



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Assurance, Risk and Finance Committee Meeting

Wednesday, 14 August 2024

**I hereby give notice that an Assurance, Risk and Finance Committee Meeting will
be held on:**

Date: Wednesday, 14 August 2024

Time: 2:00 pm

**Location: Supper Room, Waihinga Centre, Texas Street
Martinborough**

**Janice Smith
Chief Executive Officer**

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1 KARAKIA TIMATANGA – OPENING

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i ā tātou katoa
Hui ē! Tāiki ē!

May peace be widespread
May the seas be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

2 APOLOGIES**3 CONFLICTS OF INTEREST****4 ACKNOWLEDGEMENTS AND TRIBUTES****5 PUBLIC PARTICIPATION****6 ACTIONS FROM PUBLIC PARTICIPATION****7 URGENT BUSINESS**

8 CONFIRMATION OF MINUTES

Assurance, Risk and Finance Committee Meeting - 29 May 2024

8.1 MINUTES OF THE ASSURANCE, RISK AND FINANCE COMMITTEE MEETING HELD ON 29 MAY 2024

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Paul Gardner, Group Manager, Corporate Services

File Number:

RECOMMENDATIONS

1. That the minutes of the Assurance, Risk and Finance Committee meeting held on 29 May 2024 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Assurance, Risk and Finance Committee - Minutes, 29 May 2024  



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Assurance, Risk and Finance Committee Minutes from 29 May 2024

Present:	Bruce Robertson (Independent Chair), Mayor Martin Connelly, Councillors Colin Olds, Martin Bosley (via Zoom from 3:05pm) and Aaron Woodcock (until 3:30pm).
Apologies:	Councillor Kaye McAulay.
In Attendance:	Janice Smith (Chief Executive), Paul Gardner (General Manager Corporate Services, Russell O’Leary (Group Manager Planning and Regulatory), Charly Clarke (Chief Financial Officer), and Amy Andersen (Lead Advisor, Democracy and Committees).
Conduct of Business:	This meeting was held in the Supper Room, Waiinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 2:30pm to 4:29pm except where expressly noted.

A Open Section

A1. Karakia Timatanga - Opening

Attendees opened the meeting with a karakia.

A2. Apologies

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/14) to accept apologies from Cr McAulay and Cr Bosley; and Cr Woodcock for early departure at 3:30pm.

(Moved Robertson/Seconded Cr Olds)

Carried

A3. Conflicts of Interest

There were no conflicts of interest.

A4. Public Participation

There was no public participation.

A5. Actions from public participation

There was no public participation.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

A6. Extraordinary Business

There was no extraordinary business.

A7. Confirmation of minutes

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/15) to:
accept the minutes of the Assurance and Risk Committee meetings held on 21 February and 24 April 2024 are a true and correct record.

(Moved Robertson/Seconded Cr Olds)

Carried

Abstained: Cr Woodcock

A8. Matters from previous minutes

There were no matters arising from previous minutes.

B Decision Reports from Chief Executive and Staff**B1. Insurance Renewal Report**

Ms Clarke spoke to matters included in the report and responded to queries from members including: assets above \$50k; replacement of assets in specific situations e.g. fire, earthquake; excess on one individual claims (\$5k per claim); any claims over past the six 6 years (e.g. garage at Pain farm – under \$30k; flooding at Featherston Sports centre – around \$11k), underground assets (\$400k per minimum claim); and the premium costs proposal for material damage this year (budgeted for 20% increase).

Members commented on the completeness of the insurance profile and noted that the Committee are to progress a broader risk discussion.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/16) to

1. Receive the *Insurance Renewal 2024* report.
2. Note that an increase of \$68,000 has been made to the insurance expense budget for 2024/25.
3. Approve a minimum threshold of \$50,000 of asset value for inclusion in the schedule of assets covered by Council's material damage insurance policy.
Amendment – additional motion which became a part of the substantive motion:
4. Report on broader discussions on risk , including assets we are unlikely to replace

[Items 1-4 read together]

(Moved Cr Woodcock/Seconded Mayor Connelly)

Carried

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C Information Reports from Chief Executive and Staff**C1. Finance Report**

Ms Clarke spoke to matters included in the report.

Mr Robertson highlighted that operating position is overall on track and where it's expected to be.

Ms Clarke and Ms Smith spoke to matters in relation to capex and debt, and carry-over into the new financial year, renewal, the recruitment of a Project Manager and Asset Manager (both positions have been budgeted for).

Mr Robertson noted he would like the Committee to review how SWDC are building certainty into the capex programme and managing its fiscal risk.

Ms Smith noted that a workplan is in development to ensure that there are confirmed timeframes across all projects/activities to avoid issues (seasonal impacts, ensure resources are available).

Cr Bosley arrived via Zoom at 3:04pm.

Ms Clarke responded to further queries from members including: the emergency works budget, and rates arrears and how they are being managed.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/17) to:

1. Receive the *Finance Report*.
2. Note that no significant tax risks have been identified.
3. Note that the following investment thresholds have been breached in March 2024:
 - BNZ investments were 54% of the total portfolio, against a threshold of 50%
 - Wairarapa Building Society investments were 11% of the total portfolio, against a threshold of 10%

[Items 1-3 read together]

(Moved Robertson/Seconded Cr Olds)

Carried

C2. Annual Tax Update Report

Ms Clarke spoke to matters included in the report and responded to queries from members including PAYE and Fringe Benefits Tax.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/18) to receive the Annual Tax Update Report.

(Moved Cr Olds/Seconded Cr Woodcock)

Carried

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C3. Audit Update Report

Ms Clarke spoke to the report and highlighted key timeframes and recommendations from the 2023 Audit report.

Ms Clarke responded to queries from members including: clarification of the first and third recommendations (recording of interests), depreciation and the trigger for removing assets.

Mr Robertson requested Audit NZ and OAG representative joins future Committee meetings via Zoom.

Ms Clarke and Ms Smith confirmed there is no formal audit plan at this time, and this is to be followed up with Audit NZ.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/19) to receive the Audit Update Report.

(Moved Mayor Connelly/Seconded Cr Woodcock)

Carried

C4. Risk Management Update Report

Mr Gardner spoke to matters in the report.

Members noted the high number of private swimming pools in the region; Ms Smith noted that controls are in place to manage the risk (refer to Significant Risk Register).

Members queried the risk in relation to public pools (health and safety). Mr Gardner noted that when appointed, the responsibility would fall to the Asset Manager to progress this work.

Action 267: Members requested further information relating to swimming pool audits (*are all pools registered?*) and an update on how well pool inspections have been progressed. *R O'Leary/S Edney.*

Cr Woodcock left at 3:30pm.

Members also queried information requests, including proactive releases. Ms Smith confirmed that information is neither being created or analysed in order to answer LGOIMA requests.

Members questioned why regulatory failure was removed from the significant risk register. Ms Smith noted there is legislative compliance and statutory requirements in place and is being managed accordingly.

Members inquired as to whether there are any risks that were outside the Strategic Leadership Team's comfort zone and discussed need for risk appetite. Ms Smith noted the following risks: regional alignment, legislative reform and economic shock.

Members discussed regional alignment and sought clarification about this risk and shared services..

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Members requested a workshop with governance around issues for shared services, how much information is shared etc.

Members provided feedback that further discussion about practical actions to address and lower risk is required.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/20) to receive the Risk Management Update Report.

(Moved Roberston/Seconded Mayor Connelly) Carried

C5. Health, Safety and Emergency Management Report

Mr Gardner spoke to matters included in the report and highlighted key topics for discussion. Members queried the risk description on p.87 of the agenda, the risks associated with emergency response (are SWDC investing in the right places for the future, resilience planning).

Members acknowledged the systems and mechanisms that are being put in place for emergency management.

Members discussed concerns that many people in the community don't know what to do in the event of a major event such as an earthquake and how to address this moving forward.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/21) to receive the Health, Safety and Emergency Management Report.

(Moved Mayor Connelly/Seconded Cr Olds) Carried

C6. People Report

Mr Gardner spoke to matters included in the report and responded to queries including: recruitment and retention (confirmed that SWDC conduct exit interviews); employee experience.

Mr Gardner noted that there will be recruitment for a Legal Executive which will lower costs for ongoing legal advice.

ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/22) to receive the People Report.

(Moved Mayor Connelly/Seconded Cr Olds) Carried

C7. Action Items Report

There were no open actions to discuss.

DISCLAIMER

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D. Karakia Whakamutunga – Closing

Attendees closed the meeting with a karakia.

The meeting closed at 4:29pm.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

.....(Chief Executive)

.....(Date)

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

9 MATTERS ARISING FROM PREVIOUS MEETINGS

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 PROTECTED DISCLOSURES POLICY

Author: Richard Atkins, Lead Advisor, Information Management

Authoriser: Paul Gardner, Group Manager, Corporate Services

File Number:

PURPOSE

To inform *members* of a new SWDC policy: the Protected Disclosures Policy.

EXECUTIVE SUMMARY

This report provides an overview of the Council's Protected Disclosure Policy and its compliance with the Protected Disclosures (Protection of Whistleblowers) Act 2022.

RECOMMENDATIONS

That *the Assurance, Risk and Finance Committee*:

1. *Receive the Protected Disclosures Policy report.*
2. *Adopt the Protected Disclosures Policy.*

BACKGROUND

The purpose of this new policy is to meet South Wairarapa District Council's (SWDC's) responsibilities under the Protected Disclosures (Protection of Whistleblowers) Act 2022 (the Act) to promote the public interest by facilitating the disclosure and timely investigation of matters of serious wrongdoing in, or by, SWDC.

This policy applies to all current and past SWDC employees, elected and appointed members, secondees, contractors and volunteers of SWDC, at all work sites and events, whether they are a discloser or receiver of a protected disclosure.

As required by the Act, a Protected Disclosures Procedure has also been developed to provide detailed guidance for making and investigating protected disclosures.

DISCUSSION

The Protected Disclosures Policy and Protected Disclosures Procedure are attached at Appendix 1 and Appendix 2 respectively.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,

- a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Protected Disclosures (Protection of Whistleblowers) Act 2022.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report. Not required in this case.
State the possible implications for health and safety	Not applicable.

APPENDICES

Appendix 1 **Protected Disclosures Policy** [↓](#) 

Appendix 2 **Protected Disclosures Procedure** [↓](#) 



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Protected Disclosures Policy

Date of Approval	DD MMM YYYY
Policy ID	PI-ORG-010
Next Review	01-08-2027
Business Owner	Manager, Corporate Support
Version History	

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1. Purpose

- To meet South Wairarapa District Council's (SWDC's) responsibilities under the Protected Disclosures (Protection of Whistleblowers) Act 2022 (the Act) to promote the public interest by facilitating the disclosure and timely investigation of matters of serious wrongdoing in, or by, SWDC.
- To protect disclosers, who in accordance with the provisions of the Act, make disclosures of information about serious wrongdoing in, or by, SWDC.
- To show our commitment to high standards of ethical and accountable conduct, to not tolerate any form of wrongdoing, and to encourage reporting as an obligation of our organisation.

2. Scope

This policy applies to all current and past SWDC employees, elected and appointed members, secondees, contractors and volunteers of SWDC, at all work sites and events, whether they are a discloser or receiver of a protected disclosure.

3. Speaking Up

SWDC is committed to fostering a transparent culture. This means providing an environment that encourages open communication, and where feedback and constructive challenge is the norm. This means individuals are encouraged to speak up and raise concerns about conduct that may be unethical or illegal. We all have a responsibility to hold our colleagues accountable by reporting any concerns, even if it is only suspected.

If someone genuinely believes they have reliable information about a serious wrongdoing and want to see it investigated, then they should speak up about it and make a protected disclosure. If the matter is not about serious wrongdoing, then it can be raised through general speak up guidance provided in the Code of Conduct for Council Employees.

4. Definitions

Appropriate Authority

An Appropriate Authority is a trusted external party who can be approached if a discloser is not confident about making the disclosure within their own organisation. See Appendix 1 for a list of relevant Appropriate Authorities.

Discloser

As defined by the Act, an individual who is (or was formerly):

- a) an employee
- b) a seconded
- c) engaged or contracted under a contract for services to do work for the organisation

- d) concerned in the management of the organisation (including, for example, a person who is or was a member of the board or governing body of the organisation)
- e) a volunteer working for the organisation without reward or expectation of reward for that work.

Note that (d) includes the Mayor, Elected Members and Committee Members.

Protected Disclosure

As defined by the Act, a disclosure of information is a protected disclosure if the discloser:

- a) believes on reasonable grounds that there is, or has been, serious wrongdoing in or by the council; and
- b) discloses information about that in accordance with the Act; and
- c) does not disclose it in bad faith.

Receiver

As defined by the Act, the receiver of a protected disclosure who is either:

- a) the organisation concerned; or
- b) an appropriate authority.

Retaliate

As defined by the Act, means

- a) doing any of the following:
 - i. dismissing the employee
 - ii. refusing or omitting to offer or afford to the employee the same terms of employment, conditions of work, fringe benefits, or opportunities for training, promotion, and transfer as are made available to other employees of the same or substantially similar qualifications, experience, or skills employed in the same or substantially similar circumstances
 - iii. subjecting the employee to any detriment or disadvantage (including any detrimental or disadvantageous effect on the employee's employment, job performance, or job satisfaction) in circumstances in which other employees employed by the employer in work of that description are not or would not be subjected to such detriment or disadvantage
 - iv. retiring the employee, or requiring or causing the employee to retire or resign
- b) organising to do anything described in paragraph (a).

Serious Wrongdoing

As defined by the Act, includes any act, omission, or course of conduct in (or by) SWDC that is one or more of the following:

- a) an offence
- b) a serious risk to:
 - i. public health; or
 - ii. public safety; or
 - iii. the health or safety of any individual; or
 - iv. the environment
- c) a serious risk to the maintenance of law, including:
 - i. the prevention, investigation, and detection of offenses; or

- ii. the right to a fair trial
- d) an unlawful, a corrupt, or an irregular use of public funds or public resources
- e) oppressive, unlawfully discriminatory, or grossly negligent, or that is gross mismanagement, and is done (or is an omission) by:
 - i. an employee (if the organisation is a public sector organisation)
 - ii. a person performing (or purporting to perform) a function or duty or exercising (or purporting to exercise) a power on behalf of a public sector organisation or the Government.

5. Implementation

Please refer to the Protected Disclosures Procedure for detailed information.

5.1 Protections under the Act

Protections under the Act are given to the discloser, and anyone providing supporting information about a disclosure, when it is made about their organisation/workplace to their organisation in accordance with any internal procedures, or to an appropriate authority, at any time.

A discloser is protected if the discloser:

- Believes on reasonable grounds that there is, or has been, serious wrongdoing in or by the discloser's organisation; and
- Discloses information about that in accordance with the Act; and
- Does not disclose it in bad faith.

5.2 Confidentiality

The receiver is obliged to keep the discloser's identity confidential. It cannot be released under the Official Information Act 1982 or the local Government Official Information and Meetings Act 1987.

There are specific circumstances, listed in the Act, that allow the release of the discloser's identity. These are where it is essential in order to conduct an investigation. This decision is not made lightly and the discloser will be told.

5.3 No Retaliation

A person must not treat another less favourably because of a protected disclosure. And employers must not retaliate or threaten to retaliate against a discloser who is an employee.

5.4 No Victimisation

No person shall be victimised by anyone because they (or a relative or associate)

- have made, or intend to make, a protected disclosure;
- have encouraged another person to make a protected disclosure; or
- has given information in support of, or relating to, a protected disclosure; or
- intends to do any of the above.

5.5 No Contracting Out

The Act applies despite any agreement, contract, or internal procedure.

5.6 Supporting Information

Another discloser who discloses information in support of, or relating to, a protected disclosure is also entitled to protection under the Act if the discloser:

- Discloses in good faith
- Discloses as described in the guidelines for this policy.

5.7 Advising Employees

Council will publish widely and regularly information about this policy and the procedures for protected disclosures.

5.8 Anonymous Disclosure

An Ombudsman may provide information and guidance to organisations and disclosers about the circumstances in which anonymous protected disclosures may be made.

5.9 Right of Access

Any internal investigator who has been delegated this responsibility by the CE will be accorded free and unrestricted access to all SWDC records and premises, and the authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities, when it is within the scope of the investigation.

6. Roles and Responsibilities

6.1 Discloser

It is important that you follow the guidelines detailed in the Protected Disclosures Procedure.

You may seek advice from the [Ombudsman \(info@ombudsman.parliament.nz\)](mailto:info@ombudsman.parliament.nz), P O Box 10152, Wellington 6143, 0800 802 602).

When you are sure:

- that a serious wrongdoing has happened, and
- you are wanting to report it in good faith, and
- you want the protection of the Act

you may write to or speak with your Group Manager or the CE. If the disclosure is about the CE or the Mayor, you may write to or speak with the Chair of the Assurance, Risk and Finance Committee.

If you believe, on reasonable grounds,

- that the person you would have reported to inside Council is involved in the wrongdoing, or
- that it's not appropriate to report to the above role because of your relationship or association with the alleged wrongdoer,

you may make your report to an appropriate authority. See **Definitions**, p. 3.

6.2 Receiver

It is important that you follow the guidelines detailed in the Protected Disclosures Procedure.

Advise the discloser:

- the procedure that will now be undertaken.
- what SWDC will do to maintain the discloser's confidentiality.
- what will happen if potentially identifying information is to be released.
- of the EAP or other service they may access for support.
- to whom the discloser may escalate any concerns.

Receiver may decide no action is required

In this case the discloser should be advised, with reasons, why no action will be taken.

Receiver may refer disclosure

SWDC may refer the matter to an appropriate authority.

6.3 Ombudsman

The Ombudsman may give advice to a discloser, investigate a disclosure either independently or alongside a public sector organisation, may review an investigation by a public sector organisation, and may provide advice to a discloser upon request.

