

**MINUTES OF CARTERTON DISTRICT COUNCIL
RISK AND ASSURANCE COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON
ON WEDNESDAY, 11 MARCH 2026 AT 1:00 PM**

PRESENT: Graham Naylor (Chair), Deputy Mayor Grace Ayling, Cr Steve Laurence, Cr Jane Burns, Cr Simon Casey

IN ATTENDANCE: Elected members

Cr S Gallon

Staff

Geoff Hamilton (Chief Executive), Marc Ferguson (Chief Financial Officer), Lawrence Stephenson (Group Manager Infrastructure), Geri Brooking (Group Manager People and Corporate), Glenda Seville (Group Manager Community and Facilities), Solitaire Robertson (Group Manager Planning and Regulatory), Vicki McLachlan (People and Wellbeing Manager), Sara Renall (Senior Communications and Engagement Advisor - via videoconference), Robyn Blue (Democratic Services Officer), Katrina King (Democratic Services Officer)

Other

Sefton Vuli (Audit NZ)

Simon Taylor (Manager, Emergency Management Wairarapa)

1 KARAKIA TIMATANGA

The meeting opened with a karakia by all members.

2 APOLOGIES

MOVED

That an apology be received from Mayor Steve Cretney.

Deputy Mayor G Ayling/Cr J Burns

CARRIED

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interest declared.

4 PUBLIC FORUM

There was no public forum.

5 DISCUSSION OF THE PUBLIC FORUM

Not applicable.

6 CONFIRMATION OF THE MINUTES

6.1 MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 12 NOVEMBER 2025

MOVED

1. That the minutes of the Risk and Assurance Committee Meeting held on 12 November 2025 are true and correct.

Cr S Laurence/Cr S Casey

CARRIED

7 REPORTS

7.1 AUDIT PLAN, AUDIT PROPOSAL LETTER, AUDIT ARRANGEMENTS LETTER AND AUDIT ENGAGEMENT LETTER

1. PURPOSE

To provide the Committee with the Audit Plan (2025/2026), the Audit Proposal Letter (2026 - 2028), Audit Arrangements Letter (2026-2028) and the Audit Engagement Letter (2026-2028).

NOTED

- The 2025/2026 Audit Plan identifies three main areas of focus: the fair value of infrastructural assets, management override of controls (particularly through journal entries), and keeping abreast of developments in local water reforms to ensure early consideration of accounting and reporting implications.
- The aim is to complete the audit by mid-October. The same audit team will be used to ensure consistency.

MOVED

That the Committee:

1. **Receives** the report.
2. **Receives** the 30 June 2026 Audit Plan (Attachment 1), 30 June 2026 to 30 June 2028 Audit Proposal Letter (Attachment 2), 30 June 2026 to 30 June 2028 Audit Arrangements Letter from the office of the Auditor-General (Attachment 3) and the 30 June 2026 to 30 June 2028 Audit Engagement Letter (Attachment 4).
3. **Recommends** the Audit Proposal Letter and Audit Engagement Letter are signed by the Mayor.

Cr J Burns/Cr S Casey

CARRIED

7.2 AUDIT NEW ZEALAND REPORT TO MANAGEMENT ON THE AUDIT OF CARTERTON DISTRICT COUNCIL FOR THE YEAR ENDED 30 JUNE 2025

1. PURPOSE

To present the report to Management by Audit New Zealand on the audit of Carterton District Council for the year ended 30 June 2025.

NOTED

- The report to management on the audit of CDC for the year ending 30 June 2025 reflects significant improvements, with most issues now at the medium or low level, and previous major matters, including qualifications, having been addressed by council management.

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr S Laurence

CARRIED

7.3 EMERGENCY MANAGEMENT RISK REPORT

1. PURPOSE

For the Committee to be updated on Emergency Management activities October 2025 to January 2026.

MOVED

That the Committee:

1. **Receives** the Emergency Management Report for the expanded quarter 1 October 2025 – 31 January 2026.
2. **Recommends** that Council adopts the Wairarapa Emergency Management Strategy 2025-2030.

Cr S Casey/Deputy Mayor G Ayling

CARRIED

7.4 STRATEGIC RISK - CLIMATE CHANGE

1. PURPOSE

For the Committee to gain a greater understanding of the strategic risk of climate change in Council's Risk Register.

