



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Extraordinary Assurance, Risk and Finance Committee Meeting Thursday, 2 October 2025

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

Date: Thursday, 2 October 2025

Time: 3:00 pm

Location: Online via MS Teams

**Janice Smith
Chief Executive Officer**

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- 1 KARAKIA TIMATANGA – OPENING**
- 2 APOLOGIES**
- 3 CONFLICTS OF INTEREST**
- 4 ACKNOWLEDGEMENTS AND TRIBUTES**
- 5 URGENT BUSINESS**

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE ASSURANCE, RISK AND FINANCE COMMITTEE MEETING HELD ON 13 AUGUST 2025

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

RECOMMENDATIONS

1. That the minutes of the Assurance, Risk and Finance Committee meeting held on 13 August 2025 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Assurance, Risk and Finance Committee Meeting held on 13 August 2025

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON WEDNESDAY, 13 AUGUST 2025 AT 9:00 AM**

PRESENT: Mr Bruce Robertson (Independent Chair) Cr Aaron Woodcock (from 9:03am), Cr Colin Olds, Cr Kaye McAulay, Cr Martin Bosley, Mayor Martin Connelly and Ms Karen Mikaera.

APOLOGIES: Nil

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Russell O'Leary (Group Manager, Planning and Regulatory), Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Charly Clarke (Chief Financial Officer), Millie Wahome (Lead Accountant), Jess Hughes (Principal Advisor, Legal) and Amy Andersen (Lead Advisor, Democracy and Committees).

Earl White (Bancorp); Sefton Vuli and Leticia Chettiar (Audit New Zealand); and Bronda Smith (Guest).

PUBLIC FORUM: Nil

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, Waihinga Centre, 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 9:00am to 12:10pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

COMMITTEE RESOLUTION ARF2025/12

Moved: Mr B Robertson

Seconded: Mayor M Connelly

To accept apologies for late arrival from Cr Woodcock.

CARRIED

3 CONFLICTS OF INTEREST

No interests were disclosed relating to items on the agenda or interests not already recorded on a relevant register.

Cr Woodcock arrived at 9:03am.

4 ACKNOWLEDGEMENTS AND TRIBUTES

Mayor Connelly acknowledged Ms Smith's anniversary of 45 years working for local government.

5 PUBLIC PARTICIPATION

There was no public participation.

6 ACTIONS FROM PUBLIC PARTICIPATION

There was no public participation.

7 URGENT BUSINESS

There was no urgent business.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE ASSURANCE, RISK AND FINANCE COMMITTEE MEETING HELD ON 28 MAY 2025

COMMITTEE RESOLUTION ARF2025/13

Moved: Mr B Robertson

Seconded: Cr M Bosley

1. That the minutes of the Assurance, Risk and Finance Committee meeting held on 28 May 2025 are confirmed as a true and correct record.
2. That the public excluded minutes of the Assurance, Risk and Finance Committee meeting held on 28 May 2025 are confirmed as a true and correct record.

[Items 1&2 read together]

CARRIED

9 MATTERS ARISING FROM PREVIOUS MEETINGS

Mr Robertson flagged a request from the previous meeting on 28 May 2025 for AON to attend a future meeting for discussion regarding Council's insurance – Ms Clarke had noted this would followed up next triennium (est. early 2026).

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF**10.1 FINANCE REPORT**

Ms Wahome spoke to the report and noted there were no significant variances between budgets and actuals to reports.

Ms Clarke also spoke to the report and responded to queries from members including: capital programme and carry overs, monitoring downturn in contributions, land transport budget, loss on valuations (last one was done at peak of market value a few years ago) and the transfer to the new water entity.

Mr White spoke to the Treasury report, as per the presentation given online and responded to questions regarding borrowing - instruments (loans) and security for loans (all borrowing is with LGFA), and GDP.

Correction from presentation – New Zealand is one of the biggest spenders per capita with regard to infrastructure.