7. Related Internal Policies and Procedures

- Protected Disclosures Procedure
- Code of Conduct for Council Employees
- Code of Conduct for Elected Members
- Standing Orders

8. References

Protected Disclosures (Protection of Whistleblowers) Act 2022

[Protected Disclosures \(Protection of Whistleblowers\) Act 2022 No 20, Public Act Contents – New Zealand Legislation](#)

Employment Relations Act 2000

[Employment Relations Act 2000 No 24 \(as at 01 July 2022\), Public Act Contents – New Zealand Legislation](#)

Human Rights Act 1993

[Human Rights Act 1993 No 82 \(as at 10 May 2022\), Public Act Contents – New Zealand Legislation](#)

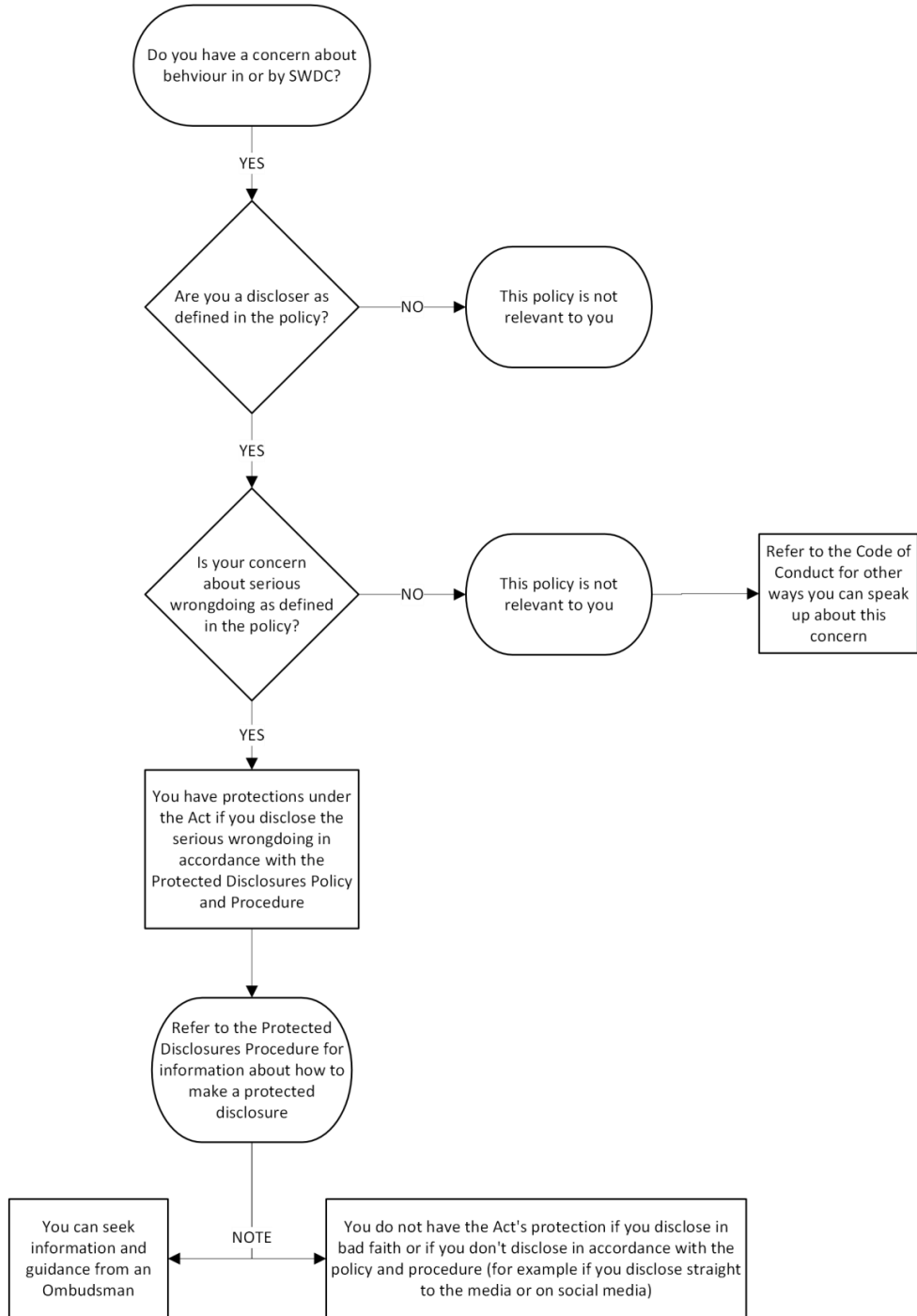
Schedule 1: List of Appropriate Authorities

An Appropriate Authority as defined by the Act, without limiting the meaning of the term, includes:

- the head of any public sector organisation
- any officer of Parliament
- the membership body of a particular profession, trade, or calling with the power to discipline its members
- persons or bodies listed in Schedule 2 of the Act, including:
 - the Commissioner of Police
 - the Controller and Auditor-General
 - the Department of Internal Affairs
 - the Director of the Serious Fraud Office
 - the Health and Disability Commissioner
 - the Human Rights Commission
 - the Independent Police Conduct Authority
 - the Inspector-General of Intelligence and Security
 - an Ombudsman
 - the Parliamentary Commissioner for the Environment
 - the Public Service Commission
 - the Solicitor-General
 - WorkSafe New Zealand.

An Appropriate Authority does not include a Minister or member of Parliament.

Schedule 2: Flow chart of how this policy applies to a discloser



Protected Disclosures Procedure

Date of Approval	DD MMM YYYY
Next Review	DD MMM YYYY
Business Owner	Matt Vins – Manager, Corporate Support
Version History	Version 1.0

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1. Purpose

To provide guidance to all disclosers on the implementation of the Protected Disclosures Policy in alignment with the Protected Disclosures (Protection of Whistleblowers) Act 2022 (the Act).

2. Operating Procedure

2.1 Making a protected disclosure – standard approach

2.1.1 The potential discloser must ensure that the following statements are true:

- The disclosure is about serious wrongdoing in or by South Wairarapa District Council (SWDC); and
- there are reasonable grounds to believe the information is true, or likely to be true; and
- the potential discloser wants to disclose the information in good faith so that serious wrongdoing may be investigated; and
- the potential discloser wants the disclosure to be protected.

2.1.2 Any potential discloser who intends to make a protected disclosure should, in the first instance, contact one or more of the following appropriate council officers:

- Chief Executive Officer (for the purposes of reporting any issues relating to an Elected or Appointed Member)
- any Group Manager;
- Chief Financial Officer;
- Manager, Corporate Support;
- Manager, Stakeholder Relationships;
- Manager, Community Operations;
- Manager, Wairarapa Library Service;
- Manager, Environmental Services;
- Manager, Planning;
- Manager, Building Services;
- Lead Advisor, People and Culture;
- Privacy Officer;
- any other staff member with significantly similar position titles established in the future.

2.1.3 The potential discloser intending to make a protected disclosure should inform the appropriate council officer that he or she wishes the disclosure to be protected.

2.1.4 The disclosure may be made to the appropriate council officer verbally or in writing. The Protected Disclosure Form (Schedule 2) can be used to record the disclosure.

2.1.5 Information and advice for those considering making a disclosure can also be sought from an Ombudsman.

2.1.6 SWDC will also provide a mechanism for anonymous reporting. This can encourage issues to be dealt with internally by providing a safe mechanism for individuals who are reluctant to use other channels to raise concerns. Anonymous disclosures may be difficult to fully

investigate, and disclosers may be encouraged to make a confidential disclosure in order to investigate the matter more thoroughly.

2.2 Making a protected disclosure – escalated approach

2.2.1 If a discloser, for any reason, does not feel it is appropriate to make the disclosure to any of the appropriate council officers listed above, the disclosure can be made at any time to:

- a) The Chief Executive Officer;
- b) The Mayor; or
- c) An appropriate authority.

2.2.2 A further disclosure can be made to a Government Minister if the discloser feels inadequate action has been taken.

2.2.3 Disclosures to the Chief Executive Officer, the Mayor, an appropriate authority or a Government Minister should be in writing.

2.3 Receiving a protected disclosure

2.3.1 The above procedures require the discloser making the protected disclosure to recognise it as such. However, this might not always be the case. As such, if there is any doubt, a disclosure should be treated as a protected disclosure until such time as that doubt is removed. The first response to a discloser is likely to set the tone for how they perceive their treatment throughout the process, and whether they are satisfied by the outcome.

2.3.2 The person receiving the protected disclosure should within 20 working days:

- a) Inform the person making the disclosure of the rights and protections (including the exceptions to those protections) offered by the Act, together with the circumstances where information may be shared with another appropriate authority under that Act;
- b) Acknowledge in writing the date the disclosure was received (and, if it was made orally, summarise the receiver's understanding of the disclosure) and the fact that it is made in accordance with the Act;
- c) Check with the discloser whether the disclosure has been made elsewhere (and any outcome); and
- d) Check if any other council policies relate to the issue of disclosure (e.g. a matter of a serious risk to the health or safety of an individual may have been reported under the Process for Handling Harassment, Bullying and Discrimination in the Code of Conduct for Council Employees, or the Elected Member Code of Conduct).

2.3.3 The person receiving the protected disclosure should immediately inform the Chief Executive Officer (unless the Chief Executive Officer is implicated in any alleged wrongdoing covered by the disclosure).

2.3.4 If the Chief Executive Officer is implicated in any alleged wrongdoing covered by the disclosure the person receiving the protected disclosure should immediately inform the Mayor.

- 2.3.5 The Chief Executive Officer (or the Mayor in circumstances addressed by section 2.3.4 above) is responsible for initiating whatever investigative processes he or she considers appropriate in the circumstances.
- 2.3.6 The Chief Executive Officer (or the Mayor in circumstances addressed by section 2.3.4 above) should within 20 working days of the original disclosure:
- a) Consider the disclosure and whether it warrants investigation;
 - b) Deal with the matter by doing one or more of the following:
 - i. investigating the disclosure
 - ii. addressing any serious wrongdoing by acting or recommending action
 - iii. referring the disclosure as outlined in 2.4
 - iv. deciding that no action is required as outlined in 2.5; and
 - c) Inform the discloser (with reasons) about what the receiver has done or is doing to deal with the matter in accordance with paragraph 2.3.6 b).
- 2.3.7 However, when it is impracticable to complete these actions within 20 working days, the receiver should carry out the actions described in 2.3.2 a) to d) and the Chief Executive Officer (or Mayor) should carry out 2.3.6 a) within 20 working days of the original disclosure and then should:
- a) Inform the discloser how long they expect to take to deal with the matter;
 - b) Appropriately update the discloser about progress;
 - c) Deal with the matter as described in subsection 2.3.6 b); and
 - d) Inform the discloser (with reasons) about what the receiver has done or is doing to deal with the matter in accordance with subsection 2.3.6 b).

2.4 Referring a protected disclosure

- 2.4.1 A disclosure may be referred to an appropriate authority (on more than one occasion) in certain circumstances, such as where it relates to:
- a) An offence
 - b) An unlawful, a corrupt, or an irregular use of public funds or public resources
 - c) Any other circumstance determined as high risk to the integrity of the council.
- 2.4.2 The discloser and the intended recipient will be consulted before the disclosure is referred.
- 2.4.3 If an appropriate authority receives a disclosure, they may refer the disclosure back to the council or to another appropriate authority. If an appropriate authority refers a disclosure back to the council, the council must inform the authority about what the council has done or is doing to deal with the matter (at the same time as the council informs the discloser of that).

2.5 When no action is required

- 2.5.1 A receiver may decide that no action is required if:
- a) The disclosure does not involve serious wrongdoing, is not considered a protected disclosure, or is not made by a discloser

- b) The length of time between the alleged serious wrongdoing and the disclosure makes an investigation impracticable or undesirable
- c) The matter is better addressed by other means.

2.5.2 The receiver must inform the discloser of the reasons no action is required.

2.6 Practical assistance and advice for disclosers

2.6.1 A discloser will be offered practical assistance and advice as follows:

- having a support person accompany them when making a disclosure
- having a support person identify, assess and mitigate any risks to the discloser
- reminding the discloser that information and advice can also be sought from an Ombudsman
- reminding the discloser of the general support and guidance available through the employee assistance programme
- peer support of an employee not involved in investigating the disclosure in any way
- identifying a senior contact within the organisation to whom the employee can escalate any concerns or issues

2.6.2 SWDC may contribute towards reasonable costs incurred by a discloser in making a protected disclosure (such as seeking advice related to the disclosure). This will be determined on a case-by-case basis.

2.7 Duty of confidentiality

2.7.1 The receiver must engage the SWDC Privacy Officer at the earliest opportunity following the receipt of a disclosure.

2.7.2 Where a disclosure is made to an appropriate council officer, Chief Executive Officer or Mayor in accordance with the policy, he or she will use their best endeavours not to disclose any information that might identify the individual making the disclosure unless:

- a) the individual consents in writing; or
- b) the appropriate council officer, Chief Executive Officer or Mayor have reasonable grounds to believe that the release of the identifying information is essential:
 - i. To the effective investigation of the allegations in the protected disclosure; or
 - ii. It is essential to prevent serious risk to public health or public safety, or to the environment, or the health or safety of any individual; or
 - iii. Having regard to the principles of natural justice; or
 - iv. To an investigation by a law enforcement or regulatory agency for the purpose of law enforcement.

2.7.3 Disclosers are encouraged to obtain legal advice prior to consenting to the disclosure of any identifying information.

2.7.4 SWDC will consult with disclosers before any information is released if for the reason described in 2.7.2 (b) (i) or (iii) and will consult if practicable for reasons 2.7.2 (b) (ii) or (iv).

- 2.7.5 SWDC will inform the discloser after releasing identifying information unless there is an urgent need to disclose, and consultation is not practical (e.g. where there is an immediate risk to health and safety of a person or the environment).
- 2.7.6 The council will meet its duty of confidentiality by ensuring:
- a) All information is managed as restricted documents in the council's document management system. Access will be limited to those managing the disclosure.
 - b) All disclosers will be able to request to view information they have disclosed and update or correct it at any time.
 - c) Information is only shared with officers who will be managing the serious wrongdoing.
 - d) As soon as a disclosure has been made, the appropriate council officer, Chief Executive Officer or Mayor will assign a pseudonym to the discloser. All communications or documents pertaining to the disclosure will omit the discloser's name or use the pseudonym, and omit the discloser's position.

2.8 Raising awareness of the policy and procedure

- 2.8.1 The policy and procedure will be available on the council public website.
- 2.8.2 The policy and procedure will be published widely on all internal communication platforms with information shared about how to use the procedure (such as inductions, staff communications, newsletters, Executive Stand Ups and Chief Executive Officer updates).
- 2.8.3 At least every six months communication will go out to all employees to raise awareness.
- 2.8.4 Where possible, positive reinforcement and reporting on the outcomes of concerns that have been raised within the organisation will be shared, without disclosing identifying information.
- 2.8.5 Training on protected disclosures will be provided to all employees when they commence working at the council.
- 2.8.6 Specialist training will be provided to people leaders and those appropriate council officers who will be receiving and handling protected disclosures, including information about who can be approached for confidential legal advice.

3. Relevant Delegations

- 3.1 Except with respect to circumstances addressed by section 2.3.4, the Chief Executive Officer is responsible for the implementation of these procedures. The Chief Executive Officer may delegate any or all responsibilities to whomsoever he or she deems appropriate in the circumstances.
- 3.2 With respect to circumstances addressed by section 2.3.4, the Mayor is responsible for the implementation of these procedures and may delegate any or all responsibilities to whomsoever he or she deems appropriate in the circumstances.

4. References and Relevant Legislation

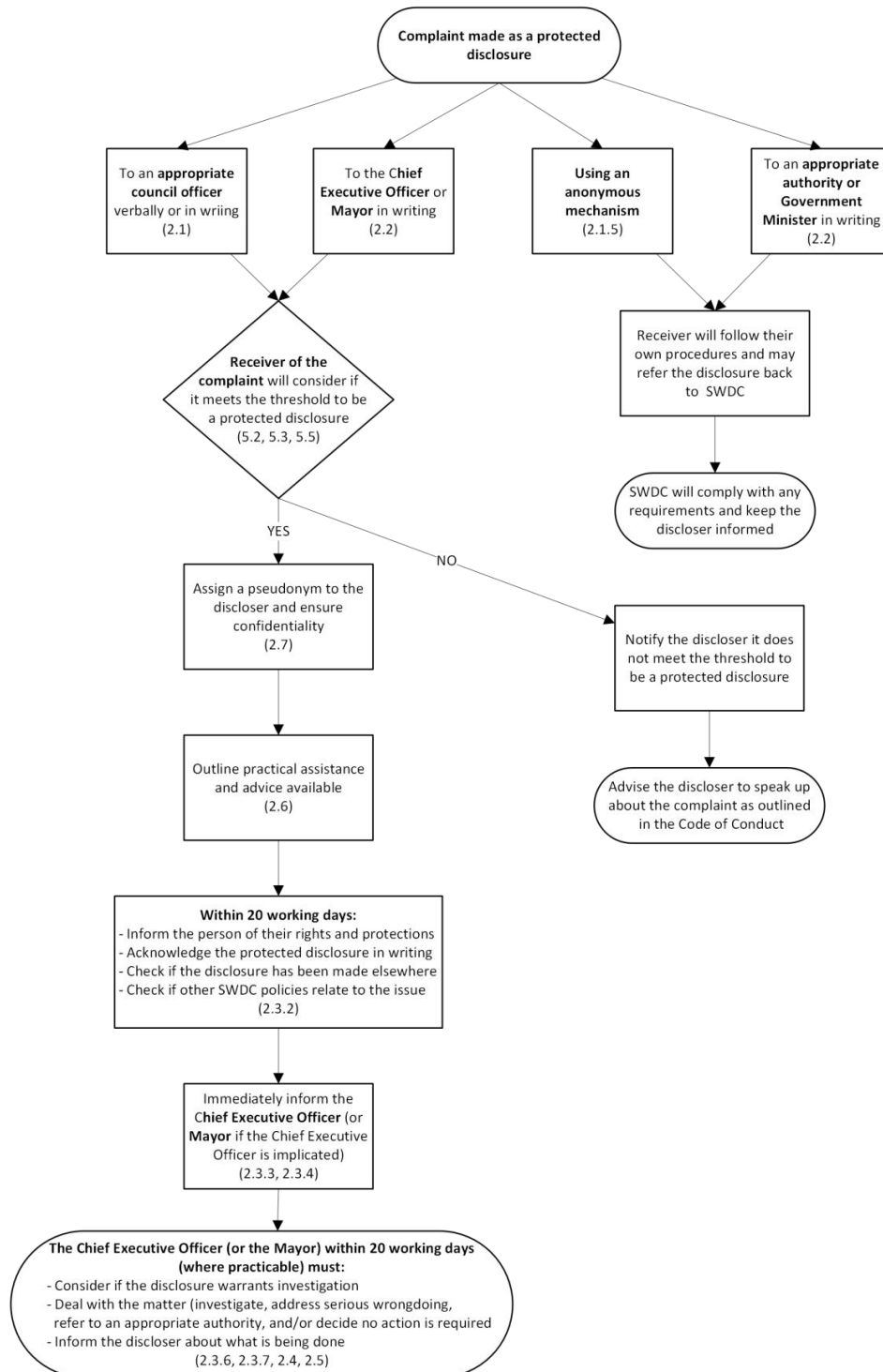
- Protected Disclosures (Protection of Whistleblowers) Act 2022
- Privacy Act 2020
- Employment Relations Act 2000
- Human Rights Act 1993
- Local Government Official Information and Meetings Act 1987
- Office of the Auditor-General: Putting integrity at the core of how public organisations operate

5. Associated Policies/Procedures

- Protected Disclosures Policy
- Code of Conduct for Council Employees
- Code of Conduct for Elected Members
- Standing Orders

Schedule 1: Protected Disclosure Procedure Flow Chart

Please refer to the relevant section of the procedure for more details.



Schedule 2: Protected Disclosure Form

Section 1 – Summary of facts (to be completed by the Receiver)

Please describe the act, omission or misconduct in as much detail as possible. Consider what happened, and when and where the incidents occurred. Who was involved? Additional information can be attached.

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Section 2 (To be signed by the Discloser)

I _____ agree that my reasonable belief concerning the alleged wrongdoing has been recorded above, that I understand the procedures which will be followed and that I consent to the investigation into the disclosure above proceeding.

This disclosure is made in good faith and on the understanding that I will not be liable to any civil or criminal proceeding or to disciplinary proceeding by reason of having made the disclosure and that no retaliatory action will be taken by my employer for making this disclosure.

Signature

Date

ACTION	DATE
Disclosure Lodged	
Facts verified by Discloser (above)	
Investigation Completed	
Action Plan Initiated	
Discloser Informed of Outcome	

10.2 FINANCE REPORT

Author: Millie Wahome, Lead Accountant

Authoriser: Paul Gardner, Group Manager, Corporate Services

File Number:

PURPOSE

To provide the Committee with a commentary on the year-to-date 31 May 2024 results and to report any financial risks or breaches of policies.

