

CONFIRMED MINUTES

SELWYN WATER BOARD MEETING - 1 AUGUST



At the **Selwyn Water Board Meeting - 10 September 2025** on **10 Sept 2025** these minutes were **confirmed with the following changes:**

Noted Amon's name which is misspelt.

Name:	Selwyn Water
Date:	Friday, 1 August 2025
Time:	10:00 am to 11:00 am (NZST)
Location:	Default Location, 2 Norman Kirk Drive, Rolleston, New Zealand
Board Members:	Murray Strong (Chair)
Attendees:	Alex Cabrera, Jo Gallop, Heather Geddes, Amon Nuns, Rachael Brown, Toni Forrest
Apologies:	Sydney Mallon-Piper

1. Opening Meeting

1.1 Confirm Minutes

The minutes of the Inaugural Board meeting held on 1 July were confirmed.

1.2 Interests Register



Conflicts will be recorded in BoardPro.

Record Chair conflicts of interest in BoardPro (once purchased).

Due Date: 8 Aug 2025

Owner: Jo Gallop

2. Actions from Previous Meetings

2.1 Matters Arising



Register for Actions

A register of actions and matters arising to be included for future meetings.

Due Date: 5 Sept 2025

Owner: Jo Gallop

3. Management Reports

3.1 Executive Report

The Board **NOTED** the Executive Report.

Noted that the actions from the previous meeting have been worked on.

This included the letter of comfort to Selwyn District Council which has not been progressed as other challenges have arisen.

The draft remuneration Policy is being reviewed before it is provided to the Board.

Risk Register: It was noted that the Risk Report (Item 3.3) is expected to be finalised in the next week following further discussions.

Revenue List: The split of review was discussed including potential lost revenue based on water readings. Further work will be required around revenue optimisation.

Noted that the Water Services Strategy (which is prepared by the WSCOO with the shareholder to determine whether they wish to approve it) will need to be approved by the end of May 2026 to meet legislative requirements, which provide that it must be confirmed not later than one month prior to the end of the financial year to which it relates. The Water Services Bill provides for a draft to be provided to the shareholder by 1 March in the relevant financial year meaning that the final draft will come to the Board by February 2026, to be provided to Selwyn District Council in March 2026.

A note from Bell Gully regarding the legislative provisions applying to the Water Services Strategy will be placed in the resource section of BoardPro.

Resourcing capability for the organisation is to be reviewed at a planning workshop to be held on 6 August.



Add the note regarding Water Services Strategy legislative requirements, into BoardPro

Add the note from Bell Gully regarding Water Services Strategy legislative requirements, into the BoardPro Document repository.

Due Date: 15 Aug 2025

Owner: Jo Gallop

3.2 Budget

Work is continuing on the implementation budget. Selwyn District Council has not charged for any services to date as staff are currently transitioning or working across both organisations.

A financial report will be presented to the Board next month and will include a full budget.

3.3 Risk Report

Noted that the Risk report has not yet been finalised. It was noted that there seemed to be variation in the way that information was recorded.

4. Strategic Planning

4.1 Draft Strategic Goals

The Board **NOTED** the strategic goals for aligning transition and future state activities to meet operational requirements.



Updated Strategic Goals

It was noted that care is required around customer expectations of affordability. The Board noted that an outcome statement for each item would be helpful.

Due Date: 31 Aug 2025

Owners: Alex Cabrera, Heather Geddes

4.2 Implementation Plan

The Board **NOTED** the implementation plan activity.

4.3 Selwyn Water Values

The Board **NOTED** the progress to date on the Selwyn Water Values.

Feedback and further mana whenua input has been received.

4.4 Governance Policies



The Board **APPROVED** the policies listed, noting that there are more policies to come.

The approved policies were:

- Risk Management Policy
- Risk Management Framework
- Procurement Policy
- Capital & Infrastructure Policy
- Data Governance Policy
- Board Charter

Decision Date: 1 Aug 2025

Outcome: Approved

It was noted that additional policies would be produced and approved including:

- Remuneration Policy
- Conflict of Interest Policy
- Protected Disclosure Policy

Policies will be discussed at the planning workshop on 6 August.

4.5 Draft Governance Recruitment Pack Structure

The Board **NOTED** the Governance recruitment pack structure.

Bell Gully agreed that this was a comprehensive list and is what onboarding Directors would be interested in, including the Water Services Delivery Plan.

It was agreed that this would not be provided to all potential Directors due to sensitivity of some of the information. A Non-Disclosure Agreement will be required for those who do receive it.



Governance Recruitment Pack Non-disclosure agreement

Provide a pro-forma for potential Directors who will receive the Recruitment Pack.

Due Date: 8 Aug 2025

Owners: Alex Cabrera, Amon Nuns

4.6 Asset Transfer Update

Alex reported that the asset transfer is progressing slower than we would have liked, due to the information that is available. Work is progressing although flagging that there may be some delays. Engagement with the relevant teams is occurring on a regular basis.

The Chairman and Alex will meet with the Mayor and CE of SDC to discuss expectations and obligations around timelines and commitments as the risk is high for Selwyn Water to receive 'just in time' information.

Due diligence for asset transfer is being undertaken. Insurance for maintenance was discussed as an example of additional cost due to staff being unaware so no claims have been made.

4.7 Water Services Bill Update

The Chairman thanked the Bell Gully team for the work undertaken on the Water Services Bill update.

5. Other Business

5.1 Other Business

6. Close Meeting

6.1 Close the meeting

Next meeting: Selwyn Water Board Meeting - 10 September 2025 - 10 Sept 2025, 9:30 am

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.2	Conflicts will be recorded in BoardPro. Due Date: 8 Aug 2025	Jo Gallop
2.1	Register for Actions Due Date: 5 Sept 2025	Jo Gallop
3.1	Add the note regarding Water Services Strategy legislative requirements, into BoardPro Due Date: 15 Aug 2025	Jo Gallop
4.1	Updated Strategic Goals Due Date: 31 Aug 2025	Alex Cabrera, Heather Geddes
4.5	Governance Recruitment Pack Non-disclosure agreement Due Date: 8 Aug 2025	Alex Cabrera, Amon Nuns

Formal closing of the board meeting.

Signature: _____

Date: _____