

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, ASSURANCE & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 29 JULY 2025 AT 12:30 PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones (online), Cr Benita Cairns, Cr Melissa Kaimoana

IN ATTENDANCE: **Matthew Lawson** (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), **Juanita Savage** (Chief of Operations), **Te Arohanui Cook** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Kaiarataki Whakaoranga - Group Manager – Community Services and Development | Recovery Manager), **Hinemoa Hubbard** (Kaiurungi Mana Ārahi | Governance Officer), **Kate Standing** (Executive Principal), **Michael West** (Kaitātari Pakihi | Business Analyst), **Michelle Warren** (Kaiwhakahaere Hauora, Haumaru me te Oranga | Health, Safety & Wellbeing Manager)

1 KARAKIA

The meeting was chaired by His Worship the Mayor Craig Little, acting as Chair for the day.

The opening karakia was given by His Worship the Mayor, Craig Little.

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

His Worship the Mayor declared a conflict of interest with Item 8.4 – *Insurance Renewal Initiation – Material Damage and Business Interruption*.

The Acting Group Manager of Assets and Infrastructure declared a conflict of interest with Item 8.4– *Insurance Renewal Initiation – Material Damage and Business Interruption* for noting.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil

5 LATE ITEMS OF URGENT BUSINESS

Nil

6 PUBLIC PARTICIPATION

Nil

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2025/284**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the minutes and confidential minutes of the Finance, Assurance & Risk Committee Meeting held on 17 June 2025 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 HEALTH, SAFETY, AND WELLBEING REPORT****COMMITTEE RESOLUTION 2025/285**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

The Committee receives the report.

CARRIED

The Committee:

- Noted that Kahungunu Executive (KE) offers free health checks.
- Discussed the status of contractor reviews. The Health, Safety, and Wellbeing Manager advised that the process remains high risk. The number of contractors recorded in Sitewise has increased from one a year ago to two full pages.
- Considered examples of near misses.
- Recommended the preparation of a governance-style report.

8.2 2024-25 ANNUAL REPORT**COMMITTEE RESOLUTION 2025/286**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Benita Cairns

The Committee receives the report.

CARRIED

The Business Analyst introduced the report and advised that the draft annual report will be presented at the next committee meeting.

The Group Manager of Finance and Corporate Support noted the accelerated process with

auditors is intended to mitigate the risk of delays in adopting the annual report, noting the disruption caused by the election period. He also highlighted a resourcing risk following the resignation of the Finance Manager last month, but noted that the appointment of an Interim Finance Manager is progressing well.

Mr Philip Jones noted that the fair value assessment is challenging, particularly regarding impairments, as not all recovery work has been completed.

The Group Manager of Finance and Corporate Support advised that three waters had minimal impairment, while roading assets were the main contributor. The impairments have been reconciled in the asset management system, and an assurance report will be received next month from the valuer to ensure that the movements in asset value changes are reasonable.

8.3 MONTHLY FINANCIAL REPORT TO 31 MAY 2025

COMMITTEE RESOLUTION 2025/287

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

The Committee receives the report.

CARRIED

The Committee noted inconsistent reporting of subsidies and grants and suggested a detailed breakdown of operational and capital subsidies, showing totals received and allocation between operational, normal capital, and special recovery works. The Group Manager of Finance and Corporate Support acknowledged this, noting links to the capital reporting framework. While some variance is captured in the main financial report, figures were previously maintained in the balance sheet, with the funding impact statement providing some illustration.

The Committee noted:

- Uncertainty regarding water metering, with members suggesting it may relate to Affco.
- Questions about borrowing for projects and the reallocation of debt. The Group Manager of Finance and Corporate Support advised that the minimum borrowing from LGFA is \$1 million, so smaller projects, such as those costing \$700k, still require borrowing \$1 million. Overall borrowing is currently below forecast. The Chief Executive highlighted that greater linking of projects to budgets could improve efficiency and outcomes.
- Clarification on intangible assets, explained as non-physical assets such as carbon credits.
- A request for improved commentary to aid understanding.
- The reported surplus may be overstated due to timing of subsidies and grants; The Group Manager of Finance and Corporate Support noted most funding is reimbursement-based, with further grants expected.

8.4 INSURANCE RENEWAL INITIATION - MATERIAL DAMAGE AND BUSINESS INTERRUPTION**COMMITTEE RESOLUTION 2025/288**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

The Committee receives the report.

CARRIED

The Group Manager of Finance and Corporate Support noted the Committee had not previously received this type of report, which outlined insured and uninsured items. The Committee acknowledged the detailed work, discussed insurance transfer implications for the new water services entity, and suggested reviewing long-term low-risk items for possible removal in a future report to Council.

8.5 TREASURY MATTERS**COMMITTEE RESOLUTION 2025/289**

Moved: Cr Benita Cairns

Seconded: Mr Philip Jones

The Committee:

- receives the report, noting areas of policy adherence as well as breaches,
- notes that prudence in this matter is a balance of risk management and cost effectiveness.

CARRIED

The Committee noted non-compliance with the current ratio and did not recommend reducing it.

8.6 COMMITTEE WORK PLAN 2025**COMMITTEE RESOLUTION 2025/290**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

The Committee approves the updated Work Plan, noting that the risk workshop will be held early in the new triennium.

CARRIED

The Committee noted concerns about delaying works but agreed to defer the strategic risk workshop, originally planned for August to the new triennium given the election period. The Group Manager of Finance and Corporate Support advised there was no risk in deferral, with the

management team continuing to monitor and escalate emerging risks.

The Group Manager further noted that enterprise work could continue operationally, while strategic risk should remain a standing agenda item, with a framework established in the new triennium.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2025/291

Moved: His Worship the Mayor Craig Little

Seconded: Cr Benita Cairns

That the public be excluded from the following parts of the proceedings of this meeting at 2pm.

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>9.1 - Systems and Processes Review</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 2025/292

Moved: His Worship the Mayor Craig Little

Seconded: Cr Benita Cairns

That the Committee moves out of Closed Committee into Open Committee at 2:12pm.

CARRIED

The Meeting closed at 2:12pm.

The minutes of this meeting were confirmed at the Finance, Assurance & Risk Committee Meeting held on 26 August 2025.

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CHAIRPERSON