Ms Clarke spoke to issues relating to rates arrears.

COMMITTEE RESOLUTION ARF2025/14

Moved: Cr C Olds

Seconded: Ms K Mikaera

The Assurance, Risk and Finance Committee resolved to:

1. **Receive** the draft Finance Report
2. **Note** that no significant tax risks have been identified.
3. **Note** that no breaches of policies have occurred.

[Items 1-3 read together]

CARRIED

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF**11.1 AUDIT UPDATE**

Ms Clarke spoke to the report.

Mr Vuli, the new Audit Director for SWDC, noted his team will work closely with the Council. Mr Vuli assured members they will provide direction to support any recommendations/changes. The target date for Annual Report adoption is 8 October; the dashboard is being monitored and a team has been secured to start the audit.

Mr Robertson encouraged Audit and Council to have face to face conversation rather than use of dashboard for any issues in the lead up to the adoption of the Annual Report. Mr Vuli assured members that the Audit team will be on site to complete the audit.

11.2 RISK MANAGEMENT UPDATE

Mr Corbett spoke to the report and responded to members queries regarding high risk for regional alignment, the areas which are shifting and the current state of play. Members queried what can be worked on to stabilise and strengthen regional alignment and discussed the current high risk assessment scoring.

Members were given an opportunity to discuss the highest risks. Mr Robertson noted he was comfortable with the current assessments.

Mr Roberston requested an overview on the Critical Asset Failure risk; Ms Clarke noted SWDC now have more management of the capital water programme and post transition to the new entity, there will be a different focus and there may be opportunities to improve the roading network. Current risk levels reflects New Zealand is currently experiencing an infrastructure crisis, but there is some hope in terms of trajectory.

11.3 PEOPLE REPORT

Mr Corbett spoke to the report and responded to queries regarding employee costs (noted that contractors not included in personnel costs unless employed directly by Council)– this currently within budget.

Ms Mikaera left the room at 10:50am.

The meeting was adjourned at 10:51am.

The meeting was resumed at 11:05am with all members present.

11.4 HEALTH, SAFETY AND EMERGENCY MANAGEMENT UPDATE

Mr Corbett spoke to the report and responded to queries regarding current H&S reporting, costs for H&S and legal implications that are perceived to be overbearing (paperwork, impacts on productivity). Mr Corbett noted the latter issue is a national conversation at the moment and measures are in place to ensure that Council are adhering to and abiding by legal obligations, nothing over and above these requirements.

Members also queried the use of local contractors, monitoring contractor H&S practices and alternative approaches to traffic management (such as road closures).

11.5 CAPITAL PROJECTS SUMMARY

Mr O'Connor spoke to the report, highlighting the capital programme, desludging and roading. Members queries included: Carkeek observatory tender, wastewater and stormwater underspend (operational spend still sits with WWL and can be reported on, culverts are also not on the capital budget), core lessons from delivery across the board in relation to financial outcomes (noted the current quarter is busy and in the last year, project management has been

strengthened and bringing capital water programme in-house, differences will be seen over next 12 months).

12 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION ARF2025/15

Moved: Mr B Robertson

Seconded: Cr C Olds

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 Update	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.
12.2 - Legal Update	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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 allow for discussions around the legal role and any sensitive works the Principal Advisor, Legal has been completing.

CARRIED

13 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 12:10pm.

Confirmed as a true and correct record.

..... (Independent Chair)

..... (Date)

..... (Chief Executive)

..... (Date)

7 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

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7.1 - Public Excluded Minutes of the Assurance, Risk and Finance Committee Meeting held on 13 August 2025	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest 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	Relates to the cyber security and legal updates to the Committee on 13 August 2025
7.2 - Approval of Annual Report 2024/25	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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	To allow for discussion of reports which are still in draft form.

		under section 6 or section 7	

8 KARAKIA WHAKAMUTUNGA – CLOSING