RECOMMENDATIONS

Officers recommend that the Committee:

1. **Receive** the Finance Report
2. **Note** that no significant tax risks have been identified
3. **Note** that the following investment thresholds have been breached in May:
 - BNZ investments were 54% of the total portfolio, against a threshold of 50%
 - Wairarapa Building Society investments were 11% of the total portfolio, against a threshold of 10%

APPENDICES

Appendix 1 Finance Report for the period ended 31 May 2024 [↓](#) 



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

**Monthly Financial Statements
For the period ended
31 May 2024**

Contents

1. Executive Summary - Financial Report
2. Statement of Financial Performance
3. Statement of Financial Position
4. Investment and Borrowing Summary
5. Capital Expenditure - Significant Projects
6. Rates Arrears - June 24
7. Debtors - June 24

Executive Summary - Financial Report

Year to date (YTD) May 2024

Statement of Comprehensive Revenue and Expenses for the Period Ended 31 May 2024

Full Year Actual 2022/2023 \$'000		Actual YTD \$'000	Budget YTD \$'000	Variance YTD \$'000	Full Year Budget 2023/2024 \$'000	Forecast 2023/2024 \$'000	Budget v Forecast Variance
Operating Revenue							
21,507	Rates	25,908	25,572	336	25,566	25,924	358
988	Grants, Subsidies, and Donations	914	797	116	808	967	159
5,770	Waka Kotahi Subsidies	5,729	2,705	3,024	3,294	6,370	3,076
2,483	Fees, Licences, Charges	2,146	2,294	(148)	2,657	2,372	(285)
2,618	Development, and Financial Contributions	1,444	1,235	209	1,483	1,515	32
757	Rental income	749	716	33	784	812	28
368	Miscellaneous Revenue	710	265	445	369	900	531
422	Finance Revenue	573	395	177	431	625	193
34,912	Total operating revenue	38,172	33,980	4,192	35,392	39,484	4,093
Operating Costs							
10,422	Community Facilities & Services	8,005	8,300	294	9,074	9,139	65
8,746	Land Transport	8,694	6,082	(2,613)	7,235	9,457	2,222
4,472	Water supply	4,284	4,404	120	4,920	4,801	(119)
3,720	Wastewater	3,214	4,302	1,088	4,860	4,595	(265)
3,327	Planning & Regulatory Services	4,166	3,260	(906)	3,762	4,973	1,211
2,154	Democracy & Engagement	1,958	2,401	443	2,713	2,420	(294)
662	Stormwater Drainage	560	645	86	714	690	(24)
52	Bad debts	28	23	(5)	25	28	4
33,555	Total operating costs	30,909	29,416	(1,493)	33,303	36,104	2,801
1,357	Total Operating Surplus/(Deficit)	7,263	4,564	2,700	2,089	3,380	1,292
1,719	Assets Vesting in Council	1,097	-	1,097	-	1,097	1,097
(1,567)	Other gains and (losses)	(6)	-	(6)	485	485	-
1,509	Total Surplus/(Deficit)	8,355	4,564	3,791	2,574	4,962	2,389
Comprehensive Revenue and Expense							
(495)	Increase/(decrease) in Revaluation Reserves	-	-	-	-	-	-
1,014	Total other comprehensive revenue and expense	8,355	4,564	3,791	2,574	4,962	2,389
Note: Operating costs include the following expenses:							
5,597	Depreciation & Amortisation	5,390	5,322	(68)	5,805	5,805	-
854	Finance costs	776	945	169	945	847	(98)

Executive Summary

The purpose of this report is to provide Council with a commentary on the YTD 31 May results.

Operating Surplus

The May comparison of actuals YTD to budgets is an overall surplus of \$7.3m, which is above the budgeted surplus by \$2.7m. This is due to higher than expected Contributions, delay in Three Waters growth planning work and lower than expected costs in Democracy & Engagement for consultants and staff vacancies.

Operating Revenue

Operating Revenue actual is \$38.2m vs budget of \$34.0m, \$4.2m above budget.

Rates income comprises 70% of total income and is tracking at budget YTD and full year.

The increase in revenue is due to unbudgeted Waka Kotahi subsidies received for emergency works caused by weather events, higher than expected Financial Contributions and Miscellaneous Revenue.

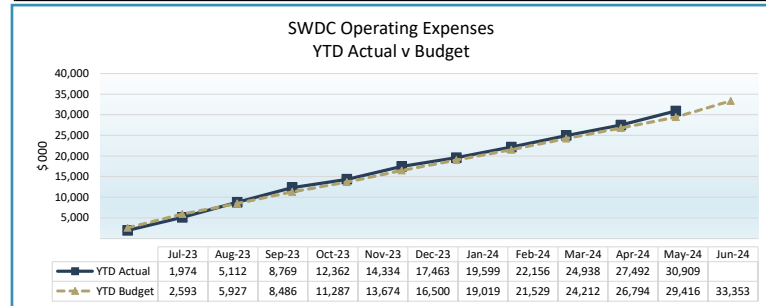
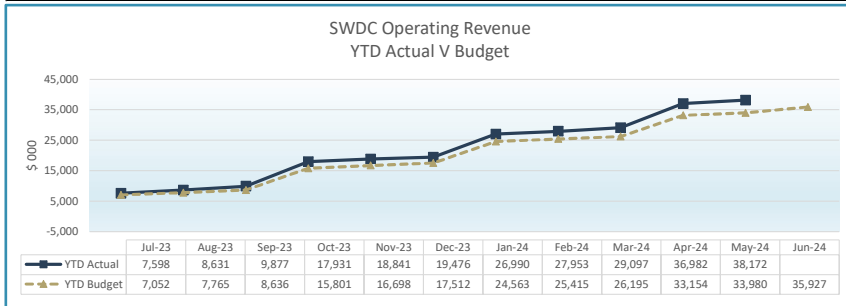
Operating Costs

Operating overspend in Land Transport (\$2.6m) is as a result of emergency works caused by weather events, while Planning & Regulatory Services (\$0.9m) is due to reclassification of Combined District and Spatial Plans from capital to operational costs.

These overspends have been offset partially by year-to-date underspends in other activities, leading to an overall overspend of \$1.5m against budget. Three Waters underspends are mainly due to delay in works costs including desludging. Further commentary on revenue and expenditure is included in the subsequent pages.

Budgets have been phased based on last year's actual spend and this will create variances where actuals vs budgets are not aligned, this is referred to as timing differences.

Summary of Unbudgeted Items	Total grant YTD	Act YTD	Balance sheet	Comments
Mayor's Taskforce	53,525	53,525	-	Balance to be allocated to finance costs
Provincial Growth Fund (Tauherenikau Bridge)	-	55,746	-	Expecting additional funding.
Three Waters Reform transition assistance	215,072	130,786	84,286	Carryover from 22/23
Freedom Camping	55,282	92,995	-	Overspent by \$30k but awaiting funding
Welcoming communities	67,711	46,514	21,197	Includes \$17k carryover from 22/23
Youth Coordination & Support	58,696	5,615	53,081	Income received in 22/23. No YTD spend
NZTA unbudgeted	3,586,264	2,223,942	-	Subsidised by 100%, 72% or 52%
Better off funding	188,000	119,944	68,056	\$119k desludging allocated in May
	4,224,550	2,729,067	226,619	



Statement of Financial Performance
Operating Income YTD May 2024

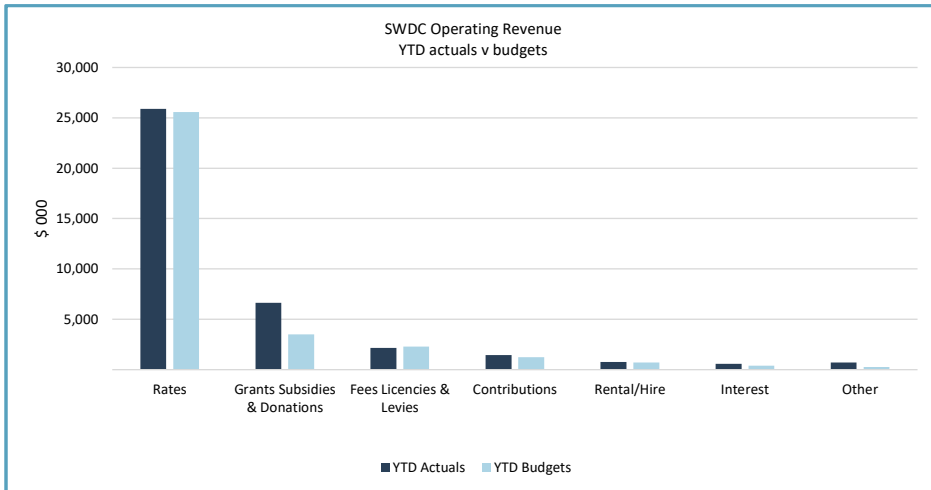
Income	YTD	2023/24	2023/24	2023/24	2023/24	2023/24	Budget v
	Actuals	YTD	YTD	YTD	Full Year	Full Year	Forecast
	May	May	May	May	Budget	Forecast	Variance
	\$000	\$000	\$000	May	\$000	\$000	\$000
Grand Total	38,172	33,980	4,192	12.3%	35,442	39,534	4,093
Rates	25,908	25,572	336	1.3%	25,566	25,924	358
Waka Kotahi NZTA Subsidies	5,729	2,705	3,024	111.8%	3,294	6,370	3,076
Fees & Licences	1,510	1,706	(196)	(11.5%)	1,829	1,536	(293)
Contributions	1,444	1,235	209	16.9%	1,483	1,515	32
Grants Subsidies & Donations	914	797	116	14.6%	858	1,017	159
Rental/Hire	749	716	33	4.6%	784	812	28
User Levies	636	588	48	8.2%	828	836	8
Interest	573	395	177	44.9%	431	625	193
Recoveries	562	24	537	2210.9%	83	605	522
Miscellaneous	78	166	(88)	(53.2%)	204	213	9
Commissions	71	75	(4)	(5.4%)	82	82	(0)

Income Summary

Operating Income YTD is favourable to budget by \$4.2m or 12%.

Rates
 Rates income comprises 70% of total income and is tracking well with YTD actual being just 1% above budget. The final rates instalment for this financial year was issued in April and due in May.

Waka Kotahi NZTA Subsidy
 Favourable by \$3.0m due to unbudgeted funds received for emergency works (both operating and capital costs). Remaining variance is due to phasing of the Roading programme.



Contributions
 Contributions are favourable by \$209k. Sewer Contributions are favourable by \$268k and Water Supply by \$78k mainly due to a large development in Greytown. Subdivisions and Roading Contributions are unfavourable by \$107k and \$30k respectively.

Fees & Licences
 Unfavourable by \$196k mainly due to lower than expected building consents.

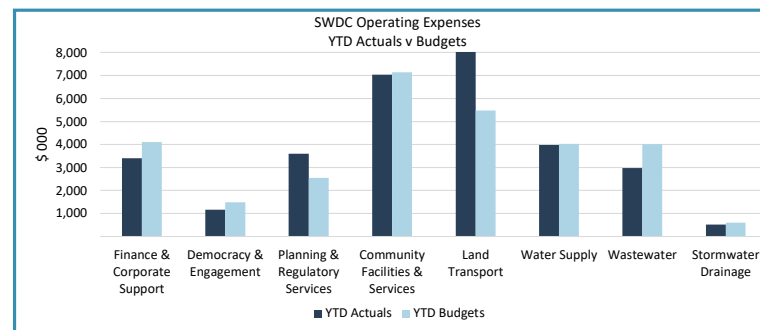
Recoveries
 Favourable by \$537k mainly due to unbudgeted recoveries of Land Transport which is offset with expenditure.

Please refer to the "Summary of Unbudgeted Items" table on Executive summary page for grants received.

Statement of Financial Performance YTD May 2024

Operating Expenditure

Expenditure	YTD Actuals May	YTD Budgets May	YTD \$ Variance May	YTD % Variance May	2023/24 Full Year Budget	2023/24 Full Year Forecast	Budget v Forecast Variance
	\$000	\$000	\$000		\$000	\$000	\$000
Grand Total	30,914	29,416	(1,498)	(5.1%)	33,303	36,101	2,797
General	34	23	(10)	(100.0%)	25	25	0
Finance & Corporate Support	3,404	4,098	694	16.9%	4,762	4,384	(378)
Democracy & Engagement	1,162	1,482	320	21.6%	1,688	1,418	(270)
Planning & Regulatory Services	3,597	2,551	(1,046)	(41.0%)	2,935	4,173	1,238
Community Facilities & Services	7,029	7,140	111	1.6%	7,732	7,893	161
Land Transport	8,218	5,483	(2,735)	(49.9%)	6,508	8,803	2,296
Water Supply	3,978	4,032	54	1.3%	4,480	4,426	(54)
Wastewater	2,976	4,014	1,037	25.8%	4,520	4,343	(177)
Stormwater Drainage	516	593	77	13.0%	654	636	(18)



Expenditure Summary

Operating expenditure YTD is unfavourable to budget by \$1.5m
Expenditure is reported by significant activities as set out in the Annual Plan and LTP.

Finance & Corporate Support

Favourable by \$694k mainly due to timing of invoices & delay in the Information Management project, network costs and other IT projects. IT peripherals/cell phones are purchased when best prices are available which also comes down to timing. There is also underspend in Communications due to LTP being deferred and staff vacancies (now filled). HR has a delay in Health, Safety and Management training with some planned in Q4.

Community Facilities & Services

Overall favourable by \$111k with notable variances being:

Community Services

Provincial Growth is unfavourable by \$56k however this is offset against income received during the month. Economic Development is unfavourable by \$22k due to timing of invoices for shared services.

Mayor's Taskforce is unfavourable by \$54k however this is offset against income received.

Community Facilities

Rental Properties is favourable by \$157k due to underspend in consultants and repairs & maintenance.

Toilets are favourable by \$16k due to lower than expected costs in routine maintenance and cleaning.

Parks and Reserves are favourable by \$53k due to delay in tree and trail maintenance with work expected in the coming months.

Libraries are unfavourable by \$38k due to higher than expected insurance and depreciation costs.

Community Buildings are unfavourable by \$100k partially due to insurance budget allocation to this cost centre. Repair costs to Featherston sports stadium are partially offset by insurance claim from 22/23.

Total insurance costs are aligned with full year budget. Depreciation is also higher than expected.

Recreational trails are unfavourable by \$17k due to unbudgeted depreciation.

Refuse and Recycling is favourable by \$326k, this is to do with timing of works costs.

Democracy & Engagement

Favourable by \$320k. Operating costs for Policy & Planning are favourable by \$124k due to lower rating review costs and delayed annual survey costs.

A portion of Long Term Plan public consultation/engagement costs will be deferred to 24/25.

Elected Members are also favourable by due to support staff vacancies throughout the year.

There was also minimal change in the Local Government Members Determination for 23/24.

Community Boards are overall on track.

Land Transport

The \$2.7m overspend is largely attributable to emergency works for events carried over from 22/23. This is however offset with subsidies which stand at \$3.0m above budget.

Planning & Regulatory Services

Unfavourable by \$1m. This is mainly due to Combined District Plan and Spatial Plan costs amounting to \$850k being transferred from capital to operating costs in December 2023.

Below are other notable variances:

Consultancy costs for Resource Management are unfavourable by \$63k due to high volume of large developments, whose income will be recovered in the next few months.

Building & Construction is unfavourable by \$79k. This is mainly due to an overspend in contractors for consent processing and building inspection services. Outsourcing costs will reduce once staff become fully trained.

Public Protection and Health is favourable by \$92k due to temporary staff vacancies.

Emergency Management is favourable by \$38k due to delay in Civil Defence payments to GWRC.

Three Waters & Wellington Water Ltd (WWL)

Three Waters includes Water Supply, Wastewater and Stormwater Drainage.

Overall Three Waters is favourable by \$1,168k.

Management fees are on track.

Full year forecast is on track with an estimated 4% underspend excluding the desludging project and water races.

Statement of Financial Position as at 31 May 2024

Statement of Financial Position as at 31 May 2024	
Full Year Actual 2022/2023 \$000	Actual YTD \$000
ASSETS	
Current assets	
6,722 Cash and cash equivalents	7,296
6,169 Investments	5,726
4,007 Debtors and other receivables	3,044
46 Inventories	28
16,943 Total current assets	16,094
Non-current assets	
637 Investments	637
Other financial assets:	
131 <i>Investments in CCOs and other similar entities</i>	131
126 <i>Investments in other entities</i>	126
258 Total other financial assets	258
14,249 Investment properties	14,259
109 Intangible assets	200
570,581 Property, plant, and equipment	576,088
585,834 Total non-current assets	591,440
602,777 TOTAL ASSETS	607,535
LIABILITIES AND EQUITY	
Current liabilities	
6,857 Creditors and other payables	5,244
625 Employee entitlements	641
33 Provisions - current portion	33
2,000 Borrowings - current portion	4,943
9,515 Total current liabilities	10,861
Non-current liabilities	
300 Provisions - non-current portion	300
26,900 Borrowings - non-current portion	21,957
27,200 Total non-current liabilities	22,258
Equity	
166,683 Public equity	175,037
31,000 Restricted reserves and trust funds	31,000
368,378 Asset revaluation reserve	368,378
0 Other reserves	0
566,061 Total equity	574,416
602,777 TOTAL LIABILITIES AND EQUITY	607,535

Financial Statement Summary

Working Capital

Working Capital (current assets divided by current liabilities) which expresses the ability of council to meet its short-term obligations, is acceptable with a ratio of 1.5 times.

Assets**Debtors and other Receivables**

Debtors and receivables total \$3m, key components are :

- General Debtors \$331k (current due 57%)
- Rates receivables total YTD \$1.3m
- Waka Kotahi NZTA & Fuel Tax Receivable \$494k
- Water debtors \$35k

Investments

SWDC's investment policy provides that financial investments should be spread across several financial institutions to reduce potential risk of loss to Council.

In addition, the amount invested in any single institution must not exceed 50% of the Council's total investments. Furthermore, investment in Wairarapa Building Society (WBS) should not exceed 10% of term deposits. Both of these thresholds were breached in April due to timing of maturing investments. Investments are spread across BNZ (our banker), ANZ, ASB & WBS. See investment schedule next page.

Liabilities**Creditors and other payables**

Creditors and other payables total \$5.2m, key components are :

- Sundry creditors \$921k
- SWDC rates in advance \$201k
- GWRC rates collected not yet paid \$1.6m
- Accrued expenses not yet invoiced \$441k
- Income in advance (Three Water Transition, Waste minimisation levy, Youth coordination, Welcoming Communities and Better Off funding) \$262k
- Levies, bonds currently outstanding \$1m.

Total Debt

Total public debt stands at \$26.9m (current portion \$4.9m).

The weighted average fixed interest rate on borrowings is 3.35%.

(see debt breakdown on the next page)

Summary Of Investments and Lending

Summary Of Investments as at 31 May 2024			
\$			
Account	Total Invested	Interest Rate	Maturity date
Westpac Bank 0% of total Term Deposits			
Call Account	178		
ASB Bank 35% of total Term Deposits			
Call Account	70,036		
Term deposit	1,000,000	6.33%	30/08/2024
Term deposit	1,000,000	6.12%	23/11/2024
ANZ Bank 0% of total Term Deposits			
Call Account	258		
Term deposit	-		
BNZ Bank 54% of total Term Deposits			
Call Account	7,016,771		
Term deposit	1,105,383	6.25%	24/11/2024
Term deposit	1,000,000	5.95%	30/08/2024
Term deposit	1,000,000	6.25%	23/11/2024
Wairarapa Building Society 11% of total Term Deposits			
Term deposit	219,604	6.25%	20/11/2024
Term deposit	226,454	6.25%	23/11/2024
Term deposit	174,129	6.00%	17/06/2024
Total Call Accounts	7,087,243		
Total Term Deposits	5,725,570	Weighted average of 6.18%	
TOTAL	12,812,814		
BONDS			
LGFA Borrower Bonds	627,500		
FORESTRY			
Plantation - Hurupi Stock	9,305		
SHARES			
Farmlands	1,159		
NZ Local Government Insurance Company	81,434		
Wellington Water Limited	50,000		
TOTAL INVESTMENTS	13,582,212		

Note: Call Account are considered cash in the balance sheet as it is under 90days.

