pm.

3 DECLARATION OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

4 CHAIRPERSON'S ANNOUNCEMENTS

5 LATE ITEMS OF URGENT BUSINESS**LATE ITEM****COMMITTEE RESOLUTION 2024/237**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the report 9.1 Endorsement of the 2023-24 Annual Report and 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 2024/238**

Moved: Cr Benita Cairns

Seconded: Cr Jeremy Harker

That the minutes [and confidential minutes] of the Ordinary Meeting held on 1 October 2024 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 HEALTH, SAFETY AND WELLBEING REPORT****COMMITTEE RESOLUTION 2024/239**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

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 the progress report and highlighted the below points:

- The Demonstration for Eco Portal is unavailable at this point in time however, there have been discussions for an alternative date for Elected Members will be advised as soon as it is available.

Cr Harker raised concerns on the Incidents of threatened behaviour and discussed Wairoa District Councils approach is to mitigate these risks in future.

- There is a single lone worker policy to ensure staff attend certain situations in pairs.
- Guardian Angel Body Cam systems are in place.

8.2 ASSETS & INFRASTRUCTURE RISK UPDATE

COMMITTEE RESOLUTION 2024/240

Moved: Cr Benita Cairns

Seconded: His Worship the Mayor Craig Little

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

CARRIED

The Group Manager of Assets & Infrastructure introduced the report and the below discussions were highlighted:

- Uneconomic roads are increasingly being categorised as high-risk (red and purple) due to cost uncertainties.
- Elected Members raised concerns in relation to Hawkes Bay Regional Council issuing water usage consents in Mahia when the water quality does not meet standards.
- High operating costs and poor quality work are a significant risk with Solid Waste Contractors. Elected Members raised questions about the role of contracts in cost reduction and whether contracts include provisions to address this.
- Current resources are limited, and efforts are underway to consolidate contracts and risks within contracts have been identified and are being addressed.

8.3 WAIROA RECOVERY UPDATE OCTOBER 2024

COMMITTEE RESOLUTION 2024/241

Moved: Cr Jeremy Harker

Seconded: Cr Benita Cairns

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

CARRIED

The Recovery Manager introduced the report and the below discussions were highlighted:

- This is the final report in its current format. Future reports will focus on milestone updates, emphasising reputation and financial risks, and will include a table of completed tasks.
- A transition report from recovery to business-as-usual (BAU) will be presented in March 2025.
- The Crown Manager has scheduled a meeting on 30 October 2024 with members directly affected by the Flood Mitigation Project. A community hui is planned for 5 November 2024.

The Deputy Mayor, Eaglesome-Karekare has invited affected landowners to attend the meeting

with the Crown Manager on 30 October 2024. With the intention to support whānau to better understand the situation and provide them with the necessary information to make informed decisions.

Cr Harker left the meeting at 1:35pm and returned at 1:38pm

8.4 HB CDEM TRANSFORMATION UPDATE

COMMITTEE RESOLUTION 2024/242

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

The Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development RECOMMENDS that Committee receive the report.

CARRIED

The Group Manager of Community Services & Development introduced the report and noted:

- The Transformation review is currently underway.
- Notification protocols has been addressed as a result of the controller receiving a phone call instead of an email.

AUDIT CLOSING REPORT FOR THE YEAR ENDED 30 JUNE 2024

COMMITTEE RESOLUTION 2024/243

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Committee receives the audit closing report for the year ended 30 June 2024.

CARRIED

David Borrie and Gabriel Ahkit from Ernest and Young Audit Advisory Committee presented the audit closing report and the below was highlighted:

- It was acknowledged the delay in the adoption of the Long-term Plan which caused a delay on the Annual Plan preparation.
- Mr Borrie and Mr Ahkit noted they are still receiving information in relation to the statement of service performance. They also noted they are waiting on an updated version of the financial report.
- Sample contracts are being reviewed for accurate revenue recognition based on funding conditions.
- WSP provided updated valuations for infrastructure assets as of 30 June 2023. Testing is ongoing to ensure accurate financial statement recordings.
- One performance measure remained incomplete but has progressed following a discussion and receipt of additional information this morning.

