

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON WEDNESDAY, 28 MAY 2025 AT 10:45 AM**

PRESENT: Mr Bruce Robertson (Chair), Cr Aaron Woodcock, Cr Colin Olds, Cr Martin Bosley, Mayor Martin Connelly and Ms Karen Mikaera

APOLOGIES: Cr Kaye McAulay.

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Paul Gardner (Group Manager, Corporate Services), Russell O'Leary (Group Manager, Planning and Regulatory), Stefan Corbett (Group Manager, Infrastructure and Community Operations), Matt Vins (Manager, Governance and Business Operations), Mille Wahome (Lead Accountant), Jessica Hughes (Principal Advisor, Legal), Mai Griffiths (Principal Advisor, People and Culture), James O'Connor (Manager, Community Operations), Melissa Stockley (Principal Advisor, Project Management), and Amy Andersen (Lead Advisor, Democracy and Committees).

Earl White (Bancorp); Karen Young, Steven Walker and Wikitoria Werohia (Audit NZ); Simon Taylor (Wairarapa Emergency Management Office); and Bronda Smith (Invited guest).

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 10:57am to 1:38pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

COMMITTEE RESOLUTION ARF2025/06

Moved: Mr B Robertson

Seconded: Mayor M Connelly

The Audit, Risk and Finance Committee resolved to accept apologies from Cr McAulay.

CARRIED

3 CONFLICTS OF INTEREST

Mr Robertson noted that in relation to item insurance renewal item 11.2, this names the new broker for Council as AON. Mr Robertson noted AON are his personal insurance brokers, he noted he had no role in Council's selection of its broker and his interest did not conflict with that of Council's.

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

4 ACKNOWLEDGEMENTS AND TRIBUTES

Mr Robertson acknowledged Mr Gardner's recent resignation and thanked him for his contributions to ARF. Members congratulated Mr Gardner on his move to Tasmania.

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 26 FEBRUARY 2025

COMMITTEE RESOLUTION ARF2025/07

Moved: Mr B Robertson

Seconded: Cr C Olds

The Assurance, Risk and Finance Committee resolved that the minutes of the Assurance, Risk and Finance Committee meeting held on 26 February 2025 are confirmed as a true and correct record.

CARRIED

9 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 FINANCE REPORT

Ms Clarke spoke to matters included in the report, explained key variances and responded to members queries including: Planning and Regulatory services operating costs and any adjustments due to the decline in number of building and resource consents, subsidies with NZTA,

the Freedom camping balance for the short term coastal ranger role and whether there was a timing clause on regarding this funding grant; the rate for debt, projects - funding and delivery delays (water projects) and forecast surplus against budget.

Mr White presented to the Committee on a Treasury update, including debt position as of 30 April 2025 and key developments / outlook.

COMMITTEE RESOLUTION ARF2025/08

Moved: Mr B Robertson

Seconded: Cr A Woodcock

The Assurance, Risk and Finance Committee resolved to:

1. Receive the 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

10.2 RECLASSIFICATION OF LAND AND BUILDING ASSETS

Ms Clarke provided an explanation of the matters included in the report and responded to members queries.

COMMITTEE RESOLUTION ARF2025/09

Moved: Cr M Bosley

Seconded: Cr C Olds

The Assurance, Risk and Finance Committee resolved to:

1. Receive the Reclassification of Land and Building Assets Report.
2. Note that the Finance team have reviewed the current classification of properties owned by council and recommend that thirteen properties be reclassified from Investment Properties to Property, Plant, & Equipment; and
3. Approve the reclassification of the thirteen properties currently classified as Investment Properties to Property, Plant, and Equipment (PP&E); and
4. Note that final confirmation of reclassification will be reported back to Council when the Annual Report 2024/25 is adopted, and audit opinion issued.

[Items 1-4 read together]

CARRIED

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 AUDIT UPDATE

Audit NZ team members were introduced to the Committee.

Mr Robertson summarised the plans and report for discussion at the meeting.

Ms Young provided updates regarding the draft Audit Management Report 2023/24 and the Audit of the Long Term Plan 2025/34.

With regard to the Annual Report 2024/25, Audit NZ team members said they were working to meet the preferred deadline for Council's adoption on 8 October 2025, noting that "frontloading" work was being undertaken now to ensure this deadline can be met. Ms Young said that timely communication and a "no surprises" approach is being implemented.