NOTED

- Compounding weather events (one after the other) can be expected to occur more frequently.
- There is currently no combined climate plan across the three councils, though environmental officers meet periodically. The proposed Wairarapa Combined District Plan includes strong climate change principles.
- A workshop on climate change is scheduled for 1 April 2026 with the aim of informing long-term planning and council's risk appetite.

MOVED

That the Committee:

1. **Receives** the report.
2. **Adopts** the use of the local government climate change scenarios.
3. **Agrees** to re-engage at the scheduled climate change workshop on 1 April 2026.

Cr S Casey/Cr J Burns

CARRIED

7.5 WASTE WATER TREATMENT PLANT HEADWORKS PROJECT PROCUREMENT

1. PURPOSE

For the Committee to be updated on the procurement process for the Wastewater Treatment Plant (WWTP) Headworks Project.

NOTED

- With regard to project controls, both the contractor and council have contingencies in place, with project management oversight by an independent consultant.
- Key equipment will be sourced from Europe in the next six months with potential shipping and exchange rate risks identified due to conflict in the Middle East. Council officers will report back to the committee on this.
- Officers will review exposure to foreign exchange policy in contracts and determine if a specific Foreign Exchange Policy⁸ is required

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr S Casey

CARRIED**7.6 RISK MANAGEMENT UPDATE****1. PURPOSE**

For the Committee to be updated with a summary on Council's identified and emerging risks.

NOTED

- A workshop will be scheduled before the next Risk and Assurance meeting to review the Risk Register.
- Local Water Done Well (LWDW) was identified as a key emerging risk. The Chief Executive is reviewing LWDW progress in other Councils who are going live in July 2026 to identify learnings.

MOVED

That the Committee:

1. **Receives** the report.

Cr S Laurence/Cr J Burns

CARRIED**7.7 INSURANCE UPDATE****1. PURPOSE**

To update the Risk and Assurance Committee on the renewal of insurance cover effective 1 July 2025, including market trends, year-on-year cost changes, and the current value of insured assets.

MOVED

That the Committee:

1. **Receives** the report.

Cr S Casey/Deputy Mayor G Ayling

CARRIED

7.8 TREASURY REPORT**1. PURPOSE**

To provide the Committee with an update on Council's current Treasury position.

MOVED

That the Committee:

1. **Receives** the report.
2. **Notes** the current Treasury position and compliance with policy limits.

Cr S Laurence/Deputy Mayor G Ayling

CARRIED**7.9 UPDATE ON THE DRAFT ANNUAL PLAN 2026/2027****1. PURPOSE**

To provide the Risk and Assurance Committee with an update on the Draft Annual Plan 2026/27.

MOVED

That the Committee:

1. **Receives** the report.
2. **Notes** the mitigated risk of no formal consultation.

Cr J Burns/Cr S Casey

CARRIED**7.10 HEALTH, SAFETY AND WELLBEING UPDATE****1. PURPOSE**

This report updates the Risk and Assurance Committee on recent health, safety and wellbeing (HS&W) activities.

NOTED

- Self-assessment of compliance with the Health and Safety at Work Act is ongoing, with no issues requiring committee attention at this time.

MOVED

That the Council:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr J Burns

CARRIED

7.11 LOCAL WATER DONE WELL UPDATE

1. PURPOSE

This report is an information update for the Committee on the Wairarapa-Tararua water establishment and transition programme.

NOTED

The key risks with Local Water Done Well are:

- Ensuring the new Directors are up and running (when appointed)
- The workload of the Project Team and managing other business as usual work.

MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor G Ayling/Cr J Burns

CARRIED

MOVED

That the Committee:

1. **Agreed** to not go into recess after the meeting had been proceeding for 2 hours.

Cr S Casey/Cr J Burns

CARRIED

8 EXCLUSION OF THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

MOVED

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
8.1 - Confirmation of the public-excluded minutes of the Risk and Assurance Committee held 12 November 2025	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	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

	between or to members or officers or employees of any local authority	withholding would exist under section 6 or section 7
8.2 - People Update	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

Cr S Laurence/Deputy Mayor G Ayling

CARRIED

MOVED

That Council moves out of Closed Council into Open Council.

Cr J Burns/Cr S Laurence

CARRIED

9 KARAKIA WHAKAMUTUNGA

The meeting closed with a karakia by all members.

The Meeting closed at 3.29pm

Minutes confirmed:

Date: