



Agenda

Audit and Risk Committee Meeting

**Tuesday 19 August 2025
at 9.00am**

**Council Chambers
Queen Street
Te Kuiti**

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 19 AUGUST 2025 COMMENCING AT 9.00AM

COMMITTEE MEMBERS

Jaydene Kana (Chair)
Cr Gavin Todd

Mayor John Robertson
Cr Janene New

Deputy Mayor Allan Goddard
Cr Janette Osborne

A handwritten signature in blue ink, appearing to read "M Higgie".

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

ORDER PAPER

Item of Business	Page No.
1. Apologies	
➤ Mayor John Robertson	
2. Declarations of Member Conflicts of Interest	
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3. Confirmation of Minutes – 13 May 2025	1
4. Chair Report – August 2025	7
5. Mastercard Expenditure Report (April – June 2025)	10
6. Review of Committee Terms of Reference	15
7. Risk Management and Mitigation	22
8. Progress Report: Health and Safety	27
9. Progress Report: Procurement Summary Schedule (January – March 2025)	33
10. Progress Report: WDC Resource Consents – Compliance Monitoring	37
11. New Zealand Transport Agency Procedural Audit Report	46
12. Treasury Management Report for the period ended 30 June 2025	60
13. Progress Report: Key Performance Indicators - period ended 20 June 2025	72

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14. Motion to Exclude the Public

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File 2 of 2 – Public Excluded

1. Progress Report: Audit Findings for the year ended 30 June 2024
 2. Consideration of Public Excluded Items for the purpose of making information public following Council's decision taking
 3. Resolution to Re-Open Meeting to the Public
15. Public Excluded Items to be made public following Council's decision taking

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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.