

**MINUTES OF WAIROA DISTRICT COUNCIL  
FINANCE, ASSURANCE & RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 17 JUNE 2025 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:** **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), **Kate Standring** (Executive Principal), **Sarayde Tapine** (Policy Officer), **Madhan Nageswararao** (Kaiwhakahaere Pūtea | Finance Manager), **Michael West** (Kaitātari Pakihi | Business Analyst), **Russell McCracken** (Kaiwhakahaere Ratonga Pārongo | Information Services Manager), **Teams(online): Te Arohanui Cook** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Kaiarataki Whakaoranga - Group Manager – Community Services and Development | Recovery Manager), **Steve Baker** (Recovery Support)

**1 KARAKIA**

The opening karakia was given by the Group Manager of Planning and Regulatory, Hinetaakoha Viriaere.

**2 APOLOGIES FOR ABSENCE**

Nil

**3 DECLARATION OF CONFLICT OF INTEREST**

To be declared as the agenda progresses.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

Nil

**5 LATE ITEMS OF URGENT BUSINESS**

Nil

**6 PUBLIC PARTICIPATION**

Nil

**7 MINUTES OF THE PREVIOUS MEETING****COMMITTEE RESOLUTION 2025/278**

Moved: Cr Benita Cairns

Seconded: Cr Melissa Kaimoana

That the minutes and confidential minutes of the Ordinary Meeting held on 6 May 2025 be confirmed.

**CARRIED**

**ACTION SHEET**

The Chair, Mr Jones, requested that the Capital Reporting Framework be added to the action sheet. Responsibility for this action was assigned to the Interim Chief Executive.

**8 GENERAL ITEMS****8.1 QUARTERLY PERFORMANCE REPORT 2024/25 QUARTER 3****COMMITTEE RESOLUTION 2025/279**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

The Committee receives the report.

**CARRIED**

Staff noted that there were no changes to the financials since the previous meeting. The Chair clarified that the focus of the discussion was on non-financial performance. The Business Analyst advised that non-financial results had remained consistent throughout the year, with no significant changes anticipated.

The Committee:

- Queried the sample size and methodology of the Satisfaction Survey. The Business Analyst noted it is an opt-in online survey. The Committee expressed a preference for reviewing and improving the methodology going forward.
- Sought clarification on unmet targets relating to noise control complaints, and raised questions regarding the appropriateness of *Community Halls and Facilities* being reported under the “Leadership and Governance” category.
- Noted that while one Building Consent Officer (BCO) is currently qualified, the report lacked detail on plans to increase capacity. The Group Manager of Planning and Regulatory advised that consultant support is in place while two additional officers complete their diplomas.
- Noted that customer enquiry data was presented differently from other metrics.
- Noted the total number of staff and that the turnover rate of 4.45% is low.

- Raised concerns about Water Supply call-out response times, noting the target is 1 hour while the average is currently 8.1 hours. The Acting Group Manager of Assets & Infrastructure attributed this to contractor staffing issues.

## **8.2 MONTHLY REPORT TO 30 APRIL 2025**

### **COMMITTEE RESOLUTION 2025/280**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Philip Jones

The Committee receives the report.

**CARRIED**

The Committee:

- Noted the need for a more strategic approach to capital works, particularly regarding durability and delivery.
- Queried the increase in landfill fees and whether this had been presented to and approved by Council.
- Noted that \$23 million in projects are currently in progress, with staff reviewing which can be completed by year-end. The total capital works spend for the financial year is estimated at \$50 million, which was considered significant for a small council. Staff indicated this may increase to approximately \$80 million in the next financial year.
- Asked about the status of forestry assets and whether they are ready to harvest. The Interim Chief Executive advised that, to his knowledge, the forestry is ready and represents a considerable resource. It was also noted that the original intent of the mountain bike park included potential temporary closure once the forest reached harvest stage.
- Expressed concern over the Statement of Financial Position as at 30 April 2025, highlighting a working capital deficit of \$4.6 million. Even excluding \$3.5 million in borrowing, a deficit remains. The Interim Chief Executive acknowledged that Council failed to pay its bill due on the 20<sup>th</sup> of the previous month and states that this was unacceptable. He committed to further investigation.

## **8.3 COMMITTEE WORK PLAN 2025**

### **COMMITTEE RESOLUTION 2025/281**

Moved: Cr Benita Cairns

Seconded: His Worship the Mayor Craig Little

The Committee approves the updated Work Plan.

**CARRIED**

The Group Manager of Finance and Corporate Support introduced the report, advised that the organisation is entering the insurance renewal period, with further updates to be provided in due course, and raised concerns regarding Item 3.4. The Three Waters valuation is ongoing, with figures changing across drafts.

Three wastewater plants were omitted from the valuation report, with a \$20million line item that should be \$50million. At least one plant is not listed as a Council asset, raising depreciation concerns. The Committee expressed concern regarding how this omission occurred. The Group Manager of Finance and Corporate Support advised that he will investigate and report back to the Committee, and noted that auditors have been informed of the discrepancy.

**9 PUBLIC EXCLUDED ITEMS****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2025/282**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 1:57pm.

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>9.1 - Silt and Debris Fund Update 8 June 2025</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  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
<b>9.2 - INFORMATION SERVICES RISK MANAGEMENT - CYBERSECURITY</b>	s7(2)(c)(i) - 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	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

	<p>any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	section 6 or section 7
<b>CARRIED</b>		

**COMMITTEE RESOLUTION 2025/283**

Moved: Cr Jeremy Harker

Seconded: Cr Melissa Kaimoana

That Council moves out of Closed Council into Open Council at 2:34pm.

**CARRIED**

The Group Manager of Finance and Corporate Support clarified that the Committee had been referring to the incorrect column earlier in the Statement of Financial Position within Item 8.2 – *Monthly Report to 30 April 2025*.

**The Meeting closed at 2:36pm.**

**The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 29 July 2025.**

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CHAIRPERSON