



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

RISK AND ASSURANCE COMMITTEE

9 October 2025

Open Minutes of an extra-ordinary meeting of the Ōtorohanga District Council's Risk and Assurance Committee held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Thursday, 09 October 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

10 October 2025

Risk and Assurance Committee attendance

Independent Chairperson	Peter Stubbs	Attended via Zoom
Deputy Chairperson and Kāwhia-Tihiroa Councillor	Kit Jeffries	Attended
His Worship the Mayor	Max Baxter	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Wharepūhanga Councillor	Cathy Prendergast	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	Attended
Group Manager Strategy & Community	Nardia Gower	Attended

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Business Enablement, Graham Bunn on 10 October 2025.

Opening formalities**Ngā tikanga mihimihi**

Apologies	Ngā hōnea	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4

Decision reports**Ngā pūrongo whakatau**

Item 100	Annual Report 30 June 2025 adoption	4
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Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Closing formalities**Ngā tikanga whakakapi**

Meeting closure	Katinga o te hui	6
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Workshops**Hui awheawhe**

Aotea seawall briefing	Public not permitted
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**

There were no apologies.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no declarations made.

Decision reports**Ngā pūrongo whakatau****Item 100 – Annual Report 30 June 2025 adoption**

ŌDC's Brendan O'Callaghan outlined the changes to the previously circulated Annual Report as a result of the audit process. He confirmed there were no material changes. In response to a query from Chairperson Stubbs, Mr O'Callaghan advised that all of the Audit Management Letter Points (MLP) were new as all the previous MLPs had been completed. He noted there was one outstanding MLP relating to authorisation of banking which had previously been advised to the committee we would not be actioning. In response to a further query, Mr O'Callaghan advised that he was not aware whether the auditors had previously contacted Waikato Regional Council to query water measures but had contacted other relevant parties such as ŌDC's lawyers on other matters. He noted the relevant ŌDC staff member had been copied into the email from Deloitte to Waikato Regional Council.

Councillor Hughes queried the difference of opinion on the debt recovery and Mr O'Callaghan advised he had not made provision for this as a doubtful debt as staff believed the outstanding debt would be repaid.

Deputy Chairperson Jeffries sought confirmation on which parts of the Annual Report were not subject to the audit and Mr O'Callaghan confirmed the only section not audited but reviewed was the front portion including the Mayor and Chief Executive comments. In response to a further query, Mr O'Callaghan advised

updates on the red and orange flagged items in the Audit Management Letter could be included in the quarterly management reporting.

In response to a query from Chairperson Stubbs, ŌDC's Tanya Winter advised staff had not intended to hold a Committee meeting prior to the holiday period but were going to recommend to the incoming Mayor that a workshop be held to orient the new Committee. In response to a second query, Mr O'Callaghan advised the representation letter had not been distributed to the Committee as it had only been received that morning. He confirmed there were no material changes. Mr O'Callaghan advised one performance measure had moved from not achieved to achieved, information had been added in relation to Waikato Waters and an explanatory comment added to explain that groups of activities had been changed in the last Long Term Plan.

Deputy Chairperson Jeffries and Councillor Prendergast both expressed disappointment that there were not explanatory comments on the performance measures that were not achieved. They did note that it would increase the length of the document. ŌDC's Graham Bunn noted that each year there were new accounting standards and disclosures required which were mandatory to include and those added to the document's length. Chairperson Stubbs queried if the number of performance measures could be reduced and Mr O'Callaghan advised the measures were included in the Long Term Plan and must be reported on. He noted this could be reviewed as part of the next Long Term Plan.

Chairperson Stubbs noted the document outlined a reduced cashflow, total revenue reduction, personnel and maintenance costs were rising, some performance targets were not achieved and there was increased depreciation. He queried Mr O'Callaghan thoughts. Mr O'Callaghan spoke on the cashflow fluctuations caused by capital projects and noted the revenue was impacted by the reduction in the New Zealand Transport Agency subsidy. He stated he had no material concerns noting the water performance measures were impacted by sick leave and vacancies. Mr Bunn noted that as ŌDC grappled with rates increases, every possible lever was used to reduce rates. His Worship spoke in support of the increase in personnel noting there was a constant strategic review between governance and management.

Resolved R112: That the Risk and Assurance Committee recommends to Ōtorohanga District Council that they adopt the 30 June 2025 Annual Report.

Chairperson Stubbs | Deputy Chairperson Jeffries

Information only reports

Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded

Take matatapu

There were no reports.

Meeting closure**Katinga o te hui**

Chairperson Stubbs declared the meeting closed at 10.54am.

Workshops**Hui awheawhe**

There were no workshops.

These Open Minutes were not confirmed by Resolution due to the Local Government Elections. The Unconfirmed Minutes were circulated by email and Members had 7 days to request any corrections. Chairperson Stubbs and ŌDC's Chief Executive have signed the Minutes as a true and correct record.

Chairperson Peter Stubbs	ŌDC Chief Executive, Tanya Winter

Date: