

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ASSURANCE, RISK AND FINANCE COMMITTEE MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 17 OCTOBER 2024 AT 2:00 PM**

PRESENT: Mr Bruce Robertson (Chair, Via Teams), Cr Aaron Woodcock (until 4:52pm), Cr Colin Olds, Cr Kaye McAulay, Cr Martin Bosley, Mayor Martin Connelly (Mayor)

APOLOGIES: Ms Karen Mikaera.

IN ATTENDANCE: Janice Smith (Chief Executive) Russell O'Leary (Group Manager, Planning and Regulatory), Andy Finch (Principal Advisor Water Services), Matt Vins (Manager, Customer Support), Sara Edney (Manager, Building Services), Jessica Hughes (Principal Advisor, Legal), James O'Connor (Manager, Infrastructure and Community Operations), Melissa Stockley (Principal Advisor, Project Management) and Amy Andersen (Lead Advisor, Democracy and Committees).

Earl White (Bancorp); Karen Young (Audit NZ) – via Teams.

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 2:00pm to 4:54pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION ARF2024/33

Moved: Mr B Robertson

Seconded: Cr M Bosley

That Assurance, Risk and Finance Committee resolved to accept apologies from Ms Mikaera.

CARRIED

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 recent passing of Dick Smith, long-time resident of Featherston and Vietnam War veteran who made many contributions to Featherston.

5 PUBLIC PARTICIPATION

There was no public participation.

6 ACTIONS FROM PUBLIC PARTICIPATION

There was no public participation.

7 URGENT BUSINESS

7.1 URGENT BUSINESS - 2023-2024 DEBENTURE TRUST DEEDS ENGAGEMENT LETTER

COMMITTEE RESOLUTION ARF2024/34

Moved: Mr B Robertson

Seconded: Mayor M Connelly

To add the 2023-24 Debenture Trust Deed Engagement Letter Report to the agenda as item 10.3.

Reasons for urgent business:

1. The letter was received after the agenda was approved.
2. The DTD audit has to be completed by the 30th November 2024, which is prior to the next scheduled committee.

CARRIED

8 CONFIRMATION OF MINUTES**8.1 MINUTES OF THE ASSURANCE, RISK AND FINANCE COMMITTEE MEETING HELD ON 14 AUGUST 2024****COMMITTEE RESOLUTION ARF2024/35****Moved: Mr B Robertson****Seconded: Mayor M Connelly**

The Assurance, Risk and Finance Committee resolved that the minutes of the Assurance, Risk and Finance Committee meeting held on 14 August 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 FINANCE REPORT**

Ms Clarke spoke to matters included in the report.

Members queried rates arrears and rebates, and how this was being managed by Finance team; the SUIPS review and when the information was being circulated to members (Ms Clarke noted this would occur in a few weeks); contract work; roading contributions; user levies (rubbish bag sales); Lake Ferry properties; roading; and interest flexibility.

Mr White spoke to matters included in the Treasury report (Appendix 2) and highlighted key issues affecting the economy.

COMMITTEE RESOLUTION ARF2024/36**Moved: Mayor M Connelly****Seconded: Cr M Bosley**

The Assurance, Risk and Finance Committee resolved to:

1. Receive the Finance Report
2. Note that no significant tax risks have been identified.

CARRIED

10.2 AUDIT UPDATE

Ms Clarke provided an update on the audit of the Annual Report 2023-24, noting that the team were expecting to have the audit opinion on time and are planning for the audit on the LTP consultation in February 2025 and final document in May/June 2025.

Ms Young provided the Audit NZ update on audit measurements, SWDC disclosures and the revaluation of council assets.

Members queried assessment of unit prices; asset depreciation (discussions to be held as part of LTP);

Ms Young noted there was some risk they may not be able to make deadlines for the Annual Report.

Mr Robertson passed on thanks to Ms Clarke and Finance team for their work on the audit.

COMMITTEE RESOLUTION ARF2024/37

Moved: Mr B Robertson

Seconded: Cr C Olds

That the Assurance, Risk and Finance Committee resolved to receive the Audit Update report.

CARRIED

10.3 2023-24 DEBENTURE TRUST DEEDS ENGAGEMENT LETTER

Ms Clarke explained the contents of letter, and the need for the approval. Noted that Audit are engaged to check that Council is meeting their responsibilities in all areas indicated in the letter.

COMMITTEE RESOLUTION ARF2024/38

Moved: Mr B Robertson

Seconded: Cr K McAulay

The Assurance, Risk and Finance Committee resolved to authorise the Mayor to sign the engagement letter for the completion of the Tri-partite Debenture Trust Deed audit.

CARRIED

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 REVIEW OF ACCOUNTING POLICIES FOR LTP

Ms Clarke spoke to matters included in the report and provided further updates in relation to the review of Accounting Policies, timeframes and future workshoping of the policies.

11.2 INSURANCE UPDATE OCTOBER 2024

Ms Clarke spoke to matters included in the report and responded to queries from the Committee members including self-insurance.

Mr Robertson highlighted the importance of the quality of cover, reasoning to review insurance and a strategic approach which can take a few years to process.

Ms Clarke was asked to share further thinking to progress discussion regarding possible changes to insurance.

11.3 RISK MANAGEMENT UPDATE

Mr Vins spoke to the report and responded to queries from members including crisis management, risk relating to honouring the Te Tiriti o Waitangi, Pain Farm, how seriously the top ranking risks are taken and the work to show that plans are in place.

Members and staff discussed furthering treatment plans for strategic risks 5 & 6.

Members queried the when the next Residents Perception Survey will be made available – noted this is currently in draft, and will come to a Strategy Working Committee meeting in the future. If there are issues that are raised in SWC that can be referred to the ARF committee for risk management/review, this will be done at a later date.

11.4 SWIMMING POOL AUDIT INSPECTIONS UPDATE

Ms Edney spoke to the matters included in the report and clarified that it was mostly owners of older pools that are non-compliant with inspections. Ms Edney also confirmed that pool audit inspections should take place every three years.

11.5 PEOPLE REPORT

Mr Vins spoke to the report and responded to queries from the Committee members including: changes to staffing levels (FTE) over the past 12 months and roles subsidised by external funding.

Meeting adjourned at 4:02pm.

Meeting resumed at 4:12pm

11.6 HEALTH, SAFETY AND EMERGENCY MANAGEMENT UPDATE

Mr Vins spoke to matters included in the report and noted the driving policy have been successful, speeding has been reduced, proactive health and safety incident reporting including near misses.

11.7 EMERGENCY RESPONSE PROCESS

Mr Vins spoke to matters included in the report and responded to queries from members including: WREMO's role in terms of emergency response and Council's investment in this organisation.

Members noted they haven't seen this level and quality of reporting on response previously, pleased to see that SWDC can respond to events.

11.8 CAPITAL PROJECTS SUMMARY

Mr O'Connor, supported by Ms Stockley, spoke to matters included in the report and responded to queries regarding community operations including: procurement – forecast spend and meeting timeframes.

Mr Finch spoke to matters included in the report, and also noted: the Greytown Drinking Water Supply hearings and deliberations are upcoming; that the Moroa Water consent was put in last Friday to GW to be processed; a leak at Greytown Wastewater Treatment Plant was plugged last night and work will be completed over the next few weeks.

Mr Finch responded to queries regarding water services including: Tauherenikau pipeline timeframes and updates.

Members queried the quality of the information reports from Wellington Water. Mr Finch noted that for efficiency, WWL are looking to provide standard reports across Councils; and whether there were any concerns regarding the Featherston Wastewater Consent methodology.

Also noted – there is an error on the agenda, pages 115-117 are duplicates of pages 109-111.

Cr Woodcock left the meeting at 4:41pm.

11.9 ACTION ITEMS

Members closed action 11.2.

12 CHAIRPERSON REPORTS

12.1 APPOINTMENT OF DEPUTY CHAIR

Mr Robertson spoke to the report and provide reasoning for the appointment of a deputy chair. Members voted unanimously for Cr Bosley.

COMMITTEE RESOLUTION ARF2024/39

Moved: Mr B Robertson

Seconded: Cr C Olds

That *the Assurance, Risk and Finance Committee*:

1. appoint Councillor Martin Bosley to the role of deputy chairperson; and
2. note the Terms of Reference will be updated and submitted to the Strategy Working Committee for confirmation at their next scheduled meeting in November 2024.

CARRIED

13 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION ARF2024/40

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
13.1 - Public Excluded Minutes of the Assurance, Risk and Finance Committee Meeting held on 14 August 2024	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

Cr Woodcock came back at 4:48pm

Cr Woodcock left the meeting at 4:52pm.

14 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 4:54pm.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)