Mr Walker said that Audit were working closely with councils around their Annual Report adoption in the midst of elections 2025 and this is being taken into account. Mr Walker went on to provide an explanation of the major disruptors from previous years which have impacted on council meeting legislative timeframes for adoption of the Annual Report (including resourcing, legislative changes). He noted that no such disruptors were affecting the current resourcing.

Ms Clarke noted that all material will be made available to Audit NZ by Friday, 30 May 2025 this week for the audit of the Long Term Plan 2025/34 .

Mr Walker noted that SWDC were not alone in receiving an adverse opinion on the Long Term Plan consultation document due to the inclusion of water services. Challenges in this area have been created by legislative changes.

Ms Young said that the changes which have occurred between consultation and final LTP document will be reviewed by Audit. Removing Three Waters from all documentation including supporting information must be completed - Ms Young encouraged council to be diligent in this. Audit NZ have 10 days for review and sign off the opinion on the final LTP document. If there is any rework by council required, there is a risk the document cannot be adopted on 25 June.

Meeting adjourned at 12:21pm.

11.2 INSURANCE RENEWAL 2025

Meeting resumed at 12:52pm.

Ms Smith spoke to matters included in the report. Members asked if there were any signs liability policies premiums would continue to increase. Ms Clarke advised this was a possibility.

AON to be invited to speak to the Committee.

11.3 RISK MANAGEMENT UPDATE

Mr Gardner spoke to matters included in the report and provided an overview of the key changes made to the register since the last meeting in February.

Ms Hughes spoke to the legal risk which is new to the register, and provided an overview of the work to address this through treatment plans.

11.4 PEOPLE REPORT

Ms Griffiths spoke to matters included in the report, highlighting no significant changes to the risk register, with a slight increase in resignations (various reasons), noting that exit interviews are being conducted.

Ms Griffiths took members through the dashboard results and responded to queries from members including: how vacancies work if not filled and how positions are reviewed, use of contractors to fill roles and succession planning.

Mayor left the meeting at 1:13pm.

Members requested information for the next meeting, how knowledge transfer is being managed and what does this look like and mean for the organisation.

11.5 HEALTH, SAFETY AND EMERGENCY MANAGEMENT UPDATE

Mr Vins spoke to matters included in the report, highlighted new use of on-body cameras and the recent emergency management response practice conducted in May.

Mayor Connelly returned to the meeting at 1:17pm.

Mr Taylor was introduced to the Committee, he has been appointed to the role of Manager for the newly established Wairarapa Emergency Management Office. Will be working closely with all three councils, WREMO team and regional communities.

Mayor Connelly extended thanks to Mr Taylor for his leadership of the Recovery office.

11.6 CAPITAL PROJECTS SUMMARY

Mr Corbett and Ms Stockley spoke to matters in the report.

Members queried the Greytown wheels park project Ms Stockley stated this is progressing with a new contract for the build to be signed next week and breaking ground is planned for July 2025.

Members thanked the team for improvements to car park outside Supper Room.

Members queried timeframes with regard to the Carkeek Observatory project. Ms Stockley noted that additional funding for plans has been found, architects are working with the Archaeological Authority to complete design work and the entirety of the project is expected to be completed by the end of 2025.

A detailed timeline will be made available in July. Ms Stockley informed that the project had been redesigned to ensure future proofing and this wasn't much more expensive than the previous design.

Lastly, an update on Greytown Greenspace was requested. Ms Stockley mentioned that there has been discussion with Cr Plimmer and community members but there were no firm updates. Mr Corbett noted this had been "sitting on books for many years" and the project was no closer to resolution, suggesting that this warrants discussion at the Committee table but perhaps in the new triennium.

11.7 ACTION ITEMS

There are no actions to update.

12 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION ARF2025/10

Moved: Mr B Robertson

Seconded: Cr M Bosley

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 - Public Excluded Minutes of the Assurance, Risk and Finance Committee Meeting held on 26 February 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	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 discussions on Cybersecurity and Legal Update reports.

	<p>damage the public interest</p> <p>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</p>		
CARRIED			

13 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 1:38pm.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)