Summary Of Borrowing as at 31 May 2024				
\$				
Loan	Rate	Matures	Principal	Total Loan
3 Waters	3.89%	1/07/2024	2,000,000	2,000,000
3 Waters	5.23%	15/04/2026	678,802	
Land Transport	5.23%	15/04/2026	1,081,706	
Additional funding	5.23%	15/04/2026	39,492	1,800,000
Community Buildings	5.23%	15/04/2026	1,500,000	1,500,000
3 Waters	1.49%	15/04/2024	2,000,000	2,000,000
3 Waters	1.69%	15/04/2025	4,942,813	
Additional funding	1.69%	15/04/2025	57,187	5,000,000
Smoothing Loan AP 20-21	1.78%	15/04/2026	300,000	300,000
3 Waters	2.72%	15/05/2031	5,700,000	
Community Buildings	2.72%	15/05/2031	200,000	5,900,000
3 Waters	4.20%	1/07/2024	3,999,419	
Community Buildings	4.20%	1/07/2024	300,581	
Additional Funding	4.20%	1/07/2024	200,000	4,500,000
3 Waters	2.75%	1/07/2024	1,400,000	1,400,000
Additional Funding	5.76%	15/04/2025	50,000	
3 Waters	5.76%	15/04/2025	1,500,000	
Dog Pound	5.76%	15/04/2025	450,000	
Lake Ferry Campground	5.76%	15/04/2025	500,000	2,500,000
Total Lending				26,900,000
Lending Summary				
3 Waters	22,221,034			
Land Transport	1,081,706			
Community Buildings	2,000,581			
Smoothing Loan AP 20-21	300,000			
Additional Funding	346,680			
Dog Pound	450,000			
Lake Ferry Campground	500,000			
	26,900,000			

SOUTH WAIRARAPA DISTRICT COUNCIL									
SCHEDULE OF CAPITAL EXPENDITURE									
For the period ended 31 May 2024									
Activity	Project/Cost Centre	Category	Funding Source	YTD Actual Spent	Carried Forward Budget	New Budget Annual Plan 23/24	Total Budget Available	% of Budget Spent YTD	Forecast 23/24
				\$	\$	\$	\$		\$
Community Facilities & Services									
	Purchase of land for new open spaces	Grow	Loan	-	1,531,500	-	1,531,500	0%	-
	Greytown wheels park	Grow	Reserves - Restricted	101,440	642,650	350,543	993,193	10%	110,160
	Greytown sports facility	Improve	Loan	176,806	969,889	-	969,889	18%	176,806
	Gateway to the Wairarapa	Improve	Reserves - Depreciation	-	61,260	53,663	114,923	0%	-
	Campgrounds	Renew	Reserves - Depreciation	73,500	209,000	16,099	225,099	33%	86,766
	Cemeteries	Renew	Reserves - Depreciation	17,338	249,466	37,564	287,030	6%	46,701
	Community buildings	Renew	Reserves - Depreciation	110,984	403,260	182,454	585,714	19%	304,285
	Housing	Renew	Reserves - Housing	116,306	195,850	167,396	363,246	32%	246,698
	Library collection	Renew	Reserves - Depreciation	89,291	-	148,959	148,959	60%	101,080
	Parks & reserves	Renew	Reserves - Depreciation	50,931	150,000	21,465	171,465	30%	171,465
	Playgrounds	Renew	Reserves - Depreciation	34,692	51,050	53,663	104,713	33%	104,713
	Rental properties	Renew	Reserves - Maintenance	46,179	-	132,705	132,705	35%	61,366
	Swimming pools	Renew	Reserves - Depreciation	102,283	230,864	53,663	284,527	36%	102,283
	Toilets	Renew	Reserves - Depreciation	5,226	51,050	53,663	104,713	5%	53,663
	Transfer stations	Renew	Reserves - Depreciation	-	-	-	-	0%	-
				924,974	4,745,839	1,271,837	6,017,676	15%	1,565,984
Planning & Regulatory Services									
	Dog pound	Renew	Loan	-	-	1,073	1,073	0%	1,073
	IT hardware - Planning & Regulatory Services	Renew	Reserves - Depreciation	-	6,000	4,293	10,293	0%	-
	IT software - Planning & Regulatory Services	Renew	Reserves - Depreciation	-	-	-	-	0%	-
	Liquefaction modelling for building regulations	Improve	Loan	-	126,659	-	126,659	0%	-
				-	132,659	5,366	138,025	0%	1,073
Finance & Corporate Services									
	Council offices	Renew	Loan	7,701	250,063	5,366	255,429	3%	-
	Furniture	Renew	Reserves - Depreciation	-	-	12,879	12,879	0%	-
	GIS	Renew	Reserves - Depreciation	-	-	10,733	10,733	0%	-
	Intangibles	Improve	Reserves - Depreciation	-	20,000	-	20,000	0%	-
	IT hardware	Renew	Reserves - Depreciation	118,347	-	90,125	90,125	131%	128,363
	IT software	Renew	Reserves - Depreciation	4,861	-	53,663	53,663	9%	-
	Motor vehicles	Renew	Reserves - Depreciation	-	-	-	-	0%	-
	Office equipment	Renew	Reserves - Depreciation	-	-	10,733	10,733	0%	10,733
				130,909	270,063	183,499	453,561	29%	139,096

Activity	Project/Cost Centre	Category	Funding Source	YTD Actual Spent \$	Carried Forward Budget \$	New Budget Annual Plan 23/24 \$	Total Budget Available \$	% of Budget Spent YTD	Forecast 23/24 \$
Land Transport									
	Hinekura - emergency works	Renew	Waka Kotahi & Depreciation Reserve	543,462			-	0%	543,462
	Hinekura - access works	Renew	Reserves - Rural Roading	2,515			-	0%	2,515
	Hinekura - Admiral Hill	Improve	Reserves - Rural Roading	1,270			-	0%	826
	Hinekura - Phase 1 alignment & design	Improve	Loan	42,354			-	0%	42,354
	Reading and Church Street Upgrade	Improve	Reserves - Infrastructure	849,894			-	0%	849,894
	Farley Ave Land purchase	Grow	Reserves - Infrastructure	-			-	0%	-
	Bridges	Renew	Reserves - Depreciation	-			-	0%	-
	Drainage	Renew	Waka Kotahi & Depreciation Reserve	128,996	41,895	170,808	212,703	61%	128,996
	Footpath additions	Grow	Rates	-	-	-	-	0%	-
	Footpath renewals	Renew	Waka Kotahi & Depreciation Reserve	74,318	-	130,000	130,000	57%	130,000
	Other minor works	Improve	Waka Kotahi & Depreciation Reserve	1,068,592	-	632,400	632,400	169%	1,068,592
	Rehabilitation	Renew	Waka Kotahi & Depreciation Reserve	-	74,145	250,000	324,145	0%	74,145
	Reseals	Renew	Waka Kotahi & Depreciation Reserve	1,025,208	60,000	804,041	864,041	119%	1,025,208
	Road metalling	Renew	Waka Kotahi & Depreciation Reserve	133,205	26,077	421,361	447,438	30%	145,314
	Seal extensions	Improve	Waka Kotahi & Depreciation Reserve	-	-	159,999	159,999	0%	159,999
	Signs, guardrails, & safety	Improve	Waka Kotahi & Depreciation Reserve	111,777	-	46,000	46,000	243%	111,777
	Structures	Renew	Waka Kotahi & Depreciation Reserve	230,026	74,145	139,822	213,967	108%	230,026
	Traffic services	Renew	Waka Kotahi & Depreciation Reserve	38,445	-	50,716	50,716	76%	38,445
				4,250,061	276,262	2,805,147	3,081,409	138%	4,551,554
Water Supply									
	Consents, models, & plans	Improve	Reserves - Depreciation	-	-	-	-	0%	
	Infrastructure upgrades - Water Supply	Improve		336,767		2,766,720	2,766,720	12%	
	Infrastructure renewals - Water Supply	Renew	Reserves - Depreciation	1,044,926	-	908,160	908,160	115%	Refer to total forecast
	Smart meters	Improve	Loan	-	-	-	-	0%	
	Water supply & treatment - Featherston	Improve	Reserves - Depreciation	-	-	-	-	0%	
	Water supply & treatment - Greytown	Renew	Reserves - Depreciation	-	-	-	-	0%	
	Water supply & treatment - Martinborough	Grow	Loan	-	-	95,040	95,040	0%	
				1,381,693	-	3,769,920	3,769,920	37%	1,413,092
Wastewater									
	Consents, models, & plans - water	Renew		785,920		897,600	897,600	88%	
	Health & safety upgrades	Improve	Reserves - Infrastructure	-	-	-	-	0%	
	Infrastructure upgrades - Wastewater	Improve		-	-	-	-	0%	
	Infrastructure renewals - Wastewater	Renew	Reserves - Depreciation	1,249,058	126,600	353,760	480,360	260%	Refer to total forecast
	Wastewater treatment & disposal - Featherston	Improve	Loan	1,585,484	302,400	897,600	1,200,000	132%	
	Wastewater treatment & disposal - Greytown	Grow	Reserves - Infrastructure	6,241	-	31,680	31,680	20%	
	Wastewater treatment & disposal - Martinborough	Improve	Reserves - Infrastructure	86,632	-	496,320	496,320	17%	
				3,713,336	429,000	2,676,960	3,105,960	120%	3,821,895
Stormwater									
	Consents, models, & plans	Renew		-	-	-	-	0%	
	Stormwater upgrades	Improve		-	-	95,040	95,040	0%	
	Stormwater renewals	Renew	Reserves - Depreciation	67,603	-	42,240	42,240	160%	65,012
	Water races	Renew	Reserves - Water Races	-	-	-	-	0%	
				67,603	-	137,280	137,280	49%	65,012
	Total Capital Expenditure			10,468,576	5,853,822	10,850,009	16,703,831	63%	11,557,707
Reclassifications									
	Combined District Plan	Renew	Reserves - Combined District Plan	-451,751	-	215,064	215,064	-210%	-
	Spatial Plan	Improve	Reserves - Spatial Plan	-233,166	252,436	139,792	392,228	-59%	-

Rates Review

YTD June 2024 (GST inc)

Rates 2023/24	Quarterly instalments YTD	Total Rates Outstanding	% Owing
SWDC	\$ 29,774,713		
GWRC	\$ 6,641,042		
	\$ 36,415,755	\$ 36,415,755	\$ 678,885 2%

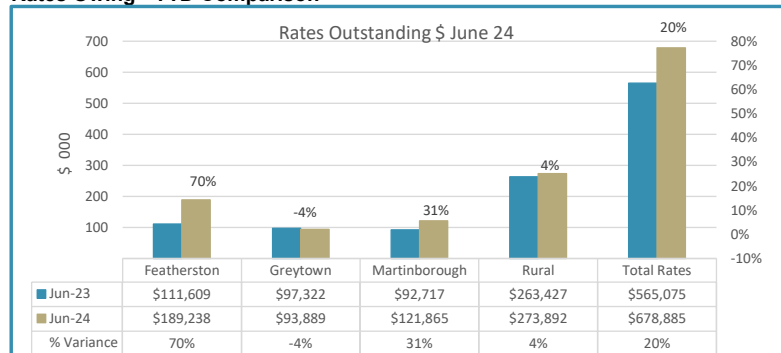
Total rates owing is 2% of current year rates invoiced.

Total Rates Outstanding (GST Incl)

Area	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Featherston	\$ 350,794	\$ 209,456	\$ 159,879	\$ 404,909	\$ 189,238
Greytown	\$ 387,292	\$ 200,565	\$ 129,907	\$ 346,528	\$ 93,889
Martinborough	\$ 306,726	\$ 158,133	\$ 101,664	\$ 291,495	\$ 121,865
Rural	\$ 533,384	\$ 322,825	\$ 299,900	\$ 538,082	\$ 273,892
Total Rates	\$ 1,578,196	\$ 890,979	\$ 691,349	\$ 1,581,014	\$ 678,885

The total rates outstanding is \$678k. Of this \$30k are in arrears from the previous year and 649k are for the current year.

Rates Owing - YTD Comparison



As the arrears are affected by the quarterly invoicing, a clearer comparison of annual movement is a YTD Comparison.

There has been an increase in rates outstanding of \$114k compared to June 23. This is a 20% increase in outstanding rates compared to last year. The largest increase is in Featherston and Martinborough of 70% and 31% respectively.

Rates Outstanding by Number of Rating Units

Properties Outstanding	Owing			Average Debt	
	Jun-23	Jun-24	% Variance	Jun-23	Jun-24
Featherston	160	186	16%	698	1,017
Greytown	131	156	19%	743	602
Martinborough	112	121	8%	828	1,007
Rural	268	243	-9%	983	1,127
Total Properties	671	706	5%	842	962

The average rates owing per unit in Jun 24 is 14% higher than in Jun 23, which is reflective of the higher rates charges.

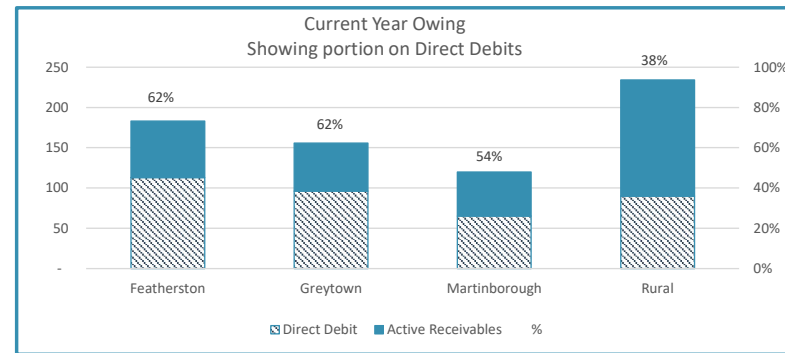
The actual number of properties with arrears has increased by 5%.

Direct Debits

	Jun-23	Jun-24
Total rating units	7,404	7,495
#Direct Debit	3,002	3,102
Total % of Direct Debits	41%	41%

The total amount of ratepayers using Direct Debit to pay their rates remains steady at 41%.

For those rating units that have current rates owing, overall 53% have a Direct Debit in place.



Arrears Commentary (Rates owing for prior years)

There are 13 rating units that owe rates from prior years. Of these, 4 owe less than \$250 each, 2 are for deceased estates, 1 is on a repayment plan, 4 are currently with legal and the remaining 2 are with mortgagee final demands.

Monthly Financial Statement May 24

Debtors Summary

As at 30 June 2024

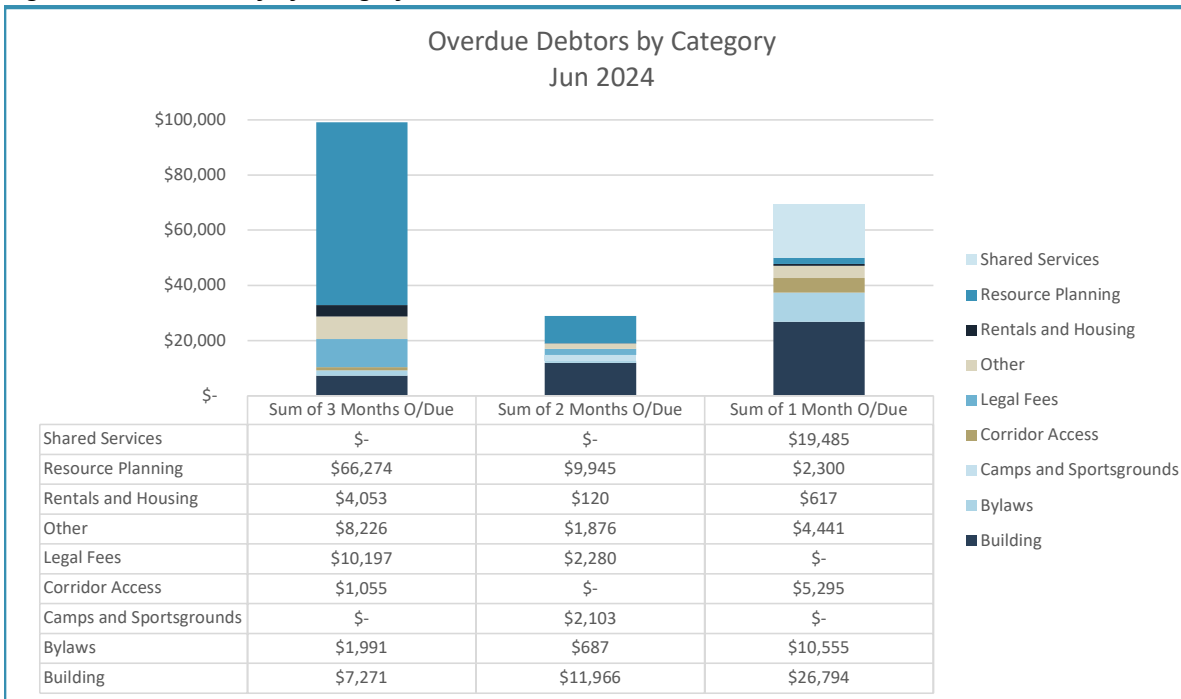
Aged Debtor report

3 Months Overdue	2 Months Overdue	1 Month Overdue	Current Owning	Total Owning	Number of Debtors
\$99,067	\$28,976	\$69,486	\$248,231	\$445,760	385

A total of \$446k is owed by 385 debtors.

Total overdue is \$198k (201 debtors) of which \$99k (71 debtors) is owed for 3 months or more.

Aged Debtors Summary by Category - over one month overdue



Resource Planning has the largest overdue balance due (\$79k), 40% of total overdue. \$66k of this is owed by two debtors. Building has a total of \$46k owing, 23% of total debt.

10.3 AUDIT UPDATE

Author: Millie Wahome, Lead Accountant

Authoriser: Paul Gardner, Group Manager, Corporate Services

File Number:

PURPOSE

To update the committee on the progress of the regular audit cycle and any emerging risks.

BACKGROUND

The audit cycle is a crucial process ensuring transparency, accountability, and assurance in local government. This report provides an overview of the current progress in the audit cycle of South Wairarapa District Council.

Each year SWDC produces annual financial and non-financial performance information in the form of the Annual Report for the year ending 30th June. Audit NZ visits for two periods, known as Interim and Final.

The Interim audit period focuses on documented control systems and processes, and testing that those are followed. Testing of transactions for the period up to the latest completed month is also conducted.

During the Final audit period, the focus is more on the content of the draft Annual Report, including financial statements and non-financial performance measures.

RECOMMENDATIONS

That the Assurance, Risk and Finance Committee:

1. Receive the Audit Update report

RECOMMENDATIONS FROM AUDIT 2023

Three recommendations were made in the report for 2023 audit:

To implement completeness checks on declared interests and related party transactions.

- a. Has now been addressed for the 2024 year.

To implement a reconciliation of rates in advance between the general ledger and rates data.

- b. Has now been addressed for the 2024 year.

To identify and review fully depreciated assets that are still in use in the fixed asset register.

- c. This will be addressed once asset roles have been filled.

AUDIT 2024

In 2024 the Interim audit took place between 24th of June and the 5th of July. All Interim information requested was provided to Audit NZ.

The draft Annual Report is due to Audit NZ by 31st August, and the Final audit is due to take place from the 23rd of September, with the adoption of the final document scheduled on the 30th of October 2024. This is a tight timeframe which we will work with Audit NZ to maintain.

APPENDICES

Nil

10.4 ANNUAL WORKPLAN 2024/25**Author:** Rob Thomas, Manager, Stakeholder Relationships**Authoriser:** Janice Smith, Chief Executive Officer**File Number:** N/A**PURPOSE**

To inform members of the Assurance, Risk and Finance annual workplan for 2024/25.

EXECUTIVE SUMMARY

The annual workplan for 2024/25 sets out the planned and scheduled reporting to the Assurance, Risk and Finance Committee (ARF). The workplan, attached in Appendix 1, is categorised to identify the broad areas of responsibility for the Committee. Other items may be added by councillors and staff should this be required to respond to issues as they occur throughout the year.

RECOMMENDATIONS

That *the Assurance, Risk and Finance Committee:*

1. receives the Annual Workplan 2024/25 Report.
2. notes the current Annual Workplan in *Appendix 1* and an update to the insurance review.

BACKGROUND

The current ARF workplan in Appendix 1 is fairly reflected in today's agenda.

The only report not to be presented to ARF is the Insurance: Review of policies, processes and strategies. However, work on reviewing our insurance is currently underway:

Action item 263

At the ARF Committee meeting on the 29 May 2024, a resolution was passed to receive the Insurance Renewal 2024 report and approve a minimum threshold of \$50,000 of asset value for inclusion in the schedule of assets to be covered by Council's material damage insurance. Action item 263 was created to report on broader discussion on risk to include asset replacement.

Long Term Plan Risk Appetite Workshop

A workshop is planned, later in the year, with elected members to discuss their appetite for risk. Depending on the elected members risk appetite this will help to determine the level of insurance required for the council and this will be reflected in the Long Term Plan 2025/34.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	Not applicable.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	Not applicable.
State the possible implications for health and safety	Not applicable.

APPENDICES

Appendix 1 [Annual Workplan 2024/25](#)

ASSURANCE, RISK & FINANCE COMMITTEE - ANNUAL WORKPLAN

Terms of reference	Work stream	Meeting dates				How achieved - summary of reporting mechanisms
		14-Aug-24	23-Oct-24	19 Feb 25 - TBC	28 May 25 - TBC	
Internal Control Framework	Outstanding auditor recommendations, progress and updates	x	x	x	x	Progress reports
	Cyber security and system availability risks (PE)	x		x		New report - to be established
Finance & reporting oversight	Budget v actual monthly reports	x	x	x	x	Standard report
	Level of service reviews (SSP)		x	x	x	Need to establish report
	Debtors and financial liquidity	x	x	x	x	Standard report - currently included in Finance reporting
	Capital expenditure and funding	x		x		New report - to be established
External reporting and accountabilities	Review of Accounting Policies		x			Review for LTP
	Review of Auditor Planning documents					As soon as received from Audit
	Review of key audit issues					As soon as received from Audit
	Review of draft annual report, representation letters and recommendations to Council for signing		x			As soon as received from Audit
	Emerging accounting issues and requirements					As required
	Changes in the legislative environment and emerging risks and changes					As required
Key Council Plans	Review of annual plan and assumptions					
	Review of LTP assumptions and accounting policies		x	x		Review once available

Risk Management	Review of top risks	x	x	x	x	Each meeting
	Risk management update on projects and work streams	x	x	x	x	Each meeting
	AFRC and SLT issues and emerging risks					As required
	Delegations register review					Annually for information
	Risk Deep Dive areas		x	x	x	Each meeting
	Risk management workshop to update the overall risk register		x			As required
	Human resources report	x	x	x	x	Each meeting
Proberity, waste and policies	Sensitive expenditure review, critical fraud controls and review of control effectiveness					As required
	Fraud risk update and work streams					As required
	Cyclical review of key fraud and internal control risk areas					As required
	Policies - cyclical review schedule.					As required
Insurance	Review of policies, processes and strategies	x	x			Market testing of broker to be arranged
	Review of annual insurance renewals				x	If possible - ask broker to attend
Treasury and Taxation	Treasury policies including covenants and policy compliance				x	Included in Finance report
	Quarterly report from advisors		x	x	x	Bancorp to attend meetings
	Tax framework report - annually				x	
Occupational Health & Safety	Report and progress and learnings	x	x	x	x	Each meeting
	Stopwork notices and handling of incidents	x	x	x	x	Each meeting
	Key risks and compliance	x	x	x	x	Each meeting

Legal issues and updates	Current legal issues in progress (PE)		x	x	x	Each meeting
	Potential legal issues (PE)		x	x	x	Each meeting
	Rating validity review				x	As part of annual plan or LTP once rates agreed
Other	Review and confirm TOR				x	Every three years. Prior to election
	Review and update of ARF workplan				x	Annually or when changes are proposed
	Review of ARF effectiveness				x	Every three years. Prior to election
	Review of external auditor performance				x	Every three years or when needed

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 RISK MANAGEMENT UPDATE

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Paul Gardner, Group Manager, Corporate Services

File Number: Not applicable

PURPOSE

To provide members with updates to risk management since the last meeting of the Committee.

EXECUTIVE SUMMARY

Robust risk management is essential to South Wairarapa District Council to support the achievement of its strategic objectives.

The systematic management of risk is important for any organisation and in particular to a business as large and diverse as Council. Ensuring an appropriate risk management framework is in place is an important function of the Assurance, Risk and Finance Committee.

This report outlines initiatives that in staff's view should provide members of the Committee with confidence that risks, and statutory compliance are being well managed across the organisation and there is continuous improvement in the management of risk at Council. This formal reporting sits alongside the less formal Chief Executive and Strategic Leadership Team risk discussions, and the discussions that generally take place at each meeting of the Committee.

BACKGROUND

This report been developed in line with Council's current Risk Policy and Risk Management Framework and feedback from previous Committee meetings.

The key purpose of the report is to provide a base for discussion and to trigger effective risk conversations by the Committee. The report provides the Committee with the results of the quarterly review of risks including significant risk trends and any emerging risks.

The Strategic Leadership Team also conducts a quarterly review of the report in the lead-in to the Assurance, Finance and Risk Committee review.

The evolution of risk management reporting will continue as mechanisms for gathering the necessary data are developed and the organisation continues to mature in its' risk management practices. Staff welcome feedback and ideas from this Committee to improve the usefulness of the information provided.

DISCUSSION

1. Summary and key insights

There are no changes to the register presented at the last Committee meeting, apart from the addition of scoring columns; this addition is intended to support discussion with the Committee regarding the assessment and ongoing management of the risks.

The register includes nine strategic risks (SR) and three operational risks (OR) at this time, as recorded in table 1 below:

ID	Risk Theme	Residual Scoring	Residual Risk
SR1	Relationship with iwi, hapū, Māori	3	Medium
SR2	Climate Change	12	High
SR3	Crisis Management and Response	8	High
SR4	Financial accountability	2	Low
SR5	Government reforms	8	High
SR6	Social Licence to Operate and Reputation	4	Medium
SR7	Economic Shock	8	High
SR8	Regional alignment	8	High
SR9	Health and safety	4	Medium
OR1	IT System Failure	4	Medium
OR2	Critical Asset Failure	12	High
OR3	Swimming pool audits	2	Low

In terms of the scoring, table 2 shows where the highest risks are sitting after mitigations have been applied:

ID	Risk Theme	Residual Scoring	Residual Risk
SR2	Climate Change	12	High
OR2	Critical Asset Failure	12	High
SR3	Crisis Management and Response	8	High
SR5	Government reforms	8	High
SR7	Economic Shock	8	High
SR8	Regional alignment	8	High
SR6	Social Licence to Operate and Reputation	4	Medium
SR9	Health and safety	4	Medium
OR1	IT System Failure	4	Medium
SR1	Relationship with iwi, hapū, Māori	3	Medium
SR4	Financial accountability	2	Low
OR3	Swimming pool audits	2	Low

There are no changes to the high levels of residual risk which indicate the current volatility within the environment.

The full significant risk register can be found attached to this report as Appendix 1.

The risk framework for Council can be viewed on our website: <https://swdc.govt.nz/wp-content/uploads/Risk-Management-Framework-Feb24-1.pdf>

2. Mitigations

Overall, the mitigations included in the significant risk register involve monitoring and acceptance. Further planning for mitigations and prioritisation of identified risks is suggested to ensure that implementation and adjustments are being made consistently across the organisation.

Current mitigations are being monitored and reviewed on a regular basis by the Strategic Leadership Team. Please refer to Appendix 1 for more information.

3. Legislative compliance

Appendix 2 outlines information that in staff's view should provide the Assurance, Risk and Finance Committee confidence that statutory compliance is being monitored and well-managed. The key areas for the statutory compliance that this report covers are: building consents, resource consents, LIMS, water, information requests, Ombudsman's investigations and privacy.

The report provides an opportunity for the Committee to raise any questions about current statutory compliance and to discuss any areas for improvement.

4. Risk workshops

A workshop to refresh the significant risks will be scheduled later this year. The key objective of the significant risks workshop will be seeking input from the Committee to refresh the list, prioritise risks and discuss mitigations in further detail.

The development of a risk appetite statement is also set to commence later in the year. This tool will assist in confirming the appetite for each of the significant risks to identify tension/trade-off areas for each risk and clearly articulate where Council is willing to pursue or avoid risks.

APPENDICES

Appendix 1 **Significant Risk Register, July 2024**  

Appendix 2 **Legislative Compliance Update**  

ID	Risk Theme	Risk Type (primary)	Risk and Impact Description	Risk Drivers (Existing and Potential Causes)	Accountable	Inherent Likelihood	Inherent Consequence	Scoring	Inherent Risk	Existing Mitigations	Mitigations in Development	Responsible	Residual Likelihood	Residual Consequence	Scoring	Residual Risk	Monitoring and review
SR1	Relationship with iwi, hapū, Māori	Cultural Risks	Council decisions and processes do not fulfil our obligations under Te Tiriti o Waitangi, The Treaty of Waitangi, respectful of tikanga and iwi, hapū, te ao Māori, Māori world view. External or internal events may have a material impact on the quality of the relationship the SWDC has with iwi, hapū, Māori. The understanding of the SWDC role under Te Tiriti o Waitangi, The Treaty of Waitangi is developing and requires resourcing. If the SWDC does not respond adequately, it could result in decreasing trust, a claim under the Waitangi Tribunal, financial loss, and reputational damage.	Lack of or inadequate: <ul style="list-style-type: none"> Partnership Policy and outdated Māori Policy/Significance and Engagement Policy Staff and elected official cultural competence Sharing of relationship insights across council Sufficient resources Lack of a full and appropriate process of engagement or consulting with Mana whenua in identifying areas of significance to Māori/Mana Whenua 	CE	Likely(4)	Moderate(2)	8	High	<ul style="list-style-type: none"> Established role of Pou Māori (Principal Advisor Māori) Maintenance and support of the Māori Standing Committee this includes ensuring and maintaining full mana whenua representation Relationships held between marae committees, iwi entities, the CE, the and the Mayor Collaborations with other councils to align engagement with iwi on some projects (e.g. climate change) Cultural competence training for all staff and elected officials (in progress) Developing the role of Pou Māori to engage broadly internally and externally to better advise on the Council's obligations under Te Tiriti o Waitangi with iwi, hapū Coordinated collaboration with other councils to align engagement with iwi Representation review includes iwi, hapū, and marae from the outset towards a partnership approach (Māori Ward) Te Ao Māori and Te Reo opportunities for staff. 	<ul style="list-style-type: none"> Te Ao Māori and Te Reo training for elected officials Comprehensive induction for elected officials Partnership and Māori Policies developed, Significance and Engagement Policy reviewed 	GM CS and Pou Māori	Probable(3)	Minor(1)	3	Medium	Notes: 04/02/2024 Updated existing mitigations noting action taken. Quarterly at Assurance, Risk and Finance Committee meetings
SR2	Climate Change	Climatic Risks	Failing to adapt to the impacts of climate change on our environment and failing to mitigate council's contributions to greenhouse gas emissions may result from the complexity of processes and dependencies that may not adequately consider climate impacts. There may be impacts on the environment, health and safety or wellbeing of staff and the community, reputation, operations and finance and strategic goals may not be delivered.	Lack of or inadequate: <ul style="list-style-type: none"> Preparedness Coordination across services (planning, roading, finance, etc) Connection to emergency management Investment Training of staff (understanding of issues, roles, and responsibilities) Leadership Communication internally, with key stakeholders, or the public 	CE	Likely(4)	Extreme(4)	16	High	<ul style="list-style-type: none"> Appointment to role of Climate Change Advisor to lead this work Ruamāhanga Climate Change Strategy and Action Plan Wellington Regional common climate change assumptions used to carry out a risk assessment Contingency built into LTP budgets Energy audits Community self-assessment kits Climate Change Resilience and Risk Strategy (further detailed mitigations) Council's updated procurement policy supports sustainability 	<ul style="list-style-type: none"> Advancing planning measures including coastal retreat into our District Plan Involvement in Regional Climate Change Impacts Assessment and Adaptation Plan, Emissions Reduction Strategy, and Food Systems Strategy projects under the Wellington Regional Leadership Committee which will provide regional and district specific actionable documents Review of the Ruamāhanga Climate Change Strategy and Action Plan 	SLT Climate Change Advisor	Likely(4)	Major(3)	12	High	Note: updates made to mitigations (existing and in development) 21/03/24 Fortnightly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
SR3	Crisis Management and Response	People Risks	Risk relates to a natural or human-induced disaster event impacting the health and safety or wellbeing of staff and the community and service delivery and resulting in financial loss.	Lack of or inadequate: <ul style="list-style-type: none"> Preparedness Investment Training of staff (understanding of issues, roles, and responsibilities) Leadership Communication internally, with key stakeholders, or the public Governance capability in leading an emergency response. 	CE	Likely(4)	Major(3)	12	High	<ul style="list-style-type: none"> Participation in Wellington Region Civil Defence Emergency Management Group Participation in the Wellington Regional Leaders Committee and developing the Regional Economic Response Plan Participation in the Wairarapa Emergency Operation Centre (EOC) Some degree of response built into the 2024-24 LTP Business Continuity Plan developed, reviewed annually and CMS framework adopted for management of emergency situations Engage the community boards and rural communities to participate in the Community Emergency Hubs. 	<ul style="list-style-type: none"> Working with WREMO to strengthen the community's knowledge and response capacity Working with WREMO on coastal community tsunami response awareness. Review cross Wairarapa level of resilience and readiness to identify gaps Improve reporting. 	GM CS Lead Advisor HSW & EM	Likely(4)	Moderate(2)	8	High	Notes: 01/02/24 Reduced residual risk Fortnightly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
OR1	IT System Failure	Operational Risks	Levels of investment in our IT architecture have not kept pace with technological advancements and the evolving needs of our organisation.	Lack of or inadequate: <ul style="list-style-type: none"> Protection against external cyber attack e.g. ransomware Planning Understanding of the key issues Policies and processes to support good practice Training of staff (understanding of issues, roles, and responsibilities) System architecture and software Disaster recovery, business continuity and backups IT transition (migration) System resilience testing 	CE	Likely(4)	Extreme(4)	16	High	<ul style="list-style-type: none"> Ongoing updates for staff and regular updates on how to identify and respond to threats. Annual testing of system resilience Audit conducted of security measures and disaster recovery needs. Appointment of Lead Advisor Information Management Review and update of IT service contracts Development of ICT and Information rolling 3 year Strategic Plan 	<ul style="list-style-type: none"> Needs assessment of future data storage requirements (linked with our future Information Management needs). 	GM CS	Possible(2)	Moderate(2)	4	Medium	Notes: 01/02/24: updates to description and mitigations in development. Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
SR4	Financial accountability	Reputational Risks	Risk of over-committing Council to work programmes, excess unbudgeted expenditure, fraud, inaccurate modelling, or financial shock. This may impact Council reputation, financial stability and sustainability, legal compliance, and ability to deliver strategic goals or meet service levels.	Lack of or inadequate: <ul style="list-style-type: none"> Financial policies and procedures Leadership Training of staff (understanding of issues, roles, and responsibilities) Code(s) of Conduct 	CE and GMCS	Possible(2)	Major(3)	6	Medium	<ul style="list-style-type: none"> Financial policies and financial delegations Reporting to Assurance, Risk and Finance Committee Code(s) of Conduct reviewed and updated Staff training and elected member induction Conflict of Interest Register. 	<ul style="list-style-type: none"> Implementation of new rating modelling platform 	SLT	Rare(1)	Moderate(2)	2	Low	Note: 06/05/24: Update to theme (was Fraud and Corruption); changes to residual risk assessment. Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
SR5	Government reforms	Legislative/Governance/Regulatory Risks	There are number of significant government reforms including changes to climate change, resource management, three waters reform and the future of local government review. These changes may impact council's strategic direction and community confidence and may raise challenges in terms of change preparedness. There may be misalignment between government and Council's strategic goals and failure to adapt to changes may affect community wellbeing.	Lack of or inadequate: <ul style="list-style-type: none"> Preparedness Investment Leadership (regional integration and coherence) Communication internally, with key stakeholders, or the public 	CE	Likely(4)	Major(3)	12	High	<ul style="list-style-type: none"> Principal Advisor Water Transition role established Participation in external forums on multiple levels WVWASC coordinated strategic approach for transition management planning and delivery Monthly updates and forward planning reports provided Appointment to Pou Māori role Participation by CE in external forums Agenda item on Executive Leadership fortnightly meetings Membership of LGNZ and Tātuarā decision to move from an LTP to an Enhanced AP in February 2024. CE update report to Strategy Working Committee (legislative changes and updates). 	<ul style="list-style-type: none"> Organisational change management plan Regional entity to deliver water services under investigation Built into AP and LTP 	GM I&CO GM P&R GM CS Principal Advisor - Waters	Likely(4)	Moderate(2)	8	High	Note: update to existing mitigation 18/03/24. Mitigations in development updated 02/05/24. Fortnightly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.

