

CONFIRMED MINUTES

SELWYN WATER BOARD MEETING - 10 SEPTEMBER 2025



At the **Selwyn Water Board Meeting - 8 October 2025** on **8 Oct 2025** these minutes were confirmed as presented.

Name:	Selwyn Water
Date:	Wednesday, 10 September 2025
Time:	9:30 am to 10:45 am (NZST)
Location:	Default Location, 2 Norman Kirk Drive, Rolleston, New Zealand
Board Members:	Murray Strong (Chair)
Attendees:	Jo Gallop, Alex Cabrera, Heather Geddes, Rachael Brown, Amon Nunns, Sydney Mallon-Piper, Toni Forrest

1. Opening Meeting

1.1 Confirm Minutes

Selwyn Water Board Meeting - 1 August 1 Aug 2025, the minutes were confirmed with the following changes:

Noted Amon's name which is misspelt.

The spelling of Amon's name to be corrected.

1.2 Interest Register

The Board noted the Interests Register. No new interests declared.

2. Actions from Previous Meetings

2.1 Action List

Due Date	Action Title	Owner(s)
8 Aug 2025	Governance Recruitment Pack Non-disclosure agreement Status: Completed on 14 Aug 2025	Alex Cabrera, Amon Nunns
15 Aug 2025	Add the note regarding Water Services Strategy legislative requirements, into BoardPro Status: Completed on 27 Aug 2025	Jo Gallop
31 Aug 2025	Updated Strategic Goals Status: Completed on 10 Sept 2025	Alex Cabrera, Heather Geddes

The Action List and August 2025 update were noted.

3. Major Decisions and Discussions

3.1 Board of Director Manual

Alex Cabrera provided a verbal update. The manual will be included in induction packs for potential Directors.

3.2 Letter of Comfort

The letter of comfort was discussed. Amon provided some guidance regarding having the facility available to meet financial commitments, including funding and LGFA repayment. Preference to capitalise to avoid additional cost.

3.3 Risk Register

The Risk Register was noted.

The Chair advised that he has requested a copy of the Selwyn District Council (SDC) Risk Register from the Chair of the Council Audit & Risk Committee, and a parallel request has been made to the SDC Legal Team. As of the meeting date, the requested documentation has not yet been received.

It was further noted that following discussions with the Chair of the SDC Audit & Risk Committee regarding the capital programme, the responsibility for oversight of programme-related risks has been transferred from the Audit & Risk Committee to the Finance and Risk Committee.

Alex Cabrera reported that he has requested written information regarding infrastructure projects currently in progress that are not included in the Long-Term Plan (LTP), in order to assess the potential total exposure. This request is to be formally documented with the Chief Executive Officer (CEO) and relevant Executive Leadership Team (ELT) members. Additionally, it was agreed that a written statement should be prepared to highlight the misalignment between the projects listed in the Water Services Delivery Plan (WSDP) and those in the LTP, and to request that the ELT propose how this issue should be addressed in the transfer documentation.



Action: Should the transfer agreement be approved by Council on 17...

Action:

Should the transfer agreement be approved by Council on 17 September, the above matters are to be formally flagged with the Department of Internal Affairs (DIA) and the Local Government Funding Agency (LGFA).

Due Date: 19 Sept 2025

Owner: Alex Cabrera

4. Information

4.1 Implementation Activity Update

Heather presented the report.

Alex noted that the emphasis was on customer-centric processes, cross-functional teams and breaking silos.

Governance decisions were approved for:

1. The transition phase includes mapping current state processes and identifying opportunities for improvement. Is a 'lift and shift' approach acceptable until such time as the transfer agreement is approved and the systems and processes are transferred to SWL.

2. A valuation of assets is completed annually to coincide with the end of the financial year. The valuation for the assets has been completed up to 30 June 2025. A decision is required to confirm

that this is sufficient for the transfer of assets to occur by 1 November 2025, with any new assets added to the register to be added at book value.

Discussed also was the requirement to confirm the appointment of auditors for the upcoming financial period. It was agreed that the process and timing for this appointment need to be clarified and formalised.



Processes and opportunities for improvement

The 'lift and shift' principle is adopted with the understanding of the associated risks. Opportunities for improvement will be identified and included in a remediation plan for implementation

Decision Date: 10 Sept 2025

Outcome: Approved



Valuation of Assets

That the 30 June 2025 valuation is used, due diligence to identify any issues through the transfer and wash up period to ensure the 30 June 2026 valuation is accurate.

Decision Date: 10 Sept 2025

Outcome: Approved



Appointment of Auditors

Confirm process and timing for the appointment of auditors and report back to the Board.

Due Date: 30 Sept 2025

Owners: Alex Cabrera, Jo Gallop

4.2 Transfer of Staff

Staff transferred to Selwyn Water September and celebrated with a team session and shared breakfast.

All contracts offered were accepted and signed. Staff are taking advantage of hot desks in the SW office.

Life insurance for some transferring staff was raised. A paper has been requested to understand further.

Murray thanked the team for all the work undertaken to this point.



Staff Benefits - Life Insurance transferred from SDC

Life insurance for some transferring staff was raised. A paper has been requested to understand further.

Laura King, People Workstream Lead will assist with this.

Due Date: 31 Oct 2025

Owners: Alex Cabrera, Jo Gallop

4.3 Delegations Register

Taken as read.

The delegations were a 'lift and shift' from current SDC delegations and will be reviewed as soon as possible before the end of the year.



Reviewing of the Delegations Register

The register will be reviewed prior to December by Laura King, People Workstream Lead.

Due Date: 21 Dec 2025

Owners: Alex Cabrera, Jo Gallop

4.4 Board Meeting Public Notification

Schedule provided to align with Local Government (Water Services) Act 2025.

Threshold for public excluded papers to be refined.



Threshold for public excluded papers to be refined

The threshold for public excluded papers to the Board will be determined and refined.

Due Date: 31 Oct 2025

Owners: Alex Cabrera, Rachael Brown

4.5 CORDE SDC Monthly Report

CORDE Monthly Project Report to SDC for July 2025 received and noted.

H&S visibility was discussed, especially in terms of sub-contractors. This will be discussed further with CORDE.



Health & Safety discussion with CORDE

A health & safety conversation will be held with CORDE regarding thorough and accurate reporting. Laura King, People Workstream lead to be involved.

Due Date: 31 Oct 2025

Owner: Alex Cabrera

5. Management Reports

5.1 Finance Report

Most costs still sit with SDC so the report is focussed primarily project activity.

5.2 Health & Safety Report

There was no report submitted at this meeting, although work is in progress regarding staff health, safety, and wellbeing.

6. Other Business

7. Close Meeting

7.1 Close the meeting

Next meeting: Selwyn Water Board Meeting - 8 October 2025 - 8 Oct 2025, 9:30 am

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.3	Action:Should the transfer agreement be approved by Council on 17... Due Date: 19 Sept 2025	Alex Cabrera
4.1	Appointment of Auditors Due Date: 30 Sept 2025	Alex Cabrera, Jo Gallop
4.2	Staff Benefits - Life Insurance transferred from SDC Due Date: 31 Oct 2025	Alex Cabrera, Jo Gallop
4.3	Reviewing of the Delegations Register Due Date: 21 Dec 2025	Alex Cabrera, Jo Gallop
4.4	Threshold for public excluded papers to be refined Due Date: 31 Oct 2025	Alex Cabrera, Rachael Brown
4.5	Health & Safety discussion with CORDE Due Date: 31 Oct 2025	Alex Cabrera

Signature:_____

Date:_____