

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL  
RISK & ASSURANCE COMMITTEE MEETING  
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH  
ON WEDNESDAY, 13 MAY 2026 AT 1:30 PM**

**PRESENT:** Mr Bruce Robertson, Cr Rob Taylor, Cr Chris Archer, Cr Martin Bosley, Cr Collier Isaacs, Cr Colin Olds and Mayor Fran Wilde (via MS Teams until 3:05pm).

**IN ATTENDANCE:** Cr Rachel Clarke, Janice Smith (Chief Executive Officer), James O'Connor (Group Manager, Infrastructure and Community Operations), Stefan Corbett (Group Manager, Corporate Services), Charly Clarke (Chief Financial Officer), Jess Hughes (Principal Advisor, Legal Executive), Nicki Ansell (Lead Advisor, Performance and Strategy) and Amy Andersen (Lead Advisor, Democracy and Committees).

Nick Reeves (Bancorp – via MS 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 1:30pm to 3:30pm except where expressly noted.

## **OPEN SECTION**

### **1 KARAKIA TIMATANGA – OPENING**

All in attendance opened the meeting.

### **2 APOLOGIES**

#### **2.1 APOLOGIES**

#### **COMMITTEE RESOLUTION RAC2026/11**

**Moved: Mr B Robertson**

**Seconded: Cr C Olds**

The Risk and Assurance Committee resolved to accept apologies from Mayor Wilde for early departure.

**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

There were no acknowledgements and tributes.

#### 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 RISK & ASSURANCE COMMITTEE MEETING HELD ON 12 MARCH 2026

###### COMMITTEE RESOLUTION RAC2026/12

**Moved:** Mr B Robertson

**Seconded:** Cr R Taylor

The Risk and Assurance Committee resolved that the minutes of the Risk & Assurance Committee meeting held on 12 March 2026 are confirmed as a true and correct record.

**Abstained:** Cr Bosley

**CARRIED**

#### 9 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

#### 10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

##### 10.1 SENSITIVE EXPENDITURE POLICY UPDATE

Ms Clarke spoke to the report and highlighted: the amendments to the Policy were aligned with Audit Office guidance and that “sensitive” expenditure reflects public perception, not wrongdoing.

Members debated the meal allowance cap (\$150/day) and whether amounts should be GST-inclusive.

Members raised questions regarding:

- Christmas functions (confirmed as modest and unchanged)
- International travel (rare, mainly Australia, for professional development)

- Missing receipts (alternative evidence is acceptable).

Members noted the Policy should be amended to include elected members as well as staff (consistency in language throughout), and an emphasis on perception and applying a “front-page test” to sensitive expenditure. Furthermore, all future expenditure reporting should include trend analysis rather than transaction-level detail (6-monthly).

### **COMMITTEE RESOLUTION RAC2026/13**

**Moved:** Cr M Bosley

**Seconded:** Cr C Isaacs

The Risk and Assurance Committee resolved to:

1. Receive the *Sensitive Expenditure Policy Update* report;
2. Recommend to Council to approve the updated *Sensitive Expenditure Policy*; and
3. Note that minor formatting improvements will be undertaken by the Chief Financial Officer prior to Council adoption.

**CARRIED**

## **11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF**

### **11.1 FINANCE REPORT TO 31 MARCH 2026**

Ms Clarke spoke to the report and provided a summary of the report including:

- Revenue and expenditure tracking was largely in line with the budget
- Borrowing had slightly increased
- Rates arrears around 1–1.3% (Noted that there is limited council capacity for proactive outreach to ratepayers in arrears, but there is a plan for improved systems and customer engagement and an anticipated ratepayer assistance scheme in future)
- Capital delivery was currently 47% but expected to increase to 90% by year end
- Some projects are tracking under budget (positive result)
- Direct debit improvements are planned (a new system will be under consideration this year).

Mr Reeves provided a treasury presentation to the Committee, noting the following:

- Debt has increased (approx. \$34.5M), largely due to water capital programme
- Short-term borrowing was preferred due to:
  - The upcoming transfer of water-related debt (2027)
  - High long-term interest rates
- Weighted cost of debt decreased
- Interest rate outlook:

- OCR at 2.25%
- Markets expect increases (up to 3–4.5%)
- Short-term rates are currently more favourable.

In response to the Committee's question about being outside our Treasury policy limits, Mr Reeves confirmed the current strategy was to maintain a short-term borrowing approach and to monitor interest rate movements closely.

#### **COMMITTEE RESOLUTION RAC2026/14**

**Moved: Mr B Robertson**

**Seconded: Cr M Bosley**

The Risk and Assurance Committee resolved to:

1. Receive the *Finance Report to 31 March 2026*; and
2. Note that no significant tax risks or breaches of financial policies have been identified.

**CARRIED**

### **11.2 TAX UPDATE**

Ms Clarke noted that no material tax risks or breaches had been identified and there had previously been a reliance on staff expertise rather than formalised processes in this work.

Ms Clarke assured the Committee that the team were developing clearer processes (e.g., GST decision flowcharts), focusing on high-risk areas first and that there will be a report back on progress by December 2026.

#### **COMMITTEE RESOLUTION RAC2026/15**

**Moved: Cr C Olds**

**Seconded: Cr C Isaacs**

The Risk and Assurance Committee resolved to:

1. Receive the Tax Update report;
2. Note that the review identified no breaches or material tax compliance issues; and
3. Note that management will develop and implement improved process documentation across relevant tax areas to enhance consistency and strengthen the tax control framework.