ID	Risk Theme	Risk Type (primary)	Risk and Impact Description	Risk Drivers (Existing and Potential Causes)	Accountable	Inherent Likelihood	Inherent Consequence	Scoring	Inherent Risk	Existing Mitigations	Mitigations in Development	Responsible	Residual Likelihood	Residual Consequence	Scoring	Residual Risk	Monitoring and review
SR6	Social Licence to Operate and Reputation	Reputational Risks	This risk involves ongoing failure to effectively communicate or engage with the community on strategic governance or operational matters, and includes risks associated with an ineffective media relationship. This may impact the ability to meet community outcomes and strategic goals, loss of trust and confidence, council reputation and operational delivery. Significant and ongoing failure may undermine Council's purpose and impact participation in, or effective conduct of, local democracy. This risk involves a failure to implement council's strategic direction; to monitor Council's performance against community outcomes; and to work effectively and cohesively at a governance level resulting in poor decision-making and failure to meet strategic goals. It also includes working effectively with Community Boards. This may impact Council reputation, trust and confidence and the ability to deliver strategic goals or meet service levels.	Lack of or inadequate: •Preparedness •Investment •Leadership •Communication internally, with key stakeholders, or the public •Communications & Engagement Strategy	CE	Likely(4)	Moderate(2)	8	High	•Timely, fact based responses to media enquiries •Proactive information sharing and media releases via website, social media, and print media •Regular general communications on relevant topics using multiple channels •Improved connection between service delivery teams and comms team •Improved website content •Elected member e.g. drop in sessions, community forums etc •Proactive Release Policy for LGOIMA implemented and website content being built •LGOIMA process streamlined	•Development of Communications and Engagement Strategy •Improvements to engagement practices and processes e.g. Internal capability •Digital communications approach •Improved governance transparency.	SLT	Likely(4)	Minor(1)	4	Medium	Note: (04/02/2024) Mitigations updated to reflect recent improvements. Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
OR2	Critical Asset Failure	Asset failure (Infrastructure) Risks	There is a risk of operational failure that has a material impact on service delivery, including failure of critical assets (e.g. roads, drinking and wastewater treatment plants) and Council's ability to operate. This may impact health and safety or wellbeing of staff and the community, council reputation, loss of trust and confidence, not meeting service levels, strategic goals, regulatory or legal requirements and increased costs long term.	Lack of or inadequate: •Investment •Asset management programme •Leadership	CE	Likely(4)	Major(3)	12	High	•Revised Infrastructure Strategy for LTP •Budget for asset planning, condition assessments and maintenance •Wellington Water Delivery Manager •Improved monitoring and control systems for early warning •Improved supply contingency capabilities for water •Improved communications with stakeholders •Improved governance	•Increase resourcing to be examined as part of the LTP process •Develop business continuity plan and improve reporting	GM I&CO	Likely(4)	Major(3)	12	High	Fortnightly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
SR7	Economic Shock	Reputational Risks	New Zealand has been on the tip of experiencing a recession with growth at or below 1% through 2023, known as a stagflationary recession. Inflation is at it's highest rate since the 1980s. There is a shortage of resources including human and materials in the country and this impacts on potential development and infrastructure, particularly water and roading. We propose an ambitious capital works programme in the LTP and Audit NZ has identified the risk of non-delivery. The impacts would be on council reputation, loss of trust and confidence, not meeting service levels, strategic goals or regulatory requirements and increased costs long term.	Lack of or inadequate: •Preparedness and understanding of economic climate •Leadership and decision-making •Policies and procedures	CE	Likely(4)	Moderate(2)	8	High	•Planning – annual plan, long term plan, project planning •Membership of LGNZ and Taituara •Quarterly review of financial position to Assurance, Risk and Finance Committee	•Develop contingency plans for constrained resources •Prioritisation framework •Collaboration with community response and support organisations.	SLT	Likely(4)	Moderate(2)	8	High	Note: (04/02/2024) Risk description updated to reflect economic situation. Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
OR3	Swimming pool audits	Legislative/Governance/Regulatory Risks	Non compliance with the Building Act 2004 (3 yearly checks on residential swimming pools) may occur due to a lack of staff resource, which would lead to potential loss of life, loss of Council reputation, potential prosecution of Council.	Lack of adequate: •Resources to carry out checks.	CE	Possible (2)	Major (3)	6	Medium	•Regular updates - fortnightly meetings with GMPE •Update on status - summary of situation and context provided to CE in March 2024. •Existing processes in place to check known pools. •Social media post in February 2024 regarding Keeping Safe This Summer (pool safety and with a link to some newer information that MBIE released for homeowners).	•Plan to shift resource to progress getting upto date by end of 2024 with checks for known pools •Further communications via website / social media to be discussed with Comms Team	GM P&R Building Manager	Possible (2)	Minor(1)	2	Low	Risk identified 4 March 2024. Risk assessment completed on 15 March 2024. Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.
SR8	Regional alignment	Reputational and financial risks	Ability to deliver on the outcomes as outlined through SWDC strategic planning process and the financial and reputational implications associated with direction being dictated by external shared services arrangements.	Lack of (or in)adequate: • consistency of design for shared services arrangements •alignment of political view between Wairarapa councils. • communication • alignment in policy design.	CE	Likely(4)	Major (3)	12	High	• Combined Council Forum - opportunities to discuss areas of commonality. •Make best possible use of joint policy working groups. • Regular catch ups between Chief Executives. • Managers involved in discussions about integrated services.	• Discussions underway to identify areas for improvement for shared and integrated service opportunities. •Discussions underway for CCO for water services.	SLT	Likely(4)	Moderate(2)	8	High	Risk identified in March and assessed 30 April 2024. Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings. Combined Council Forum scheduled meetings: 29 May, 28 August, 6 November 2024
SR9	Health and safety	Legislative and Reputational	Provision of a safe and healthy workplace. Provision of services and facilities to the community that are free of risk to health and safety. Compliance with Health and Safety at Work Act 2015 and associated regulations and guidance from the regulator. Inappropriately managed risk to H&S can lead to: Harm to a person or people, direct impacts to the family of the person and wider community, potential for prosecution, sites being temporarily shut down while the regulator investigates, damage to public reception and community morale, insurance premiums impacted, impact on staff morale and retention, impacted public role modelling	Lack of adequate: • Staff resourcing to ensure safe methods are not discounted at the expense of workload and time constraints. •Funding budgeted to procure appropriate equipment. •Funding to enable H&S aspects to be prioritised in procurement. •Championing of staff value in the face of public negativity.	CE	Likely(4)	Major (3)	12	High	H&S management system including risk management, contractor management, staff wellbeing provisions.	Ongoing continuous improvement approach to H&S.	SLT	Possible (2)	Moderate(2)	4	Medium	Risk identified and assessed 13 May 2024 Monthly at SLT meetings and quarterly at Assurance, Risk and Finance Committee meetings.

Likelihood

Likelihood Title	Description
Rare	It has not occurred before in these circumstances, but it is not impossible. Probability < 10%
Possible	It is not expected to occur, but it has been known to occur in a similar or related context. Probability between 10 and 40%.
Probably	There is some expectation that it may occur and is common in this context. Probability between 40 and 70%.
Likely	It is expected to occur, because it occurs frequently or is a well-documented expectation in this context. Probability > 70%.

Consequence

Categories	Consequence			
	Minor	Moderate	Major	Extreme
Financial	<ul style="list-style-type: none"> < \$5,000 pa impact to Council operating expenditure; or < \$10,000 impact to Council capital expenditure; or < 0.04 rates increase. 	<ul style="list-style-type: none"> < \$10,000 pa impact to Council operating expenditure; or < \$100,000 impact to Council capital expenditure; or < 0.4% rates increase. 	<ul style="list-style-type: none"> < \$250,000 pa impact to Council operating expenditure; or < \$1,000,000 impact to Council capital expenditure; or < 1% rates increase. 	<ul style="list-style-type: none"> ≥ \$250,000 pa impact to Council operating expenditure; or ≥ \$1,000,000 impact to Council capital expenditure; or ≥ 1% rates increase.
Reputation	<ul style="list-style-type: none"> External reputation minimally affected, little effort or expense required to recover; and Minimal loss of stakeholder trust & confidence at local level; and No presence in local media; and Negligible impact on staff, < 5% turnover per annum. 	<ul style="list-style-type: none"> External reputation slightly affected, minor effort or expense required to recover, with < 1 year to re-establish confidence; and/or Loss of stakeholder trust & confidence at local level; and/or Presence in local media only; and/or Elevated impact on staff, < 10% staff turnover per annum. 	<ul style="list-style-type: none"> External reputation damaged, effort and expense is required to recover, with 1-2 years to re-establish confidence; and/or Loss of regional trust & confidence including iwi, funding partners and elected members; and/or Presence in regional/local media only; and/or Critical staff roles impacted, 10 - 15% staff turnover per annum. 	<ul style="list-style-type: none"> External reputation severely damaged, considerable effort and expense required to recover, with 2-5 years to re-establish confidence; and/or Loss of national trust & confidence including government; and/or Trending presence in national and international media; and/or Major staff impact including critical roles, > 15% staff turnover per annum.

Compliance / Legal	<ul style="list-style-type: none"> • Council challenge or threat of litigation, but are compliant or have the appetite to tolerate non-compliance costs; and • Contractor do not express concerns, or retract prior concerns. 	<ul style="list-style-type: none"> • Council get challenged and are found to be non-compliant with fines, penalties or legal exposure < \$100,000; and/or • Contractor expresses concern and/or give verbal advice that, if breaches continue a default notice may be issued. 	<ul style="list-style-type: none"> • Council get challenged and are found to be non-compliant with fines, penalties or legal exposure < \$250,000; and/or • Contractor give written notice threatening termination if not rectified. 	<ul style="list-style-type: none"> • Council get challenged and are found to be non-compliant with legal exposure in excess of \$500,000; and/or • Criminal conviction; and/or • Appointment of a commissioner under the LGA. • Contractor terminates contract (breach / default etc.)
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Risk Matrix

Likelihood	Value	Consequence	Value
Rare	1	Minor	1
Possible	2	Moderate	2
Probable	3	Major	3
Likely	4	Extreme	4

Risk Rating	Min Score	Max Score
Low	0	2.9999
Medium	3	6.9999
High	7	7 - 16

		LIKELIHOOD				
		Rare	Possible	Probable	Likely	
		1	2	3	4	
CONSEQUENCE	Extreme	4	Medium	High	High	High
	Major	3	Medium	Medium	High	High
	Moderate	2	Low	Medium	Medium	High
	Minor	1	Low	Low	Medium	Medium

Notes:

- The consequence of finance, reputation, legal is recorded as the highest of any of those categories.
- Strategic risks are those risks that can impact the competitive advantage and sustainability of the organisation while operational risks deal with the day-to-day business activities of the organisation.

Legislative Compliance Update

1 July 2023 to 30 June 2024

1. All Building consents

On track

Total consents granted	Total granted under 20 days	Average clock days	% processed under 20 days
415	406	14	97.6%

Commentary for those compliance performance measures not meeting target YTD:

9 consents were processed over 20WD, a contributing factor to this was staff leave. The consents that went over time were processed within 21-26 working days.

2. All Resource consent applications and notices

On track

Total applications	Total decisions	Target met	Average days utilised (incl extended days)	% issued within statutory timeframe
213	207	yes	16.65	99.41%

Land use			
Total applications	Total decisions	Average days utilised (incl. extended days)	% within stat timeframes (incl S37)
50	51	13.46	100% 5 Deferred under s37

Subdivision			
Total applications	Total decisions	Average days utilised (incl. extended days)	% within stat timeframes (incl s37)
109	110	19.23	99.39% 30 Deferred under s37: 30

Land use consents: on track

Subdivision consents: one consent identified as over the statutory requirements.

It is noted that during the second half of the year 2023, the planning team received a substantial number of applications within a short period of time, far exceeding normal applications received numbers. Leading up to the Proposed District Plan notification date where rural subdivision rules would be significantly changed, many subdivision consents were received.

Due to workload constraints and application complexity, 1 decision processed exceeded statutory timeframes based on MagiQ reporting. Some consents were sent to external consultants for assessment and 27 consents were deferred under s37 RMA for doubled timeframes. It was noted that this time was unique and unprecedented and this level of workload is not anticipated for some time into the future.

3. Boundary Activity

On track

Total notices (application and decision)	Average days utilised	% notices under 10 days
10	1.36	100%

4. Marginal/Temporary Activity

On track

Total notices (application and decision)	Average days utilised	% notices under 20 days
1	1.36	100%

5. LIMS processed within timeframes

On track

Count LIMS	LIMS within timeframes	% non urgent LIMS	% urgent LIMS
240	240	72.08%	27.92%

6. Local Government Information and Meetings Act (LGOIMA) Requests**Off track – target 100%**

Total requests recorded	% requests within timeframes	Requests within timeframes	Average response time in days
198	95%	173	14

Extended	Late	Cancelled by requestor	Duplication
9	7	8	1

Commentary for those compliance performance measures not meeting target YTD:

Of 198 LGOIMAs requests recorded in the FY 2023/24:

- one request was a duplication – a request was entered twice due to human error;
- nine responses were extended to support significant collation and research of information;
- seven responses were delivered after the timeframe due to staff resource and capacity;
- as previously reported, one LGOIMA request was sent to the Enquiries email inbox and due to human error, this was not logged as a LGOIMA until after the statutory timeframe. The Ombudsman was included in correspondence with the requestor to remedy this error and processes to ensure this does not occur in future are in place.
- Eight requests were cancelled by the requestor as they no longer required the information.

7. Ombudsman’s Investigations

There are no Ombudsman’s investigations recorded between 1 July 2023 and 30 June 2024.

8. Privacy

There are no privacy breaches to report.

9. Water compliance

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
Water supply	1A	The extent to which the local authority's drinking water supply complies with part 4 of the drinking-water standards (bacteria compliance criteria)*							
Water supply		Featherston Scheme	100%	Compliant	Compliant	Compliant	Compliant	Compliant	Treatment plants in South Wairarapa are only equipped with treatment capability to handle Log 3 treatment, as this is what was required under the old drinking water standards, whereas the new standards require Log 4 treatment. Additional investment will be required to be compliant with the new drinking water quality rules.

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
Water supply		Greytown Scheme	100%	Non-compliant	Non-compliant	Non-compliant	Non-compliant	Non-compliant	
Water supply		Martinborough Scheme	100%	Non-compliant	Non-compliant	Non-compliant	Non-compliant	Non-compliant	
Water supply		Pirinoa Scheme	100%	Compliant	Compliant	Compliant	Compliant	Compliant	

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
Water supply	1B	The extent to which the local authority's drinking water supply complies with part 5 of the drinking-water standards (protozoal compliance criteria)*							
Water supply		Featherston Scheme	100%	Non-compliant	Non-compliant	Non-compliant	Non-compliant	Non-compliant	Treatment plants in South Wairarapa are only equipped with treatment capability to handle Log 3 treatment, as this is what was required under the old drinking water standards, whereas the new standards require Log 4 treatment. Additional investment will be required to be compliant with the new drinking water quality rules.
Water supply		Greytown Scheme	100%	Non-compliant	Non-compliant	Non-compliant	Non-compliant	Non-compliant	
Water supply		Martinborough Scheme	100%	Non-compliant	Non-compliant	Non-compliant	Non-compliant	Non-compliant	
Water supply		Pirinoa Scheme	100%	Compliant	Compliant	Compliant	Compliant	Compliant	
Water supply	2	The percentage of real water loss from the local authority's networked reticulation system	<30%	TBC	TBC	TBC	TBC	TBC	Result is pending, following annual meter reads. Results due mid-August.
Water supply	3A	Median response time to attend urgent call-outs	<60 mins	58 mins	40 mins	40 mins	66 mins	58 mins	

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
Water supply	3B	Median response time to resolve urgent call-outs	<8 hours	3.4 hours	3.8 hours	3.2 hours	3.4 hours	3.4 hours	
Water supply	3C	Median response time to attend non-urgent call-outs	<2 working days	3 working days	0 working days	2 working days	3 working days	3 working days	We have seen an increase in non-urgent response and resolution times which is in line with expectations during summer as we see an increase in the visibility and reporting of leaks.
Water supply	3D	Median response time to resolve non-urgent call-outs	<5 working days	4 working days	2 working days	3 working days	4 working days	4 working days	
Water supply	4	The total number of complaints received about drinking water taste, clarity, odour, water pressure or flow, continuity of supply or the response to any of these issues; expressed per 1000 connections	<65	18.4	3.3	6.2	6.9	2	
Water supply	5	Average consumption of drinking water per day per resident	<400L	583	593L	575L	580L	584	Water consumption (including leakage and unauthorised consumption) decreased approximately 2.4% year-on-year. This remains significantly above the target of 400 litres per person per day. For 2024/25, Council in its Enhanced Annual Plan,

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
Wastewater	1	The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 connections	<10	1.1	0	0	0.4	0.6	adopted demand management through reducing current allocated quota from 350 m ³ to 250 m ³ of water provided to all users.
Wastewater	2A	Number of abatement notices received in relation to the resource consents for discharge from sewerage systems	0	1	0	0	0	1	A "to-do" abatement notice was issued 19 June 2024 requiring the Council and Wellington Water to carry out desludging at the Martinborough Wastewater Treatment Plant by 9 May 2025. Excess sludge in the ponds at the Treatment Plant are leading to decreased pond retention time and increased contaminant concentrations, leading to breaches of consent limits. Desludging will improve compliance at the plant and help restore the design capacity of the pond.
Wastewater	2B	Number of infringement notices received in relation to the resource consents for discharge from sewerage systems	0	0	0	0	0	0	
Wastewater	2C	Number of enforcement orders received	0	0	0	0	0	0	

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
		in relation to the resource consents for discharge from sewerage systems							
Wastewater	2D	Number of successful prosecutions in relation to the resource consents for discharge from sewerage systems	0	0	0	0	0	0	
Wastewater	3A	Median response time to attend a sewage overflow resulting from a blockage or other fault in the sewerage system	<60 mins	65 mins	71 mins	67 mins	92 mins	65 mins	We continue to exceed targets in attendance times due to an increase in work volume and funding and resourcing constraints, however, the full-year result was within 10% of target.
Wastewater	3B	Median response time to resolve a sewage overflow resulting from a blockage or other fault in	<4 hours	3.6 hours	2.4 hours	1.9 hours	2.7 hours	3.6 hours	

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
		the sewerage system							
Wastewater	4	The total number of complaints received about sewerage odour, sewerage system faults, sewerage system blockages and the response to any of these issues; expressed per 1000 connections	<60	21	4.1	6.2	5.7	10	
Stormwater	1A	The number of flooding events that occurred throughout the year	0	0	0	0	0	0	
Stormwater	1B	For each flooding event, the number of habitable floors affected; expressed per 1000 connections	0	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
Stormwater	2A	Number of abatement notices received in relation to the resource consents for discharge from stormwater systems	0	0	0	0	0	0	
Stormwater	2B	Number of infringement notices received in relation to the resource consents for discharge from stormwater systems	0	0	0	0	0	0	
Stormwater	2C	Number of enforcement orders received in relation to the resource consents for discharge from stormwater systems	0	0	0	0	0	0	
Stormwater	3D	Number of successful prosecutions in relation to the resource	0	0	0	0	0	0	

Water Type	DIA #	Performance Measure	Target 22/23	Full Year Result	Q1 24 Result	Q2 24 Result	Q3 24 Result	Q4 24 Result	Variance Explanation
		consents for discharge from stormwater systems							
Stormwater	3B	Median response time to attend a flooding event	<3 hours	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	
Stormwater	4	The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 connections	0	N/A	N/A	N/A	N/A	N/A	There are zero connection to the stormwater network.
Stormwater		% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	N/A – No flooding events	

11.2 SWIMMING POOL AUDIT INSPECTIONS UPDATE

Author: Sara Edney, Building Control Manager

Authoriser: Russell O'Leary, Group Manager, Planning and Environment

File Number:

PURPOSE

To inform *councillors/members* of the current status of the periodic inspections of residential pools that are a requirement of The Building Act 2004 section 162D.

EXECUTIVE SUMMARY

Every territorial authority must ensure that the following residential pools within its jurisdiction are inspected at least once every 3 years, within 6 months before or after the pool's anniversary date, to determine whether the pool has barriers that comply with the requirements of [section 162C](#):

(a) residential pools other than small heated pools:

(b) small heated pools that have barriers that are not exempt, in terms of [Schedule 1](#), from the requirement to have a building consent.

Owners can choose to use an independent pool inspector instead of the territorial authority for this inspection. If an independent pool inspector is used, they are required to provide a report of the inspection to the TA.

