

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON WEDNESDAY, 14 AUGUST 2024 AT 2:00 PM**

PRESENT: Bruce Robertson (Chair), Cr Aaron Woodcock, Cr Kaye McAulay (via Teams) (Until 3:57pm)

Cr Colin Olds, Cr Martin Bosley, Mayor Martin Connelly (in person).

APOLOGIES: Karen Mikaera and Whitu Karauna (Māori Standing Committee representatives).

IN ATTENDANCE: Janice Smith (Chief Executive), Paul Gardner (Group Manager, Corporate Services), Russell O'Leary (Group Manager, Planning and Regulatory), Stefan Corbett (Group Manager, Infrastructure and Community Operations), Rob Thomas (Manager, Stakeholder Relationships), Millie Wahome (Lead Accountant), Sara Edney (Manager, Building Services), Matt Vins (Manager, Corporate Support), James O'Connor (Manager Community Operations) and Amy Andersen (Lead Advisor, Democracy and Committees).

Karen Young (Audit NZ).

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 2:03pm to 4:21pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Mr Robertson opened the meeting.

2 APOLOGIES

COMMITTEE RESOLUTION ARF2024/23

Moved: Mr B Robertson

Seconded: Cr M Bosley

To accept apologies from Ms Mikaera and Mr Karauna, and Cr McAulay for early departure.

CARRIED

Action 399: Members discussed the need for a Deputy Chair in Mr Robertson's absence and requested a report to appoint a member of the Committee to this role at the next meeting in October 2024.

3 CONFLICTS OF INTEREST

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

4 ACKNOWLEDGEMENTS AND TRIBUTES

Cr Olds acknowledged the passing of Featherston community member Graham Alcock and gave his condolences to Mr Alcock's family.

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.

ITEM MOVED

10.3 AUDIT UPDATE

Ms Wahome spoke to matters included in the report.

Ms Young responded to queries regarding finalisation of the interim audit and future visits to South Wairarapa.

Ms Smith queried the status of the management interim report – no major issues were noted. Ms Young noted that Audit NZ will issue the final report with any issues identified, areas of focus and report back on prior year issues.

Members sought clarification regarding how the Committee will have input into the report.

COMMITTEE RESOLUTION ARF2024/24

Moved: Mr B Robertson

Seconded: Cr C Olds

That the Assurance, Risk and Finance Committee:

1. Receive the Audit Update report.

CARRIED

8 CONFIRMATION OF MINUTES**8.1 MINUTES OF THE ASSURANCE, RISK AND FINANCE COMMITTEE MEETING HELD ON 29 MAY 2024****COMMITTEE RESOLUTION ARF2024/25****Moved: Mayor M Connelly****Seconded: Cr M Bosley**

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.

CARRIED**9 MATTERS ARISING FROM PREVIOUS MEETINGS**

There were no matters arising.

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF**10.1 PROTECTED DISCLOSURES POLICY**

Mr Gardner spoke to matters included in the report and responded to queries from members, including: whether there were previous policies (noted, council would have previously referred to the Whistleblowers Act), support for staff speaking up, investigations and mechanisms for anonymous reporting (not currently, work to be completed on future state).

Mr Roberston sought assurance from Mr Gardner that if there were any reports of serious wrong doing, both the Independent Chair and the external risk auditor would be advised.

Members queried whether staff know about and can access the policy. Mr Gardner noted that there will be education for staff and the policy will be published on the SWDC website.

COMMITTEE RESOLUTION ARF2024/26**Moved: Cr C Olds****Seconded: Mayor M Connelly**

That *the Assurance, Risk and Finance Committee:*

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

CARRIED

10.2 FINANCE REPORT

Ms Wahome spoke to matters included in the report and responded to queries from members, including accrued leave balances and rates arrears.

COMMITTEE RESOLUTION ARF2024/27

Moved: Mayor M Connelly

Seconded: Cr M Bosley

That *the Assurance, Risk and Finance 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%

CARRIED

10.4 ANNUAL WORKPLAN 2024/25

Mr Thomas briefly spoke to matters included in the report.

COMMITTEE RESOLUTION ARF2024/28

Moved: Mr B Robertson

Seconded: Cr C Olds

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.

CARRIED

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 RISK MANAGEMENT UPDATE

Mr Thomas spoke to the report and responded to queries from members including: climate change (high risk result after mitigations); clarification on residual risks remaining high when inherent risk has been reduced; critical asset risks (Infrastructure strategy, funding, engaging with communities), the risk matrix; emerging risks; and risk descriptions for financial accountability.

11.2 SWIMMING POOL AUDIT INSPECTIONS UPDATE

Ms Edney and Mr O'Leary spoke to the matters included in the report. Members queried legal obligations and liability with regard to this compliance.

Council officers provided a progress update and confirmed that in terms of liability, the requirements rest with individual pool owners.

Ms Smith noted she was comfortable with the team's current process and what they have done so far to mitigate the risks. Also noted that enforcement (e.g Police) would be last resort to gain access to a property to inspect a pool. A total lack of compliance from a pool owner would likely result in legal action through the courts, such as fines.

Action 407: Members requested a comprehensive information report to future Committee meetings on actions being taken to mitigate risks in relation swimming pool audit inspections, including data relating to pool owners restricting access/ignoring requests from council and next steps.

11.3 PEOPLE REPORT

Mr Gardner, spoke to matters included in the report, including: recruitment, annual leave balances, customer services enquiries (managing the wellbeing of staff) and the organisational re-shuffle.

Members commented on pressures on staff to perform during high volumes of work and the importance of managing overdue staff leave.

Members queried whether council officers feel supported by Council and if there was any further Councillors could be doing to support them.

Members queried quantifying leave balance reductions.

11.4 HEALTH, SAFETY AND EMERGENCY MANAGEMENT UPDATE

Mr Vins spoke to matters in the report and provided an update on key items of interest. Members queries the culture and attitudes to health and safety in the council workforce.

At 3:40 pm, Cr Olds left the meeting.

11.5 CAPITAL PROJECTS SUMMARY

As this report is new to the agenda, Mr O'Connor provided an overview of the report and provided updates in relation to projects included in Appendix 1.

At 3:43 pm, Cr Olds returned to the meeting.

Members queried start dates for projects which are yet to commence or starting construction in the coming months, including the Greytown Wheels Park.

Members queried the format/progress of project management

11.6 ACTION ITEMS

Action 263 – to remain open.

At 3:55 pm, Mayor Connelly left the meeting.

12 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION ARF2024/29

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 - Cybersecurity Report	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.

CARRIED

At 3:57pm, the meeting was adjourned.

At 3:57 pm, Cr McAulay left the meeting.

At 4:03pm, the meeting was resumed.

13 KARAKIA WHAKAMUTUNGA – CLOSING

Mr Robertson closed the meeting with a karakia.

The meeting closed at 4:21pm.

Confirmed as a true and correct record.

..... (Mayor/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