

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
RISK & ASSURANCE COMMITTEE MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 17 SEPTEMBER 2026 AT 1:30 PM**

PRESENT: Mr Bruce Robertson (Independent Chair), Deputy Mayor Rob Taylor, Cr Chris Archer, Cr Martin Bosley, Cr Collier Isaacs and Mayor Fran Wilde.

IN ATTENDANCE: Cr Rachel Clarke (via Teams) and Cr Rupert Watson.

Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Group Manager, Infrastructure and Community Operations), Clare Barton (Group Manager, Planning and Regulatory), Jess Hughes (Principal Advisor, Legal Executive), Victoria Caccioppoli (Team Lead Finance), Charly Clarke (Chief Financial Officer), Nicki Ansell (Lead Advisor, Performance and Strategy), Donna McQuaid (Manager, Corporate Services), Nigel Carter (Senior Advisor Community Resilience and Emergency Management) and Amy Andersen (Lead Advisor, Democracy and Committees).

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 3:46pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

There were no apologies.

3 CONFLICTS OF INTEREST

Mr Robertson declared his ongoing role as Chair of the MPI Risk Committee in relation to discussions concerning avian influenza (bird flu). No other conflicts of interest were declared.

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 23 JULY 2026

COMMITTEE RESOLUTION RAC2026/35

Moved: Mr Robertson

Seconded: Cr Archer

The Risk & Assurance Committee resolved that the minutes of the Risk & Assurance Committee meeting held on 23 July 2026 are confirmed as a true and correct record.

CARRIED

9 MATTERS ARISING FROM PREVIOUS MEETINGS

The Committee discussed actions arising from the previous meeting:

- Staff confirmed that discussion regarding potential infrastructure impairment would be revisited through consideration of the Annual Report.
- The Committee noted a previous request for clarification regarding the relationship between asset management planning; asset registers; and infrastructure valuation processes.

Ms Clarke and Mr Corbett agreed this would be brought back to a future meeting as a dedicated item.

10 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 LONG-TERM PLAN KEY PERFORMANCE INDICATORS 2025/26

The Committee received the first full year of reporting against the performance measures established through the 2025 Long Term Plan.

Mayor Wilde left the meeting at 1.36pm and returned at 1.38pm.

Ms Ansell advised that the performance measures form part of Council's Annual Report and are currently subject to audit review. She noted that regular reporting to the Risk and Assurance Committee would provide additional governance oversight and support greater accountability through ongoing monitoring of organisational performance.

Members discussed alcohol licensing compliance results and the interpretation of reported percentages, as well as the impact of staffing shortages on the achievement of key performance indicators. The Committee also considered the implications of high leave balances for organisational resilience and staff wellbeing and discussed whether future reporting could better distinguish between targets that were not achieved due to internal staffing constraints and those affected by contractor performance.

The Chair commented that the overall results reflected positively on Council and suggested that future reporting distinguish between targets that were not met and those that were narrowly missed to provide a more balanced view of performance outcomes.

COMMITTEE RESOLUTION RAC2026/36

Moved: Cr Archer

Seconded: Cr Isaacs

The Risk and Assurance Committee resolved to receive the Long-Term Plan Key Performance Indicators 2025/26 report.

CARRIED

10.2 RISK MANAGEMENT UPDATE

Mr Corbett presented the latest risk management update and advised that there had been no significant changes to overall risk ratings since the previous reporting period. The Committee was informed that work was progressing on the development of a dedicated environmental hazards risk category to strengthen Council's understanding and management of natural hazard risks.

Discussion focused on environmental hazards affecting vulnerable locations, implementation of recommendations arising from the [Davison Report](#) and the importance of escalation pathways, risks associated with local government reform, and technology-related risks. Management advised that a comprehensive hazards register was being developed and would support improved monitoring, mitigation, and governance oversight.

Members also received an update on the successful implementation of Zendesk and ongoing integration work with contractors.

COMMITTEE RESOLUTION RAC2026/37

Moved: Mr Robertson

Seconded: Cr Bosley

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.

[Items 1&2 read together]

CARRIED

10.3 PEOPLE AND HEALTH & SAFETY REPORT

The Committee received an update on workforce matters, health and safety performance, and staff wellbeing from Mr Corbett. Management advised that staffing numbers had increased temporarily following the transfer of water services employees and that active measures were being taken to reduce annual leave liabilities.

Members discussed leave management, future workforce impacts associated with water service reforms, and trends relating to employee wellbeing. The Committee noted the positive uptake of new online compliance training modules and requested that future reports include trend information for Employee Assistance Programme (EAP) utilisation where appropriate (work / personal issues).

COMMITTEE RESOLUTION RAC2026/38**Moved: Cr Isaacs****Seconded: Cr Archer**

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

CARRIED**10.4 EMERGENCY MANAGEMENT UPDATE**

Mr Carter spoke to report and provided an update on emergency preparedness, response capability, and community resilience initiatives. The Committee heard that recent emergency events had demonstrated improved organisational readiness and highlighted the value of stronger engagement with rural and coastal communities.

Members discussed ongoing recovery efforts, community resilience planning in vulnerable settlements, and local preparedness for a potential avian influenza outbreak. Ms Barton advised that despite some issues relating to external funding, the appropriate response arrangements were in place, staff had access to necessary protective equipment, and preparedness activities continued through regional emergency management networks.

COMMITTEE RESOLUTION RAC2026/39**Moved: Mr Robertson****Seconded: Cr Archer**

The Risk and Assurance Committee resolved to receive the Emergency Management Update

CARRIED**10.5 CAPITAL PROJECTS SUMMARY**

Mr O'Connor provided an overview of the current capital works programme and advised that delivery was generally progressing as planned. The Committee noted that detailed project performance reporting would continue to be considered by the Infrastructure Committee, while the Risk and Assurance Committee remained focused on programme and delivery risks.

Members were advised that progress was continuing on major infrastructure projects, including wastewater treatment upgrades, although weather-related challenges and roading issues remained ongoing risks.

COMMITTEE RESOLUTION RAC2026/40**Moved: Cr C Archer****Seconded: Cr R Taylor**

The Risk and Assurance Committee resolved to:

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

[Items 1&2 read together]

CARRIED

11 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION RAC2026/41

Moved: Mr Robertson

Seconded: Cr Bosley

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:

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
11.1 - Public Excluded Minutes of the Risk & Assurance Committee Meeting held on 23 July 2026	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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 under section 6 or section 7	Discussions relating to individuals and ability to speak freely about legal matters facing Council.
11.2 - Legal Update	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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	Ability to speak freely about legal matters facing Council.

	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	withholding would exist under section 6 or section 7	
11.3 - Draft Annual Report for 2025/26	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 under section 6 or section 7	To allow the Committee to view and ask questions about the draft Annual Report, which is yet to be audited and is therefore not finalised until adoption.
CARRIED			

Meeting adjourned at 2:30pm and resumed in public excluded at 2:38pm.

12 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 3:46pm.

Summary of items for follow up:	Responsible Officer
Prepare a report explaining the relationship between asset management planning, asset registers and infrastructure valuation processes.	Charly Clarke / Stefan Corbett
Continue development of a consolidated environmental hazards risk register including mitigation actions and governance reporting.	Strategic Leadership Team
Consider inclusion of trend reporting for EAP utilisation and wellbeing metrics.	Mai Griffiths
Report back on implementation and effectiveness of compliance training programme.	Mai Griffiths

Confirmed as a true and correct record.

..... (Chair)

..... (Chief Executive)

..... (Date)

..... (Date)