BACKGROUND

Councils Building Compliance Officer has a register of all known residential pools in the South Wairarapa.

There are currently 624 pools on the register with 508 of those pools subject to an audit inspection as per Section 162C.

The anniversary date referenced above is the date that the code compliance certificate was issued.

There are currently 116 active building consents for swimming pools that have not obtained their code compliance certificate, and therefore are not currently subject to these periodic inspections.

Section 222 of The Building Act 2004 provides the authority for Councils building officers to inspect residential pools, and to enter premises for the purpose of carrying out this inspection (as an authorised officer).

All Council building officers are warranted and carry a warrant card for this purpose.

DISCUSSION

All pools that were due for their periodic inspections between 1st January 2024 and 30th June 2024 have been inspected.

There are currently 59 residential pools that were due for their periodic inspections before 1st January 2024, that have not been carried out.

Some reasons for these inspections not having been carried out to date include:

- Owners continually cancelling inspections and not re-scheduling, or refusing to allow the inspector onsite to carry out the inspection.
- Inspector arriving onsite to find they cannot gain access to the property

What next:

A standard letter is scheduled to be sent to the 59 pool owners to notify them of the requirements for these inspections, and advising them that the inspection will happen within the next 3 months.

The owners will have the opportunity to contact Council and schedule a suitable time if they want to be present for the inspection, or notify us of their intention to use an IQPI.

Anyone choosing to use an IQPI will be notified that the inspection report is required to be submitted to Council prior to 30th November 2024.

We are currently investigating options for those properties that we continue to have trouble accessing.

APPENDICES

Nil

11.3 PEOPLE REPORT**Author:** Matt Vins, Manager, Corporate Support**Authoriser:** Paul Gardner, Group Manager, Corporate Services**File Number:****PURPOSE**

To provide councillors an overview of strategic people matters.

EXECUTIVE SUMMARY

Council has a duty of care to its people, the primary employer of which is the Chief Executive. In turn, The Chief Executive is employed by Councillors.

This report provides an overview of ongoing people related risks, and the associated actions and mitigations that are being used to manage them.

BACKGROUND

People related risks to Council as a legal entity may originate from various sources and tied to one or more of those factors. Our workforce obligations are clearly defined through legislation. These serve a purpose of acting as standards to which both employers (and by extension those that lead and set priorities) and its employees should all adhere.

Any updates to legislation will be captured and reported to the Assurance, Risk and Finance Committee as part of this paper on a quarterly basis. Matters relating to the Health and Safety at Work Act 2015 will be reported against separately.

DISCUSSION

Workforce risk should be defined as any workforce-related threat to an organisation's operational, financial, and reputational outcomes, including, but not limited to, such factors as: Skills and talent availability. Ability to address changing workforce expectations (such as social responsibility).

The five most critical people related risks are outlines below:

Risk Description	Risk Cause	Impact	Initial Risk Rating	Risk Controls	Residual Risk Rating
Conditions of employment (physical environment, cultural and contracted terms)	<ul style="list-style-type: none"> Contractual conditions of employment being challengeable. Unhealthy levels of physical and psychological safety Poor working environment. Inappropriate behaviour 	<ul style="list-style-type: none"> Critical roles being left vacant. Significant strain on remaining staff members Legal challenge Increased staff attrition Increases in sickness levels. Significant increases in financial costs in terms of opportunity loss, recruitment (time to hire) Poor employer brand 	High	<ul style="list-style-type: none"> Well-formed policies, standard procedures Development of a culture of continuous improvement Embedding of the Performance Management framework Abusive incident response processes Staff & EM Code of Conduct Onboarding and induction processes Support mechanisms i.e. EAP Collective Agreement terms Regular reviews of salaries and benefits Employee recognition programmes Assignment of appropriate delegations 	Moderate
Knowledge Transfer for Critical Roles	<ul style="list-style-type: none"> Aging workforce of key technical staff Lack of maturity in business processes 	<ul style="list-style-type: none"> Loss of institutional knowledge amongst team members Inability to deliver against service and service level expectations. 	High	<ul style="list-style-type: none"> Succession planning Pathway to retirement plans Cross functional roles Mentoring responsibilities woven into expectations of senior staff. Skills and knowledge mapping 	Moderate

		<ul style="list-style-type: none"> Over reliance on contractors to maintain technical insights. 			
Leave liability	<ul style="list-style-type: none"> Annual leave balances are excessive due to an actual or perceived inability to take leave. Sick leave levels escalate too problematic 	<ul style="list-style-type: none"> Leave liability resides on the balance sheet. The potential for significant wellbeing issues arising for staff members. Levels of sick leave impact upon organisational performance. 	High	<ul style="list-style-type: none"> Management leave management plans. SLT monitoring of sick and annual leave. H&S reporting Management application of Managed Sick Leave policy 	Moderate
Automation, AI and the future of work	<ul style="list-style-type: none"> Impacts of technology and AI on how services are delivered. The skills held by our workforce don't align with community expectations of our organisation. 	<ul style="list-style-type: none"> Council fails to harness the opportunities as presented by AI to deliver quality timely services and better outcomes to our communities. Council fails to understand its purpose and positioning in the Community. Loss of trust in Council operations and delivery. 	High	<ul style="list-style-type: none"> Knowledge and Information Management framework Providing future skills focused training through personal development planning. Dispensing clear guidelines on generative AI use. Improving messaging about job security. Stay informed of emerging technology and provide training. Train leadership to be more human centered. Communications and engagement planning Introduce strategic workforce planning with a multi-year outlook. Leverage IT and other tools to promote team connectedness. 	Moderate

				<ul style="list-style-type: none"> Analyse skill gaps in your workforce and offer reskilling and upskilling. Hire for skills, not role. Review our physical work environment and how teams are formed. Apply learnings/findings from the Future of Local Government report 2023. 	
Form following function	<ul style="list-style-type: none"> The size, shape and resourcing of the organisation must reflect the outcomes and services that the organisation is mandated to deliver to. 	<ul style="list-style-type: none"> Community services and priority expectations of the Council are not met. Community trust diminishes. The relationship between EM's and Officers erodes. 	Critical	<ul style="list-style-type: none"> Organisational design reviews Strategic workforce planning across all tiers of the organisation. Review of role expectations as vacancies arise. Review of delegations IT architecture is fit for purpose. Development of cross functional teams. Ongoing review of our physical workspace to support greater collaboration and high-quality outcomes. 	Low

Collective Bargaining

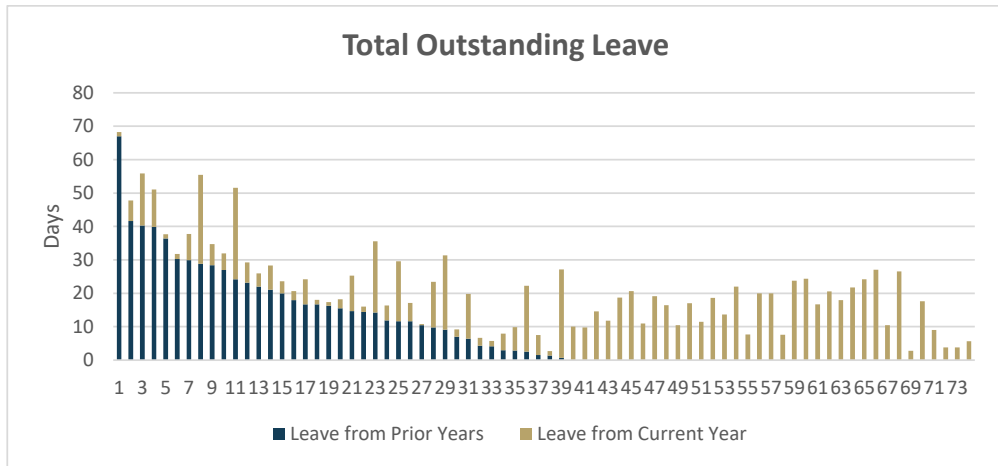
Collective bargaining discussions with the PSA are nearing completion. The outcomes of those negotiations will be incorporated into our current Enhanced Annual Plan budgets.

APPENDICES

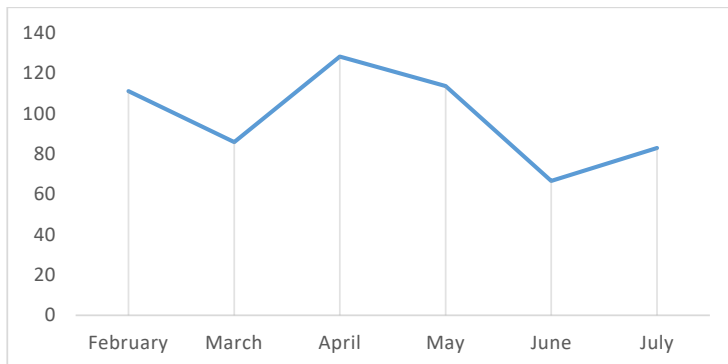
Appendix 1 **ARF People Dashboard Aug 24** [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\)](#) [!\[\]\(a9bc825d1a15412853cf9ebcbd72219d_img.jpg\)](#)

Appendix 1: People Dashboard

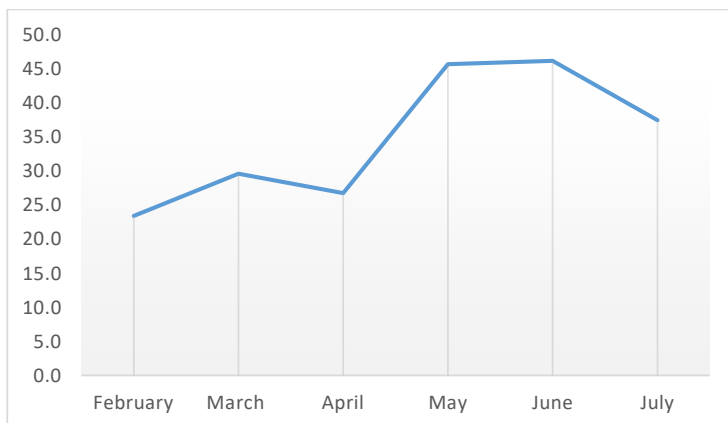
- Attrition for period 1/7/2023 - 30/6/2024 = **12**
- Attrition for period 1/7/2024 – 30/6/2025 = **1**



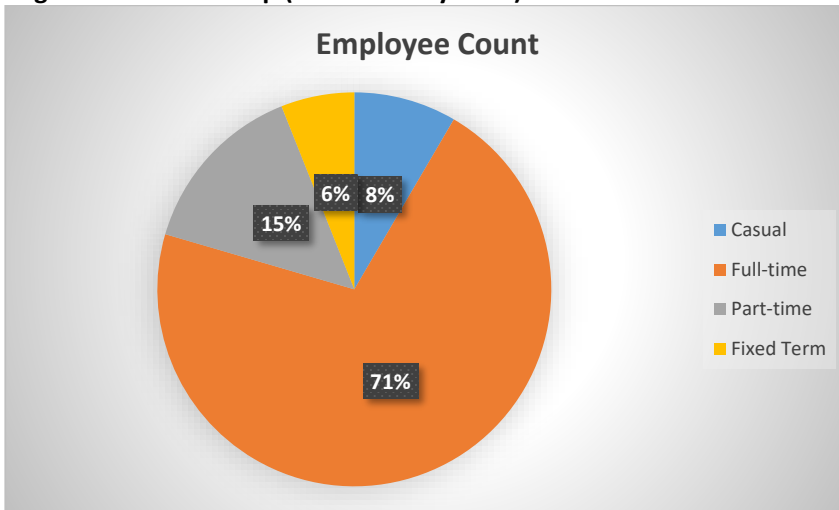
- **Total Annual Leave Taken (Days)**



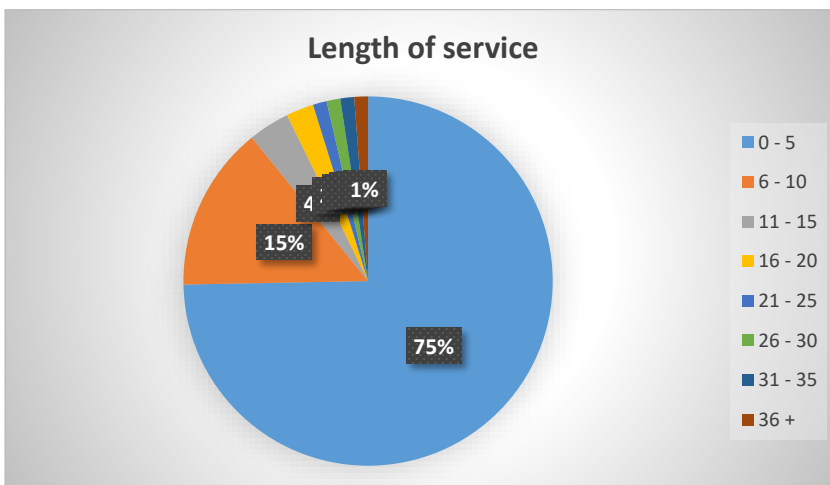
- **Total Sick Leave Taken (Days)**



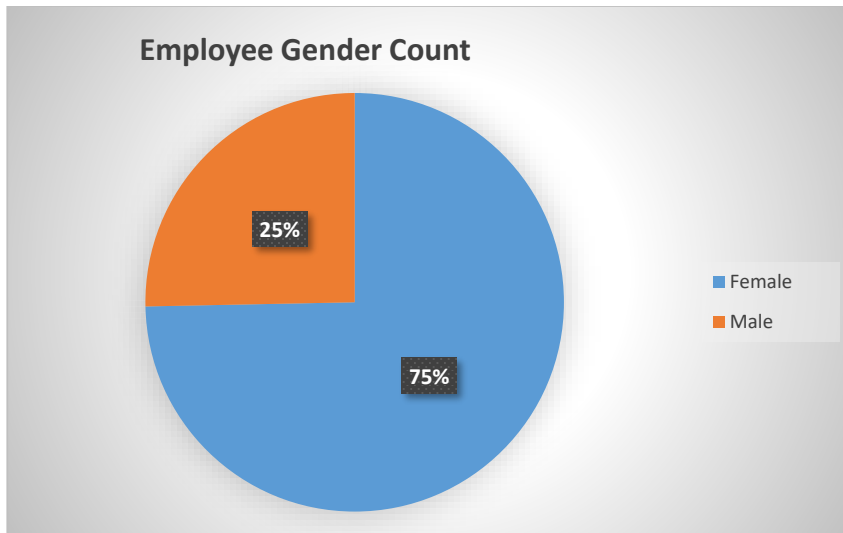
Organisational makeup (as of end July 2024)



Employment type	Number of staff
Casual	7
Full-time	59
Part-time	12
Fixed Term	5
Total Staff	83

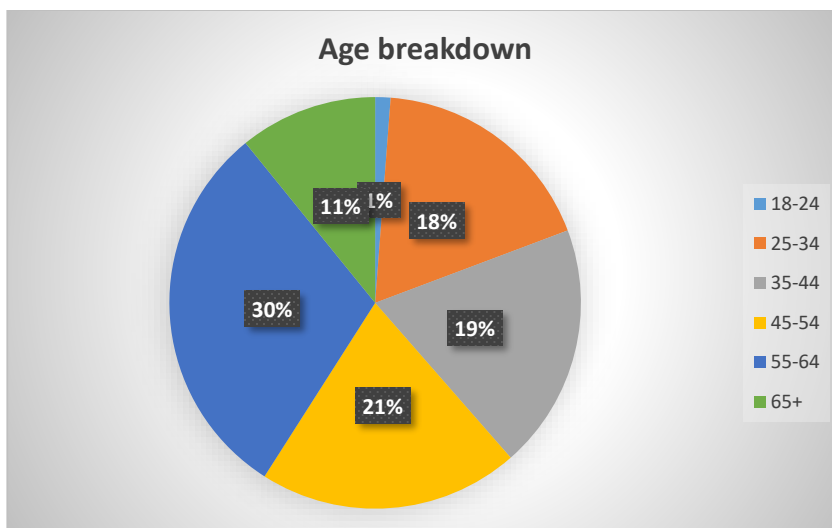


Length of Service	No. of employees
0 - 5	62
6 - 10	12
11 - 15	3
16 - 20	2
21 - 25	1
26 - 30	1
31 - 35	1
36 +	1



Gender Count

Female	62
Male	21



Age	No. of employees
18-24	1
25-34	15
35-44	16
45-54	17
55-64	25
65+	9

11.4 HEALTH, SAFETY AND EMERGENCY MANAGEMENT UPDATE**Author:** Nigel Carter, Lead Advisor, Health, Safety and Emergency Management**Authoriser:** Paul Gardner, Group Manager, Corporate Services**File Number:****PURPOSE**

To inform *councillors/members* with an overview of health, safety and emergency management matters by way of the Health & Safety Report for the period 1st May to 26th July 2024..

EXECUTIVE SUMMARY**BACKGROUND**

The Health and Safety at Work Act 2015 includes due diligence requirements for 'Officers' to proactively engage in health and safety matters. Officers includes Councillors and the Chief Executive.

The Civil Defence Emergency Management Act 2002 requires territorial authorities to provide Emergency Management for their districts, and to be part of the region's Emergency Management Group.

Quarterly H&S reporting will update Elected Members on matters pertaining to Health, Safety & Wellbeing performance, and Emergency Management performance, to provide assurance that SWDC is managing risks appropriately.

Section 1 of this report refers to H&S matters and risks. Section 2 refers to Emergency Management

DISCUSSION**Section 1: Health and Safety****Health and Safety Critical Risk Summary**

From the operational Health & Safety risk register the five most critical risks are outlined below.

Risk Description	Risk Cause	Impact	Initial Risk Rating	Risk Controls	Residual Risk Rating
Inappropriate behaviour directed towards staff	Abusive, threatening, rude, or inappropriate behaviour directed towards staff. Sources: members of public, media, EMs, other staff.	Psycho-social harm, potential for physical harm, traumatic psychological injury, staff attrition, reduced productivity	Critical	<ul style="list-style-type: none"> Policies, standard procedures De-escalation training Abusive incident response process Staff & EM Code of Conduct Leadership & EM's consistently providing support and encouragement to staff New employee H&S inductions EAP Lone worker and vehicle location monitoring protocols Body cameras Duress mechanisms Some separation of staff and public areas Security review of Kitchener St Reception 	Moderate
Working with other PCBU's	Work carried out on our behalf by other companies without direct employment management of workers, work arrangements, safety plans and culture.	<ul style="list-style-type: none"> Potential for harm: fatalities, injuries, near miss Noncompliance with HSW Act: working with other PCBU's, notifiable events, risk management. 	Critical	<ul style="list-style-type: none"> Procedures for engaging contractors align with WorkSafe guidelines and Unit Standard 17595 Ongoing roll out of SiteWise prequalification platform Ongoing training with officers who regularly engage contractors on best practice, risk identification, pre-qualification & selection, onboarding, monitoring and review. 	Moderate

		Damage to public/council property, damage to reputation. Public reputation Inadequate insurance		Review of safety plans for all high risk work for direct-hire contractors Assistance offered for completion of safety plans for lower risk work Review of performance reports, and safety plans as needed, for Service Level Agreement contractors.	
Vehicles, Driving, Roads	Staff driving behaviour Very limited control of other road user behaviour Vehicle safety aspects Limited mobile reception in areas of district High driving hours in specific teams Largest geographic district in Wellington region Fatigue, impairment	Vehicular accident: fatality, serious injury, property damage Worker isolation: breakdown, accident, violence in areas without mobile reception Reputational damage Climate impact	Critical	Driving policy & associated protocols: vehicle procurement standards, licence checks, etc. Argus vehicle tracking: location, speed, behaviour monitoring. Garmin GPS devices Vehicle safety checks Corridor access training	Moderate
Work at Height	Lack of physical equipment for heights access throughout property portfolio (e.g. ladder brackets, anchor points) Added expense for contractors	Fall from heights: fatality, serious injury Items dropped: bystander impact Prosecution for risk management failure/ failure to adhere to	Critical	Policies, standard procedures Contractor engagement protocols Heights work designated as high risk requiring confirmation of safety plans Heights access equipment (ladder brackets and anchor points) included in budget, not yet installed	Moderate

	using appropriate methods Increased staff resource to ensure contractors using appropriate methods	safe working practices Reputational damage			
Under reporting	Staff & contractors not reporting events relevant to H&S management Reluctance to report Lack of awareness of what and when to report	Lost opportunity to apply corrective actions, ensure treatment Risks/hazards unidentified Under appreciation of risk levels Failure to notify WorkSafe or relevant parties	High	Policies, standard procedures, IEA/CEA H&S induction Team meetings Multiple reporting channels Regular encouragement Informal conversation: actively asking Contractor reports	Moderate

General risk monitoring

Safety reports

For the period 1st May 2024 to 26th July 2024 there were 7 internal H&S reports. See appendix 1 for metrics.

