

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 6 MAY 2025 AT 10:00 AM**

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: **Malcolm Alexander** (Interim Chief Executive), **Gary Borg** (Tumu Whakarae Tuarua | Deputy Chief Executive & Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Langley Cavers** (Acting Group Manager Assets and Infrastructure), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory), **Juanita Savage** (Chief of Operations), **Karla Hogan** (Kaitohutohu Pūtea me ngā Kirimana | Funding and Contracts Advisor), **Michael West** (Kaitātari Pakihi | Business Analyst), **Madhan Nageswararao** (Kaiwhakahaere Pūtea | Finance Manager), **Michelle Warren** (Health, Safety, and Wellbeing Manager | Kaiwhakahaere Hauora, Haumaru me te Oranga), **via teams: Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager & Acting Group Manager Community Services and Development), **Steve Baker** (Recovery Support - Tautoko Whakaora)

1 KARAKIA

A karakia was held before the meeting.

2 APOLOGIES FOR ABSENCE

Nil.

3 DECLARATION OF CONFLICT OF INTEREST

Nil.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

Nil.

It was noted that additional information pertaining to Item 8.3 had been circulated in advance.

6 PUBLIC PARTICIPATION

Nil.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2025/277**

Moved: Cr Benita Cairns

Seconded: Cr Denise Eaglesome-Karekare

That the minutes and confidential minutes of the Committee Meeting held on 25 March 2025 be confirmed.

CARRIED

ACTION SHEET**COMMITTEE RESOLUTION 2025/278**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

The Committee receives the action sheet.

CARRIED

8 GENERAL ITEMS**8.1 CAPITAL REPORTING FRAMEWORK****COMMITTEE RESOLUTION 2025/279**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

The Committee receives the report.

CARRIED

The Recovery Support introduced the report, noting:

- An overview of the risk framework, explaining that project risks rated as 'red' are escalated to higher organisational levels for decision-making.
- An abbreviated RAG report may be presented to the Finance, Assurance and Risk (FAaR) Committee to give a quick overview of project status and identify items requiring further review.

The Committee:

- Welcomed the risk reporting framework's ability to identify key projects requiring focus.
- Expressed concern about low perceived risks potentially escalating rapidly.
- Supported applying a similar monitoring approach to the Long-Term Plan and District Plan.

- Sought clarification on the link between the project sheet and business cases. The Interim Chief Executive explained that each project starts with a business case and associated risk. Once initiated, projects are scheduled and monitored. Governors are provided with enough information- via the RAG system- to question management on changes in risk status and mitigation strategies.
- Asked whether this framework informs the six-monthly community performance report; the Deputy Chief Executive confirmed that it should.
- Discussed the potential for using the RAG methodology across all organisational projects to improve oversight.
- Queried the reporting process for the project sheet, including when and where it would be reported (e.g. to Council or Committee) and at what stage in the risk assessment process.

8.2 HEALTH, SAFETY AND WELLBEING REPORT

COMMITTEE RESOLUTION 2025/280

Moved: His Worship the Mayor Craig Little

Seconded: Cr Benita Cairns

The Committee receives the report.

CARRIED

The Health, Safety and Wellbeing Manager introduced the report.

The Interim Chief Executive raised concerns regarding the significant time gap between the last runway sweep and the discovery of foreign object debris (FOD). He questioned how long the FOD had been present, its origin, and whether its late detection was due to chance. He recommended implementing daily runway sweeps.

The committee:

- Acknowledged that the airport operates as an uncontrolled facility, with the Interim Chief Executive highlighting the importance of daily runway sweeps as a key risk mitigation measure.
- Noted concerns regarding the adequacy of resourcing for the Health, Safety and Wellbeing Manager to effectively manage all identified risks.

8.3 Q3 2024/25 FINANCIAL RESULTS

COMMITTEE RESOLUTION 2025/281

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

The Committee receives the report.

CARRIED

The Finance Manager introduced the report.

The committee:

- Noted concerns about the cashflow forecasting.
- Supported the Finance Manager's recommendation to implement a project management system to track project objectives, progress, and outcomes.
- Requested a summary of critical projects, including original budgets, year-end estimates, remaining spend, funding sources, and whether funding is secured or reliant on future recovery funding, to help identify potential financial shortfalls.

The Interim Chief Executive noted a shortfall of nearly \$5 million in anticipated subsidies and grants, and raised concerns about increased reliance on ratepayer funding in the absence of Crown support, questioning how rate affordability could be maintained.

The Group Manager of Finance and Corporate Support responded that multiple factors are influencing the financial position and emphasised the need for clear monitoring and reporting. He explained that over the past two years, significant recovery-related subsidies had been received, but project delivery had been mixed, resulting in both benefits and drawbacks.

8.4 PROGRESS ON OUTSTANDING MANAGEMENT LETTER POINTS AND OBSERVATIONS FROM INTERIM AUDIT.

COMMITTEE RESOLUTION 2025/282

Moved: Mr Philip Jones

Seconded: Cr Denise Eaglesome-Karekare

The Committee receives the report.

CARRIED

The Chair raised a concern regarding a discrepancy in the fair value assessment outlined on page 52 of the agenda. If unresolved, it may necessitate a revaluation, potentially resulting in an additional \$50,000 requiring sign-off by the end of October.

8.5 COMMITTEE WORK PLAN 2025

COMMITTEE RESOLUTION 2025/283

Moved: His Worship the Mayor Craig Little

Seconded: Mr Philip Jones

The Committee approves the Work Plan.

CARRIED**9 PUBLIC EXCLUDED ITEMS****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2025/284**

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 11:30am.

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 Update 30 April 2025	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</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

CARRIED**COMMITTEE RESOLUTION 2025/285**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That Council moves out of Closed Council into Open Council at 11:47am.

CARRIED

The Meeting closed with a closing karakia by Cr Denise Eaglesome-Karekare at 11:48am.

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 17 June 2025.

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CHAIRPERSON