- Testing is currently in progress, with a meeting scheduled with management to finalise any remaining measures to ensure the report is ready for adoption on Thursday 31/10/2024.

Cr Harker raised concerns about the potential risk of grant funds being returned to central government.

Mr Borrie and Mr Ahkit clarified:

- The risk is limited. Revenue recognition processes ensure that work aligns with funding agreements and timeframes.
- Revenue recognised in the financial statements for the current year has been thoroughly reviewed to ensure compliance with agreements and timeframes.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2024/244

Moved: Cr Benita Cairns

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 12:51pm.

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
<p>9.3 - Endorsement of the 2023-24 Annual Report</p>	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<p>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</p>

CARRIED

COMMITTEE RESOLUTION 2024/245

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

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

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION 2024/244**

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 2:11pm.

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 - SILT AND DEBRIS FUND - RISKS	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, 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
9.2 - Assets & Infrastructure Group - Capital Projects Update	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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

	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	
CARRIED		

<p>COMMITTEE RESOLUTION 2024/245</p> <p>Moved: Cr Denise Eaglesome-Karekare Seconded: His Worship the Mayor Craig Little</p> <p>That Council moves out of Closed Council into Open Council at 2:31pm</p>	CARRIED
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The Meeting closed at 2:32pm with the closing karakia given by Chief Executive, Kitea Tipuna.

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 26 November 2024.

Finance, Assurance and Risk Committee – Actions Sheet

<u>ACTION</u>	<u>MEETING THE ACTION WAS RAISED IN</u>	<u>DUE DATE</u>	<u>OFFICER RESPONSIBLE</u>	<u>COMMENTS</u>	<u>STATUS</u>	<u>PUBLIC EXCLUDED</u>
Provide Health, Safety and Wellbeing trends at every FAaR meeting	29/10/2024		Michelle Warren		In Progress	No
Provide a table to display strategy updates to demonstrate how WDC are achieving the outcomes of the strategy	29/10/2024		Michelle Warren		In Progress	No
Have the Crown Manager attend a Finance, Assurance, and Risk Committee meeting	29/10/2024		Kitea Tipuna		In Progress	No
Highlight the risks for WDC and the community in relation to resourcing of staff time impacting BAU	29/10/2024	26/11/2024	Te Aroha Cook	Where provided by external funding/grants, outsourcing should be considered (casual/fixed term/contract)to ensure BAU is able to proceed. There is a risk of approved projects in the FY continuing to be delayed due to internal staff being redirected to response activities following an event of significance. Costs of projects will also increase with inflation/CPI, placing a further financial burden on ratepayers.	Completed	No

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CHAIRPERSON

8 GENERAL ITEMS

8.1 FINANCE, ASSURANCE AND RISK COMMITTEE MEETING SCHEDULE 2025 DRAFT

Author: Frances Manase, Kaiurungi Mana Ārahi | Governance Officer

Authoriser: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake |
Group Manager Community Services & Development

Appendices: 1. Finance, Assurance and Risk Committee Meeting Schedule 2025 Draft
[↓](#)

PURPOSE

- 1.1 This report seeks the Committee of Finance, Assurance and Risk's approval for the draft meeting schedule for 2025.
- 1.2 As requested by the Ordinary Council, Council Committee meetings will be held every six (6) weeks.

RECOMMENDATION

The Kaiurungi Mana Ārahi | Governance Officer RECOMMENDS that Committee receive the report and adopt the draft meeting schedule for Finance, Assurance and Risk Committee 2025.

Finance, Assurance, and Risk Committee Schedule 2025 1:30pm – 3:30pm	
Meeting Date	Reports Due
February 11 th 2025	February 4 th 2025
March 25 th 2025	March 18 th 2025
May 6 th 2025	April 29 th 2025
June 17 th 2025	June 10 th 2025
July 29 th 2025	July 22 nd 2025
September 9 th 2025	September 2 nd 2025
October 21 st 2025	October 14 th 2025
December 2 nd 2025	November 25 th 2025

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

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9.1 - Systems and Processes Review	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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