



# **Agenda**

## **Audit and Risk Committee Meeting**

**Tuesday 13 May 2025  
at 9.00am**

Waitomo District Council is committed to conducting its business in a manner that is open, transparent and facilitates accountability and public participation. Any member(s) of the public wishing to address the Council at a Meeting or Workshop are asked to make arrangements through the Mayor's Office at least three clear working days before the scheduled Meeting or Workshop.

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's website. Every care will be taken to maintain individuals' privacy; however, attendees are advised they may be recorded as part of the general meeting proceedings.



## NOTICE OF MEETING

**A MEETING OF THE WAITOMO DISTRICT COUNCIL AUDIT AND RISK COMMITTEE IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 13 MAY 2025 COMMENCING AT 9.00AM**

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### COMMITTEE MEMBERS

Jaydene Kana (Chair)  
Cr Gavin Todd

Mayor John Robertson  
Cr Janene New

Deputy Mayor Allan Goddard  
Cr Janette Osborne

MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**

### ORDER PAPER

Item of Business	Page No.
1. Apologies ➤ Councillor Janene New	
2. Declarations of Member Conflicts of Interest	
<b>File 1 of 2</b>	
3. Confirmation of Minutes – 4 February 2025	1
4. Chair Report – May 2025	7
5. Mastercard Expenditure Report (January – March 2025)	9
6. Policy and Bylaw Reviews	14
7. Risk Management Framework Update	30
8. Progress Report: Health and Safety	53
9. Progress Report: Procurement Summary Schedule (January – March 2025)	58
10. Progress Report: WDC Resource Consents – Compliance Monitoring	62
11. Treasury Management Report for the period ended 31 March 2025	69
12. Progress Report: Key Performance Indicators - period ended 31 March 2025	81
13. Top Twenty Suppliers	100

<b>Item of Business</b>	<b>Page No.</b>
14. Insurance Update Report – Insurance Year to 31 October 2025	102
15. Motion to Exclude the Public	109

## **File 2 of 2 – Public Excluded**

1. Annual Report and Summary Annual Report 2024/25 – Audit Engagement, Proposal, Service Plan and Timeline	1
2. Progress Report – Audit Findings for year ended 2024	7
3. Consideration of Public Excluded Items for the purpose of making information public following Council’s decision taking	
4. Resolution to Re-Open Meeting to the Public	
16. Public Excluded Items to be made public following Council’s decision taking	

### **IMPORTANT NOTE**

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions **DO NOT** represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.
3. This Meeting will be webcast in real time to the Waitomo District Council website and will also be available for viewing on demand as soon as reasonably practicable following the meeting.