

# PALMERSTON NORTH CITY COUNCIL

## Minutes of the Risk & Assurance Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 26 April 2023, commencing at 9.00am

**Members Present:** Mr Stephen Armstrong (in the Chair) and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Lorna Johnson, Orphée Mickalad, William Wood and Kaydee Zabelin.

**Non Members:** Councillors Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

**Apologies:** The Mayor (Grant Smith) and Councillor Leonie Hapeta for lateness, and Councillor Lew Findlay for early departure.

The Mayor (Grant Smith) entered the meeting at 9.50am during the consideration of clause 4. He left the meeting at 11.09am during consideration of clause 6. He was not present for clauses 1 to 3 and 6 to 10 inclusive.

Councillor Leonie Hapeta entered the meeting at 9.33am during the consideration of clause 3. She was not present for clauses 1 and 2.

Councillor Roly Fitzgerald was not present when the meeting resumed at 10.40am. He was not present for clauses 6 to 10 inclusive.

### **Karakia Timatanga**

Councillor Debi Marshall-Lobb opened the meeting with karakia.

### **1-23 Apologies**

Moved Stephen Armstrong, seconded Karen Naylor.

#### The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 1-23 above was carried 14 votes to 0, the voting being as follows:

#### **For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

## RISK & ASSURANCE COMMITTEE - PART I - 26 APRIL 2023

### REPORTS

- 2-23**      **2023/24 Business Assurance Work Programme**  
Memorandum, presented by Masooma Akhter, Business Assurance Manager.

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee approve the Business Assurance Work Programme for the 2023/24 period (Attachment 1) presented to the Risk & Assurance Committee on 26 April 2023.
2. That each review from the 2023/24 Business Assurance Work Programme be included on the work schedule for Risk & Assurance Committee.

Clause 2-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

- 3-23**      **Quality Assurance Report - Kōtuia (Ozone Replacement) Project**  
Memorandum, presented by Masooma Akhter, Business Assurance Manager & Simon Lloyd-Evans, Programme Manager.

Councillor Leonie Hapeta entered the meeting at 9.33am.

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Quality Assurance Report – Kōtuia (Ozone Replacement) Project' and its attachment, presented on 26 April 2023.

Clause 3-23 above was carried 15 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

- 4-23**      **Assurance Report - Risk Management Review**  
Memorandum, presented by Masooma Akhter, Business Assurance Manager, Jason McDowell, Head of Risk & Resilience, and Stephen Minton, Risk Management Advisor.

## RISK & ASSURANCE COMMITTEE - PART I - 26 APRIL 2023

The Mayor (Grant Smith) entered the meeting at 9.50am.

Moved Stephen Armstrong, seconded Karen Naylor.

### The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Assurance Report – Risk Management Review' and its attachment, presented to the Risk & Assurance Committee on 26 April 2023.

Clause 4-23 above was carried 16 votes to 0, the voting being as follows:

#### **For:**

Mr Stephen Armstrong, the Mayor (Grant Smith) and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

## **5-23**

### **Business Assurance Accountability Report**

Memorandum, presented by Masooma Akhter, Business Assurance Manager.

Moved Stephen Armstrong, seconded Karen Naylor.

### The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Business Assurance Accountability Report' and its attachment, presented to the Risk & Assurance Committee on 26 April 2023.

Clause 5-23 above was carried 16 votes to 0, the voting being as follows:

#### **For:**

Mr Stephen Armstrong, the Mayor (Grant Smith) and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

The meeting adjourned at 10.23am.

The meeting resumed at 10.40am.

Councillor Roly Fitzgerald was not present when the meeting resumed.

## **6-23**

### **Health, Safety and Wellbeing Report, July to September 2022 (Q1 2022)**

Memorandum, presented by Danelle Whakatihi, Chief People & Performance Officer.

The Mayor (Grant Smith) left the meeting at 11.09am.

Moved Stephen Armstrong, seconded Karen Naylor.

### The **COMMITTEE RESOLVED**

1. That the memorandum titled 'Health, Safety and Wellbeing Report,

## RISK & ASSURANCE COMMITTEE - PART I - 26 APRIL 2023

July to September 2022 (Q1 2022)' presented to the Risk and Assurance Committee on 26 April 2023, be received for information.

Clause 6-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

### 7-23 **Health, Safety and Wellbeing Report, October to December 2022 (Q2 2022)**

Memorandum, presented by Danelle Whakatihi, Chief People & Performance Officer.

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the memorandum titled 'Health, Safety and Wellbeing Report, October to December 2022 (Q2 2022)' presented to the Risk and Assurance Committee on 26 April 2023, be received for information.

Clause 7-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

### 8-23 **Health, Safety and Wellbeing Report, January to February 2023 (Q3)**

Memorandum, presented by Danelle Whakatihi, Chief People & Performance Officer.

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the memorandum titled 'Health, Safety and Wellbeing Report, January to February 2023 (Q3)' presented to the Risk and Assurance Committee on 26 April 2023 be received for information.

Clause 8-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

RISK & ASSURANCE COMMITTEE - PART I - 26 APRIL 2023

**9-23 Committee Work Schedule**

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Risk & Assurance Committee receive its Work Schedule dated April 2023.

Clause 9-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

**EXCLUSION OF PUBLIC**

**10-23 Recommendation to Exclude Public**

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

"That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject 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(1) 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(1) for passing this resolution
14.	Business Assurance Accountability Report - Confidential	Third Party Commercial and Health Safety	s7(2)(b)(ii) and s7(2)(d)
15.	Fraud & Whistleblowing Policy Update	Privacy, Third Party Commercial, Prejudice supply of similar Information, and Protect from improper Pressure or Harassment	s7(2)(a), s7(2)(b)(ii), s7(2)(c)(i) and s7(2)(f)(ii)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in

## RISK & ASSURANCE COMMITTEE - PART I - 26 APRIL 2023

the above table.

Clause 10-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

Mr Stephen Armstrong and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

The public part of the meeting finished at 11.34am

Confirmed 23 August 2023

**Chair**