**CARRIED**

### **11.3 LONG TERM PLAN KEY PERFORMANCE INDICATORS**

Mr Corbett spoke to the report and confirmed that Council's key performance indicators (KPIs) had been reduced from 100+ to 42, and that 31 KPIs were currently being achieved. Members noted that there had been an improvement in reporting clarity and quality.

Ms Ansell acknowledged that some quarterly data still aggregated annually and this will be further improved over time.

There was discussion about relevance of certain performance measures and opportunities to use customer request data more effectively (e.g., Antenno/Zendesk).

#### **COMMITTEE RESOLUTION RAC2026/16**

**Moved: Cr R Taylor**

**Seconded: Cr C Olds**

The Risk and Assurance Committee resolved to receive the 2025-34 Long-Term Plan Key Performance Indicators report.

**CARRIED**

#### **11.4 RISK MANAGEMENT UPDATE**

Mr Corbett provided an overview of the report and noted that the risk profile was largely unchanged, except for the Emergency management risk which increased due to frequency of events.

Mr Robertson noted there was a need to finalise the risk appetite framework and members agreed to complete a deeper dive into key risks (e.g., asset failure)

The following risks require further review and updates before the next meeting:

- SR11 - Water transition (reducing); and
- OR2 - Critical asset failure (particularly water and roading infrastructure).

#### **COMMITTEE RESOLUTION RAC2026/17**

**Moved: Mr B Robertson**

**Seconded: Cr R Taylor**

The Risk and Assurance Committee resolved to:

1. Receive the Risk Management Update report; and
2. Note the information included in the Risk Management Update.

**CARRIED**

#### **11.5 PEOPLE REPORT**

Mr Corbett summarised the report and noted that successful recruitment into specialist roles had been completed, shared staffing arrangements with neighbouring councils were being explored and leave liability is decreasing.

Members queried recruitment impacted by location (travel/cost issues).

Mr Corbett provided clarification around staffing numbers: (77.49 FTE baseline / 88 headcount due to part-time/shared roles).

In relation to exit interviews, Mr Corbett noted there was a high likelihood staff would recommend Council as employer.

**COMMITTEE RESOLUTION RAC2026/18**

**Moved: Mr B Robertson**

**Seconded: Cr C Isaacs**

The Risk and Assurance Committee resolved to receive the People Report.

**CARRIED**

**11.6 HEALTH, SAFETY AND EMERGENCY MANAGEMENT UPDATE**

In relation to Health and Safety, Mr Corbett noted there had been no serious incidents and one threat incident handled by Police.

Mr Corbett stated that Council had an effective response to recent Emergency Management events and there had been positive feedback from both staff and external agencies, noting that 360 staff hours contributed to response activity.

However, there were issues that still needed to be addressed, including staffing constraints due to the Council's small workforce and 12-hour shifts are considered unsustainable.

Members also highlighted the need to build community board preparedness capability (this is currently work in progress)

**COMMITTEE RESOLUTION RAC2026/19**

**Moved: Mr B Robertson**

**Seconded: Cr C Archer**

The Risk and Assurance Committee resolved to receive the Health, Safety and Emergency Management Update.

**CARRIED**

**11.7 CAPITAL PROJECTS SUMMARY**

Mr O'Connor spoke to the report, noting that most projects were on track and some delays were due to contractor availability and seasonality.

Mr O'Connor highlighted that a key project, the Tauwharenīkau pipeline replacement, had been completed (improved drinking water reliability).

Key risks that may affect projects include rising fuel costs and ongoing vandalism of infrastructure (road signs). Noted that fuel consumption is being monitored by council officers, and work relating to communications regarding vandalism is being monitored by the Infrastructure Committee.

Members agreed to further discuss the Greytown greenspace project (delayed due to land availability and consultation constraints) in public excluded.

**COMMITTEE RESOLUTION RAC2026/20****Moved: Cr C Olds****Seconded: Cr C Isaacs**

The Risk and Assurance Committee resolved to:

1. Receive the Capital Projects Summary report.
2. Note the information included in the report.

**CARRIED****12 PUBLIC EXCLUDED BUSINESS****RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION RAC2026/21****Moved: Mr B Robertson****Seconded: Cr C Olds**

The Risk and Assurance Committee resolved 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>	<b>Plain English reason for passing this resolution in relation to each matter</b>
<b>12.1 - Public Excluded Minutes of the Risk &amp; Assurance Committee Meeting held on 12 March 2026</b>	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)(f)(i) - free and frank expression of	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 Legal Update and Cybersecurity Update discussed at this meeting.

	<p>opinions by or between or to members or officers or employees of any local authority</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>		
<b>12.2 - Legal update</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>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</p>	<p>To discuss legal issues in a free and frank environment.</p>
<b>12.3 Capital Projects Summary</b>	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>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</p>	<p>Discussion regarding Greytown greenspace (delayed project). Item added to public excluded section in this meeting.</p>
<b>CARRIED</b>			

Mayor Wilde left the meeting at 3:05pm.

### **13 KARAKIA WHAKAMUTUNGA – CLOSING**

All in attendance closed the meeting with a karakia.

The meeting closed at 3:30pm.

**Confirmed as a true and correct record.**

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)