



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

RISK AND ASSURANCE COMMITTEE

18 May 2026

Open Minutes of an ordinary meeting of the Risk and Assurance Committee held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 18 May 2026 commencing at 10.00am.

Tanya Winter, Chief Executive

20 May 2026

Risk and Assurance Committee attendance

Independent Chairperson	Peter Stubbs	Attended
Deputy Chairperson and Kāwhia-Tihiroa Councillor	Kit Jeffries	Apology
Kio Kio / Korakonui Councillor	Andrew Barker	Attended
Ōtorohanga Councillor	Jo Butcher	Attended
Wharepūhunga Councillor	Shane Carr	Apology
Ex-officio Member	Mayor Rodney Dow	Attended

ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Apology
Group Manager Strategy & Community	Nardia Gower	Attended

Chairperson's Certification

These minutes of the meeting of the Risk and Assurance Committee held on 18 May 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____ Chairperson

_____ Date:

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Closing formalities		Ngā tikanga whakakapi	
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Workshops		Hui awheawhe	
RiskPool update		Open to the public	
Strategic risks with David Robson		Open to the public	
Quarterly discussion with the Chief Executive		Public not permitted	

Commencement of meeting**Te tīmatanga o te hui**

Chairperson Stubbs declared the meeting open at 10.01am.

Apologies**Ngā hōnea**

Resolved R8: That the Risk and Assurance Committee receive and accept the apologies for non-attendance from Councillors Shane Carr and Kit Jeffries.

Chairperson Stubbs | Councillor Barker

Late items**Ngā take tōmuri**

There were no late items.

Declaration of conflict of interest**Te whakapuakanga pānga taharua**

There were no declarations made.

Confirmation of minutes**Te whakaū i ngā meneti**

Resolved R9: That the Risk and Assurance Committee **CONFIRM** as a true and correct record, the open Minutes of the meeting held on 30 March 2026.

Chairperson Stubbs | Councillor Butcher

Matters arising:

1. Chairperson Stubbs sought clarification in relation to the reference on page 11 regarding a small debt write-off, which was identified as one of the lines in the debtors report.
2. Chairperson Stubbs also sought clarification that two outstanding management letter matters were no longer proposed to be completed, following a decision not to proceed with those actions.

Decision reports

Ngā pūrongo whakatau

Item 8: Debt Recovery Policy

The Committee discussed the timing of debt recovery, including the treatment of doubtful debts and the 120-day threshold for non-rates debts, and noted that legislative and practical considerations often determine the relevant timeframes. It was also noted that the debt recovery process is largely managed by one staff member and that Council is recruiting an additional rates officer to support this work until the current Rates Officer retires.

Resolved R10: That the Risk & Assurance Committee **APPROVE** the updated Debt Recovery Policy

Chairperson Stubbs | Mayor Dow

Item 9: Fair Value vs Carrying Value Assessment

The Committee confirmed that the carrying values of Council's land, buildings and roading assets are not materially different from their fair values. Discussion also covered the upcoming three waters revaluation and the uncertainty around whether the future water entities will adopt a cost-less-depreciation valuation model.

Resolved R11: That the Risk and Assurance Committee **CONFIRM** that the carrying values of the Council's Land and Buildings, and Roading assets are not materially different from the fair value of those assets.

Chairperson Stubbs | Councillor Barker

Information only reports

Ngā pūrongo mōhiohio anake

Item 10: Health, Safety and Wellbeing quarterly report

The Committee received an update on health, safety and wellbeing. It was noted that incident reporting had increased following the introduction of a new reporting system. The Committee reviewed serious incidents currently under investigation, noted that the incidents were not notifiable, and discussed the planned programme of work for critical risks in the next financial year, including contractor management and chemical risks.

The Committee also discussed lone worker protocols and the use of the Eroad system to monitor vehicle over-speeding. It was noted that the data assists with identifying unsafe driving patterns and can also be used to respond to complaints received from the community. Post-incident drug testing requirements under Council policy were also noted.

Item 11: Outstanding Debtors Report

The Committee received an update on debt collection trends. It was noted that there continues to be a high level of property sales and land-related enquiries, and that we have just completed an abandoned land sale and a number of rating sales are underway. Members requested that future commentary continue to include both factual reporting and management's perspective on emerging trends.

The Committee discussed the transition of water rates to the future water entity and the potential for confusion among ratepayers about outstanding balances owed to Council. It was also noted that Council is taking a firmer approach to debt recovery, including repeat offenders and the use of rating sales where required.

Item 12: Outstanding Management Letter Points from 2024/25 Annual Report

The Committee received an update on the outstanding management letter points from the 2024/25 Annual Report and noted the current status of the remaining actions.

Item 13: Mayoral Disaster Relief Fund Update

The Committee noted that administration of the Mayoral Disaster Relief Fund is compliant with legal requirements and that reporting will be provided to central government in relation to the \$100,000 contribution, which has now been fully allocated within the required timeframe.

Item 14: Capital Projects report

The Committee received an update on capital delivery and programme progress. It was noted that the wastewater treatment plant investigation had concluded with no enforcement action against Council, and that the Council's work to improve systems had been acknowledged. An update was also provided on the Aotea seawall repair planning.

The Committee discussed the impact of recent flooding events on programme delivery and noted that, while some work had been deferred, the overall programme remained on track. Members also discussed the importance of completing pre-seal repairs in time to avoid delays to contract delivery.

The Committee also discussed the \$3 million reseal programme and the risks of pushing work into Year 3 of the Long Term Plan. It was noted that contractors need to be on site by November to secure delivery and funding, and that cost pressures, including fluctuations in crude oil prices, may affect the total length of road that can be completed within budget.

Resolved R12: That the Risk and Assurance Committee **RECEIVE** the information reports provided in the agenda.

Chairperson Stubbs | Councillor Butcher

Public excluded

Take matatapu

There were no reports.

Meeting closure

Katinga o te hui

Chairperson Stubbs declared the meeting closed at 10.59am.

Workshops

Hui awheawhe

The workshops and briefings held are outlined on the following pages.

Item #	1 Risk Pool update		
Type	Briefing <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Pre-decision options <input type="checkbox"/>
Open?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If no: Section 9 clause (and public interest test)
Presenter/s	Graham Bunn (Group Manager Business Enablement)		
Attendance	Committee	Independent Chairperson Peter Stubbs, Mayor Rodney Dow, Councillors Andrew Barker and Jo Butcher. Apologies: Councillors Shane Carr and Kit Jeffries.	
	ODC Staff	Tanya Winter (Chief Executive); Graham Bunn (Group Manager Business Enablement); Nardia Gower (Group Manager Strategy & Community); Mark Lewis (Group Manager Engineering & Assets). Apologies: Tony Quickfall (Group Manager Regulatory and Growth)	
	External		
Timing	Commenced	11.10am	Concluded 11.16am
Any declared interest?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Name
Actions taken	Noted <input type="checkbox"/>	Left the room <input type="checkbox"/>	Did not participate <input type="checkbox"/> Other
Next steps	Workshop <input type="checkbox"/>	Report <input type="checkbox"/>	No action <input checked="" type="checkbox"/>
Deferred?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Reason for deferral
Presentation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Item #	2 Strategic risks		
Type	Briefing <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Pre-decision options <input type="checkbox"/>
Open?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If no: Section 9 clause (and public interest test)
Presenter/s	David Robson (AON)		
Attendance	Committee	Independent Chairperson Peter Stubbs, Mayor Rodney Dow, Councillors Andrew Barker and Jo Butcher. Apologies: Councillors Shane Carr and Kit Jeffries.	
	ODC Staff	Tanya Winter (Chief Executive); Graham Bunn (Group Manager Business Enablement); Nardia Gower (Group Manager Strategy & Community); Mark Lewis (Group Manager Engineering & Assets). Apologies: Tony Quickfall (Group Manager Regulatory and Growth)	
	External	David Robson (AON)	
Timing	Commenced	11.16am	Concluded 11.53am
Any declared interest?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Name
Actions taken	Noted <input type="checkbox"/>	Left the room <input type="checkbox"/>	Did not participate <input type="checkbox"/> Other
Next steps	Workshop <input type="checkbox"/>	Report <input type="checkbox"/>	No action <input checked="" type="checkbox"/>
Deferred?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Reason for deferral
Presentation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Item #	3 Quarterly discussion with the Chief Executive		
Type	Briefing <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Pre-decision options <input type="checkbox"/>
Open?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<p>If no: Section 9 clause (and public interest test)</p> <p>s7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members or officers and employees of any local authority in the course of their duty.</p>
Presenter/s	Graham Bunn (Group Manager Business Enablement)		
Attendance	Committee	Independent Chairperson Peter Stubbs, Mayor Rodney Dow, Councillors Andrew Barker and Jo Butcher.	
		Apologies: Councillors Shane Carr and Kit Jeffries.	
	ODC Staff	Tanya Winter (Chief Executive)	
	External	David Robson (AON)	
Timing	Commenced	11.55am	Concluded
Any declared interest?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Name
Actions taken	Noted <input type="checkbox"/>	Left the room <input type="checkbox"/>	Did not participate <input type="checkbox"/> Other
Next steps	Workshop <input type="checkbox"/>	Report <input type="checkbox"/>	No action <input checked="" type="checkbox"/>
Deferred?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Reason for deferral
Presentation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	12.37pm

Adoption of Minutes

That the Open Minutes of the **Risk and Assurance Committee** meeting held on **18 May 2026** be adopted as a true and correct record.

Moved: _____

Seconded: _____

Version control

Version	Status	Date	Description
1.0	Draft	18 May 2026	Initial draft prepared following the meeting
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Risk and Assurance Committee