Two reports relating to the risk of public initiated harm have helped to further refine the Safet Council Meeting Procedure. Two training sessions on Situational Safety were conducted in June as part of the risk controls around this risk.

One accident triggered a WorkSafe notification, with WorkSafe being satisfied that no further action or investigation was needed on their behalf. The instance involved a member of public tripping while ascending entrance stairs at a community building. Limited causal factors were able to be identified and corrective actions for those will be implemented.

Contractors

SWDC officers continue to work with external PCBUs where we have overlapping duties to ensure the duties are being met, and to assist in upskilling the PCBUs as required.

The use of the contractor prequalification is continuing to grow with more contractors added this quarter. The assessment scores of SWDC contractors continue to be above the average of all contractors in the system, indicating sound H&S practices.

Service Level Agreement Contractors continue to provide regular H&S reporting. All reports within this quarter were relatively minor in nature.

Policy Updates

Since the introduction of the new Driving policy on April 2nd, driving statistics show a significant improvement in driver behaviour from that date. When comparing the period 1st Feb – 30 April to 1st May – 26th July, a 67% decrease in instances of speeding is shown.

Section 2: Emergency Management

District Emergency Management Critical Risk Summary

Risk Description	Risk Cause	Impact	Initial Risk Rating	Risk Controls	Residual Risk Rating
Knowledge of localised risks	A lack of understanding of the Emergency and resilience landscape for the Wairarapa	Inability to plan strategically for where to dedicate resources.	High	Project required to undertake analysis and compile risk landscape	High

South Wairarapa District Council works collaboratively with Wellington Region Emergency Management Office, other Wellington & Wairarapa councils, iwi, support agencies and communities to manage emergency Reduction, Readiness, Response and Recovery (the “4 R’s”).

Reduction and Readiness

- Wairarapa Emergency Management is being needs review to best understand our risk landscape, to ensure our resources are best targeted to our operations across the four R’s.
- Marae Emergency Planning sessions support has been offered to all three South Wairarapa marae, with all three agreeing to offer emergency assistance to the public as part of emergency response, if needed.
- Through planning sessions with Kohunui Marae, facility improvement needs were identified and a successful application to the Community Wellbeing Fund will help with some of these needs.
- South Wairarapa’s part of the draft Wairarapa Emergency Debris Disposal plan has been delivered to the Wellington Region Lifelines Utilities Coordinator to take to the two Wairarapa iwi for consultation. After this it will come to South Wairarapa Elected Members for consultation.

Response

- Training for council staff in emergency management response continued in line with the commitment to have all staff trained to foundation level. As at 26th July 61% of SWDC staff have attended foundation training, compared to 37% last quarter.
- Emergency Assistance Centre Training was held in South Wairarapa for council staff, Papawai marae, support agencies (including MSD & MPI) and community groups. This training focused on how to assist members of public in emergencies e.g. assessing needs, finding or offering accommodation, linking with support agencies.
- Two SWDC officers are now on the Controller training pathway, including the new Manager, Corporate Support, who will become SWDC’s Alternate Controller.

Recovery

The combined Wairarapa Recovery Office continues to operate across South Wairarapa, Carterton and Masterton districts. The Recovery Office is co-ordinating between council and WREMO to manage the ongoing effects from the North Island Weather Events (NIWE) of Jan & Feb 2023. The main activities for South Wairarapa have included working with support agencies (East Coast Rural Support Trust, MSD, MPI, Federated Farmers, etc) to continue to deliver:

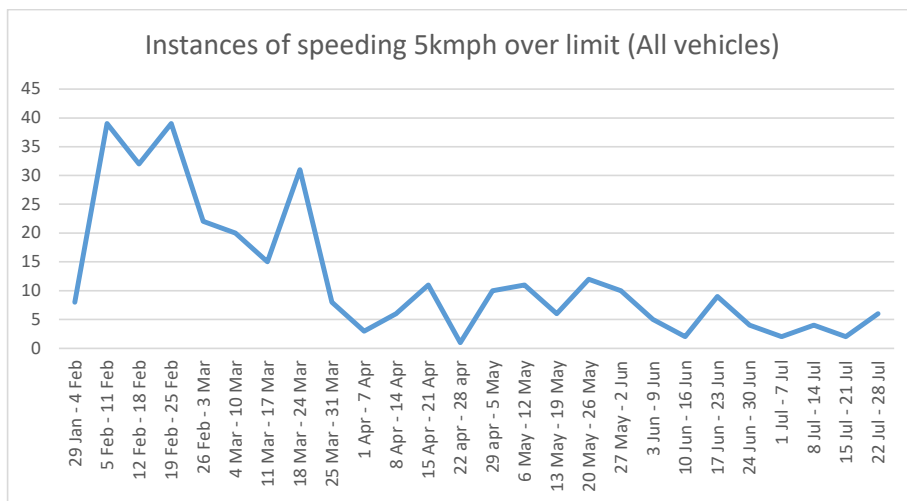
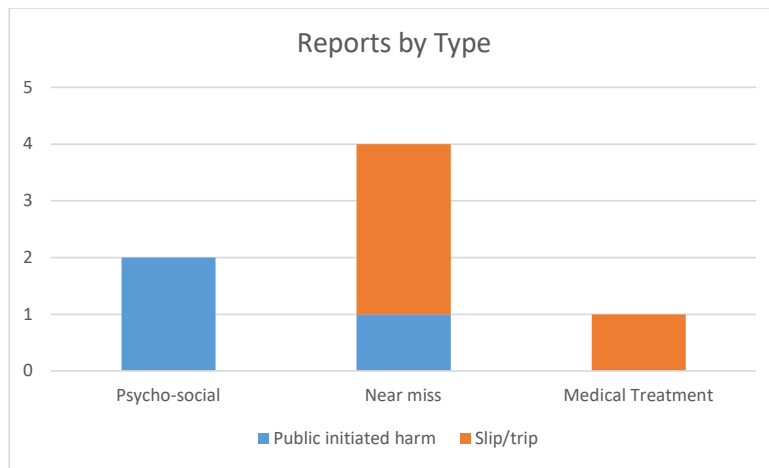
- Rural health programme support (e.g. General Nurse sponsored to work in rural communities, working at community events to provide basic health checks. This allows important conversations to occur and where appropriate, referrals to more specialised medical support and/or mental health support)
- Ongoing co-ordination for delivery of community resiliency assets to selected rural and coastal communities through funding from MPI. These assets included water tanks, AEDs, solar battery resilient internet setups, tsunami evacuation zone life sustaining containers, etc. With the recent appointment of a WREMO Emergency Management Advisor Community Resilience and Recovery, re-engagement with communities is underway.
- Combined administration and distribution of recovery/hardship funds into the wider Wairarapa Community, particularly groups that are still supporting NIWE impacted individuals and groups in impacted communities
- Working with RST to provide fencing and other farm side support.

APPENDICES

Appendix 1 **Health and Safety Metrics 1st May to 26th July 2024** [↓](#) 

Appendix 1: Health and Safety Metrics

1st May 2024 – 26th July 2024



11.5 CAPITAL PROJECTS SUMMARY**Author:** James O'Connor, Manager, Community Operations**Authoriser:** Stefan Corbett, Group Manager, Infrastructure and Community Operations**File Number:** NA**PURPOSE**

To inform the committee about progress on a small number of key projects and to get a feel from the committee on the information they would like in future reporting. Feedback is being sought on reporting content in order to incorporate suggestions into a project management framework that is being developed.

DISCUSSION

The Community Operations Team are in the early stages of setting up a project management function to enable more rigour in planning, executing, monitoring, controlling, and closing out projects. This includes developing project management systems and business processes, and training staff in these disciplines.

However, in the interim we are mindful that the committee requires improved visibility on projects, so in the interim the attached reports have been developed. These are two-fold in both providing brief information on a few projects, but also seeking the committees feedback on what the content of such reporting could be.

APPENDICES**Appendix 1** **Community Operations Project Workplan - 2024-2025** [!\[\]\(bd3b31712ad9bab5a241210fa6925cdd_img.jpg\) !\[\]\(882be629d4a853dc90d60f084b0d185d_img.jpg\)](#)



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Note - this outlines projects of interest, not all projects

Greytown Wheels Park												
Executive Summary												
<p>Following on from the 2021 – 2031 LTP a request for proposal was sent out to design and build the Greytown Wheels Park.</p> <p>Tenders for the Greytown Wheels Park were received and evaluated. The tender evaluation was guided by MBIE documents and templates and is consistent with the SWDC Procurement Policy. The outcome of the tender evaluation resulted in the selection of RICH Landscapes, and Angus McMillian Concrete to design and build the park. Council approval was given in February 2023 to award the tender as it was outside CEO delegation.</p> <p>The size of the tender awarded is \$1m from Council and \$2m from community fundraising. A contract for the design of the park was entered into in order to protect Council interests by not committing to the build of the park until satisfied with the design and costs. The contract states – “Subject to the Clients approval of the final design documentation and price schedule the parties will enter negotiation for a construction contract in respect of the park.”</p> <p>Extensive stakeholder engagement has taken place which has helped inform the detailed design of the park. The design work has been comprehensive and is starting to bring to life the value of this community asset which can be seen in 3D design renders of the complete park.</p> <p>The price schedule received is up to \$1.94m more than the \$3m total budget and is predominantly due to increases in labour and materials since initial concept designs were drafted leading up to LTP approval in June 2021. A significant factor in this is the economic impact of the covid 19 global pandemic. Officers received approval from Council for an increase in the Council contribution from \$1m to \$1.427m in order to complete stage one of the park. The remainder of the park development would be achieved through community fundraising.</p>												
Project Objectives												
<p>Complete stage one of the parks development</p> <p>Implement a decades old community driven project</p> <p>Enhance the Council wellbeing's, in particular the social wellbeing</p>												
Resources Required												
Finances available (total)	\$	1,427,000.00										
Internal project management												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development (complete)												
Stage 2 - Preliminary Design (complete)												
Stage 3 - Detailed Design		Finish										
Stage 4 - Construction							Start					Finish
Stage 5 - Commissioning												
Risk assessment												
Labour and material market price changes												
Project status												
On Track	RAG (colour fill cell)											



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Greytown Sports Pavilion												
Executive Summary												
<p>Following on from the 2021 – 2031 LTP a request for proposal was sent out for design and rebuild of the Greytown Pavilion located at Soldiers Memorial Park. The tenders were received and evaluated by a panel of two Council Officers and two external subject matter experts. The tender evaluation was guided by MBIE documents and templates and is consistent with the SWDC Procurement Policy. The outcome of the tender evaluation has resulted in Presidential Homes being selected.</p> <p>The building is an offsite modular build that is underway and expected to be delivered onsite in September 2024. The current Pavilion will be demolished with the "clock tower" being retained for installation on the new build. Resource consent has been obtained due to proximity to the heritage listed swimming pools.</p>												
Project Objectives												
<p>Replace an aged asset that is no longer fit for purpose Enhance the Council wellbeing's, in particular the social wellbeing</p>												
Resources Required												
Finances available (total)	\$	1,000,000.00										
Internal project management												
Support from sports clubs												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development												
Stage 2 - Preliminary Design												
Stage 3 - Detailed Design												
Stage 4 - Construction				End								
Stage 5 - Commissioning												
Risk assessment												
<p>Timing of onsite delivery could push out pending build completion and current building demolition Unforeseen construction or demolition complexities</p>												
Project status												
On track		RAG (colour fill cell)										



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Otaura Reserve - roading resurface												
Executive Summary												
The Otaura Reserve roading surface is an aged asset that is end of life with significant potholes. It is at the "gateway" into the South Wairarapa and Featherston from Wellington. The current condition generates numerous complaints, especially during the summer season from tourists.												
Project Objectives												
Resurface the roading in the reserve to allow ease of vehicle access												
Resources Required												
Finances available (total)	\$	250,000.00										
Internal project management												
Roading / engineering expertise												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development												
Stage 2 - Preliminary Design												
Stage 3 - Detailed Design												
Stage 4 - Construction												
Stage 5 - Commissioning												
Risk assessment												
Scale of works required may not meet indicative budget												
Condition of current aged asset												
Project status												
Not Started	RAG (colour fill cell)											
	[Yellow fill cell]											



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Martinborough Square Lighting Fixes												
Executive Summary												
Address a long standing lighting issue in the Martinborough Square by repairing fixtures / fittings, and cables of the 17 inground uplights; and lantern lights. This will address safety concerns form the community, especially in winter. Compliance with the dark skies is crucial.												
Stage one was completed in June 2024 on the uplights. Stage two is yet to start and will finish off the work by repairing the lantern lights.												
Project Objectives												
Address longstanding safety concerns from the public Enhance the night time experience of the square and notable trees												
Resources Required												
Finances available (total)		\$	50,000.00									
Internal project management												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development												
Stage 2 - Preliminary Design												
Stage 3 - Detailed Design												
Stage 4 - Construction												
Stage 5 - Commissioning												
Risk assessment												
Safety concerns have been raised by residents												
Project status												
On track	RAG (colour fill cell)											



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Carkeek Observatory												
Executive Summary												
<p>The Carkeek Observatory is the earliest surviving astronomical observatory in New Zealand and was built around 1867 by Stephen Carkeek on his farm. It is in partial ruin and became a category 1 historic place in 2020. As part of the 2021-2031 LTP a discreet budget was set aside for a preservation and a conservation options report which was completed by Cochran & Murray Conservation Architects.</p> <p>Cochran & Murray are assisting with defining a suitable shelter; documenting the scope of works; archaeological authority; resource consent; building consent; running a construction tender and contract.</p> <p>The observatory is on land currently owned by Council and leased for farming. The site has been fenced for a number of years to prevent cattle access.</p>												
Project Objectives												
Preservation of a heritage listed site												
Resources Required												
Finances available (total)	\$	81,972.00										
Archaeological authority												
Resource Consent and Building Consent												
Internal Project Management												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development												
Stage 2 - Preliminary Design												
Stage 3 - Detailed Design												
Stage 4 - Construction												
Stage 5 - Commissioning												
Risk assessment												
<p>Further degradation of the partial ruin, especially in wet conditions</p> <p>Time delays in getting the work completed</p>												
Project status												
Off Track	RAG (colour fill cell)											



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Greytown Swimming Pool Changing Room - upgrades												
Executive Summary												
As part of the 2021-2031 LTP a discreet budget was put aside to refurbish the Greytown swimming pool changing facilities. This is to allow not only swimming access but also access by other sporting codes.												
The current facilities are extremely aged and no longer fit for purpose.												
Project Objectives												
Refurbish an aged asset that is no longer fit for purpose												
Enhance the Council wellbeing's, in particular the social wellbeing												
Resources Required												
Finances available (total)	\$	155,848.00										
Internal project management												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development												
Stage 2 - Preliminary Design												
Stage 3 - Detailed Design												
Stage 4 - Construction												
Stage 5 - Commissioning												
Risk assessment	Unforeseen construction or demolition complexities											
Project status	RAG (colour fill cell)											
On track												



ANNUAL WORKPLAN TEMPLATE for July 2024 to June 2025

Playground Refurbishments												
Executive Summary												
As evidenced by conditions scores of playground equipment and site investigations of structural integrity of some equipment, the majority of playgrounds are nearing end of life and require refurbishments. A priority has been given to Greytown playground and then Featherston playground. Stage one of Greytown was completed in the 23-24 financial year, with stage two being completed early 24-25. Following on from this will be refurbishment of some equipment in Featherston. The scale and cost of a complete refurbishment (circa \$2million) of Featherston has lead to it being put into the upcoming LTP.												
Project Objectives												
Modernise playgrounds and make them more inclusive Replace end of life assets and eliminate associated H&S risks Complete stage two of the Greytown playground refurbishment Start stage one of the Featherston playground refurbishment												
Resources Required												
Finances available (total)	\$	404,800.00										
Internal project management												
Delivery timeline	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Stage 1 - Concept development												
Stage 2 - Preliminary Design			Finish									
Stage 3 - Detailed Design				Finish								
Stage 4 - Construction						Start						
Stage 5 - Commissioning												Finish
Risk assessment												
Labour and material market price changes Condition of current aged asset												
Project status												
On track	RAG (colour fill cell) 											

11.6 ACTION ITEMS

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Paul Gardner, Group Manager, Corporate Services

File Number: Not applicable

PURPOSE

To present the Committee with updates on actions and resolutions.

EXECUTIVE SUMMARY

Action items from recent meetings are presented to the Committee for information.

BACKGROUND

The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on. Procedural resolutions are not reported on.

DISCUSSION

Please refer to the report appendix.

APPENDICES

Appendix 1 Action Items to 14 August 2024 [!\[\]\(4146d17f71dced09c6ad789cacceaa6d_img.jpg\) !\[\]\(c0c268087214cb0c7c02d7259424fbe5_img.jpg\)](#)

Number	Raised Date	Responsible Manager	Action or Task details	Open	Notes
263	29 May 24	P Gardner	<p>ASSURANCE, RISK AND FINANCE COMMITTEE RESOLVED (ARF2024/16) to</p> <ol style="list-style-type: none"> 1. Receive the Insurance Renewal 2024 report. 2. Note that an increase of \$68,000 has been made to the insurance expense budget for 2024/25. 3. Approve a minimum threshold of \$50,000 of asset value for inclusion in the schedule of assets covered by Council's material damage insurance policy. <p>Amendment – additional motion which became a part of the substantive motion:</p> <ol style="list-style-type: none"> 4. Report on broader discussions on risk, including assets we are unlikely to replace. <p>[Items 1-4 read together] (Moved Cr Woodcock/Seconded Mayor Connelly) Carried</p>	Open	Refer to Point 4.
267	29 May 24	R O'Leary	Members requested further information relating to swimming pool audits (are all pools registered?) and an update on how well pool inspections have been progressed.	Actioned	22/07/24: Update received, to be included in risk management report in August.

12 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATIONS**

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

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	Plain English reason for passing this resolution in relation to each matter
12.1 - Cybersecurity Report Final	s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	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	To protect the Council's IT security and infrastructure.

13 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mā katoa
O mātou hoa
O mātou whānau
Aio ki te Aorangi

Our work is finished
For the moment
Blessing upon us all
Our friends
Our families
Peace to the Universe