

## Minutes Finance and Performance Committee 15 May 2025

 <p><b>WHAKATĀNE</b> District Council <i>Kia Whakatāne au i ahau</i></p>	Details of Meeting:	<b>FINANCE AND PERFORMANCE COMMITTEE MEETING HELD IN THE TŌTARA MEETING ROOM, WHAKATĀNE DISTRICT COUNCIL, 14 COMMERCE STREET, WHAKATĀNE, ON THURSDAY 15 MAY 2025, COMMENCING AT 9:00 AM.</b>
	Present:	Deputy Mayor L Immink, Councillors J Jukes (Chairperson), A Iles, T Boynton, G Dennis, N Tánczos, J Pullar, W James and T O'Brien
	In Attendance:	L Woolsey (GM Strategy and Growth), B Gray (GM Finance and Commercial Services), E Hatch (GM People and Partnerships), S Stewart (Manager Strategy and Performance), C Richards (Manager Customer Services), L Taylor (Manager Communications and Engagement), S Ellis (Team Leader Strategy), C King-Hazel (Team Leader Administration – Transportation), M V Tilburg (Team Leader Three Waters Asset Management and Planning), B Elliott (Manager Digital Services), R Hamer (Community Safety Advisor) and C Viljoen (Manager Governance Services)  <i>Via MsTeams:</i> S Perdia (Chief Executive), H Patrick (Kaihautu Strategic Māori Partnerships), S Henderson (Independent Member and Chairperson – Risk and Assurance Committee) and N Clarke (Manager Solid Waste)
	Visitors:	
	Apologies:	His Worship the Mayor Dr V Luca and Councillor N Rangiaho

A technical issue during today's Finance and Performance Committee meeting resulted in the livestream audio being muted for the first 10 minutes. This was caused by a fault with our streaming platform.

### KARAKIA

The meeting was opened at 9:00 am with a Karakia by Deputy Mayor Immink.

### 1 MEETING NOTICES

Chairperson Jukes welcomed all and shared meeting notices on live streaming and health and safety.

### 2 APOLOGIES

Moved Deputy Mayor Immink / Seconded Councillor Pullar

#### RESOLVED:

THAT the Committee **accepts** the apologies from Mayor V Luca and Councillor N Rangiaho.

**CARRIED**

**3 ACKNOWLEDGEMENTS / TRIBUTES**

Nil.

**4 CONFLICTS OF INTEREST**

Nil.

**5 PUBLIC FORUM**

Nil.

A correction on the agenda was noted in that it was confirmed that no public forum was in attendance.

**6 CONFIRMATION OF MINUTES**

Refer to page 9 of the agenda.

Moved Councillor Iles / Seconded Councillor O'Brien

**RESOLVED:**

THAT the minutes of the Finance and Performance Committee meeting held on 27 February 2025 be **confirmed** as a true and correct record.

**CARRIED**

**Attendance:** Team Leader Strategy entered the meeting at 9:03 am.

**Attendance:** Community Safety Advisor entered the meeting at 9:09 am.

**6.1 REPORTS**

**6.2 Financial Reporting as at 31 March 2025**

Refer to pages 10-19 of the agenda.

General Manager Finance and Commercial Services introduced the report, highlighting the integration of the forecast and actuals into a single consolidated format to provide a clearer picture of financial performance.

The following key points were highlighted following questions of clarification:

- Operating expenditure (OPEX) was reported to be within expected ranges.
- Capital expenditure (CAPEX) was 35% below budget. This variance was attributed to the timing of project phases, particularly in the first year of the Long-Term Plan (LTP) cycle. Projects typically begin with planning and design, with construction and major spending occurring later in the year. Multi-year projects also contribute to this pattern.

- It was emphasised that funding for CAPEX follows actual spending. Revenue is recognised as expenditure occurs, and internal loans are raised accordingly. The underspend does not pose a concern, as it aligns with the timing of project delivery and funding flows.
- Major contributor to the financing cost was identified as pre-funding. Finance income in other operating income was placed on term deposit.
- Building inspection forecast noted lower as budget forecast was confirmed that less building consents was a contributing factor. The revenue assumptions had been adjusted within the Long Term Plan as a result.

#### ACTIONS:

- Clarification was requested on whether the decline in building consents had resulted in cost savings due to reduced reliance on contracted building inspectors.
- No forecast for the Tāneatua School Hall refurbishment had been included in the report. Staff were asked to provide councillors with a progress update on the project, including expected timelines and funding status.
- Staff were requested to report back to the committee with the actual cost and revenue associated with the Valley Road Tree Harvesting project.
- Additional explanation was requested to clarify variances for activities where the forecast was lower than budgeted, particularly those outlined in Section 4.3 on page 13.

**Attendance:** Manager Customer Services entered the meeting at 9:21 am.

Moved Councillor Pullar / Seconded Deputy Mayor Immink

#### **RESOLVED**

THAT the Financial Reporting as at 31 March 2025 report be **received** by the Finance and Performance Committee.

#### **CARRIED**

### **6.3 Health, Safety & Wellbeing Report 1 January – 31 March 2025**

Refer to pages 20-30 of the agenda.

General Manager People and Partnerships presented the report, noting the introduction of new health and safety metrics and the early-stage development of reporting categories. The Manager People and Capability was attending Emergency Operations Centre (EOC) training, and the appointment of Dickie De Klerk as the new Health and Safety Manager was announced.

Key points of clarification included:

- Benchmarking opportunities with other councils and participation in the BOPLASS Health & Safety Forum.
- Alignment with the Council evaluation framework, which includes a health and safety component.
- Interest in tracking aggression-related incidents, particularly in public-facing facilities, and ensuring robust measures are in place to protect staff.
- Progress on updating job descriptions to consistently reflect health and safety responsibilities; an audit is underway.
- Clarification was sought in that grey dots in *Appendix 1 - Whakaora project plan updates* indicated items not yet started.

ACTIONS:

- Page 23 'Workers who completed required external training'. The committee requested clarification to the type of external training the 39 workers completed.
- A breakdown of external training completed by staff and full metric reporting was requested to be included in future reporting.

Moved Councillor Iles / Seconded Councillor Boynton

**RESOLVED:**

THAT the Finance and Performance Committee **receive** the Health, Safety and Wellbeing report Quarter 3 2024-2025.

**CARRIED**

**6.4 Organisation Performance Report - Quarter 3 2024/25**

Refer to pages 31-55 of the agenda.

The Manager Strategy and Performance presented the report, supported by the Senior Strategic Analyst, highlighting:

The following key points were noted:

- A 4% increase in resident satisfaction.
- An increase in requests for service (RFS), attributed to changes in how calls are logged.
- Staff on emergency roster has increased to meet the minimum requirement for full emergency operating centre.
- Low staff turnover, just over 5 %.
- The business plan is tracking well, with 91% of projects on schedule.

Key points of clarification included:

- Concerns about the low (46%) completion rate for cyber security training and whether comparative data across quarters is available.
- Confirmation that the 48 staff reported under organisational cultural competency reflects quarter 3 participation.
- Updates on Te Toi Waka Whakarei would be included in the Annual Report.
- Appendix 1 - Organisation Performance Measures Q2 2024. Clarification sought that the website engagement data reflected active users separately from the sessions.
- Explanation of the LGOIMA withdrawal process.
- A query regarding budget variations related to the Rex Morpeth Park project.

ACTION:

Staff to include comparative data from previous quarters in future cyber security reporting to support trend analysis and performance tracking.

Moved Councillor James / Seconded Councillor O'Brien

**RESOLVED:**

THAT the Organisation Performance Quarter 3 2024/25 Report be **received** by the Finance and Performance Committee.

**CARRIED**

**Attendance:** Team Leader Administration – Transportation entered the meeting at 10:01 am.

**Attendance:** Manager Customer Services and Manager Digital Services left the meeting at 10:01 am.

**Attendance:** Team Leader Three Waters Asset Management and Planning entered the meeting at 10:02 am.

**Attendance:** Manager Solid Waste joined the meeting online at 10:03 am.

**Attendance:** Community Safety Advisor left the meeting at 10:15 am.

## **6.5 Long-Term Plan Non-Financial Performance Reporting, Quarter 3 2024/25**

Refer to pages 56-70 of the agenda.

The report was presented by the Senior Strategic Analyst, with strategic oversight and support provided by the Manager Strategy and Performance.

The report specifically addressed measures not met or at risk of not being met.

Five known measures not met were:

- Democracy
- Wastewater
- Water Supply (3)

Measures at risk of not being met were:

- Road safety / District Partnerships
- Transport Connections
- Building and Resource Management
- Waste Management
- Climate Change
- Water Supply

The following points were noted through questions of clarification:

- It was noted that while a correlation between the increase in crashes and the reduction in road safety funding is possible, the causes cannot be definitively determined. This is a mandatory performance measure set by central government.
- The reported crashes occurred on local roads and did not involve state highway which is managed and monitored through waka Kotahi (NZTA)
- Waste contributions from Ōpōtiki and Kawerau District Councils are impacting Whakatāne District Council's performance against this target, though the exact volume cannot currently be quantified. The measure is used for internal reporting purposes only and is not submitted to the Ministry for the Environment. Despite this, performance remains below the national average.
- Associated with road safety, Billboard advertising was no longer permitted unless it was part of an approved campaign. Due to funding cuts and updated NZTA guidelines, all messaging must be targeted and aligned with specific campaign objectives.
- The Road Safety Action Plan and Road Safety Committee identify the primary causes of crashes and focus their deliverables on key areas aligned with those contributing factors.
- It was confirmed that the user satisfaction with Council's resource consents process measure was not mandatory but set and adopted through the Long-Term Plan 2024-34.

### **ACTION**

Staff were to provide clarification on the rationale behind the 60% target measure related to user satisfaction with Council's resource consent process.

Moved Councillor Tánczos / Seconded Councillor Iles

**RESOLVED:**

THAT the Long-Term Plan Non-Financial Performance Report for Quarter 3 2024/25 be received.

**CARRIED**

Actions arising from the 27 February 2025 Finance and Performance Committee meeting were not addressed due to an administrative oversight and were scheduled to be included for consideration and commentary at the next meeting on 28 August 2025.

Moved Councillor Dennis / Seconded Deputy Mayor Immink

**RESOLVED:**

THAT staff include a summary of actions taken as a standing item in all future Finance and Performance Committee meeting agendas for discussion.

**CARRIED**

**THE MEETING WAS CLOSED** with a Karakia by Deputy Mayor Immink at 10:26 am.

Confirmed at the meeting dated
CHAIRPERSON