

# 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 23 August 2023, commencing at 9.00am**

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

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

**Apologies:** The Mayor (Grant Smith) (lateness on Council business), Councillors Vaughan Dennison, Karen Naylor and Leonie Hapeta.

The Mayor (Grant Smith) entered the meeting at 10.01am during consideration of clause 16. He was not present for clauses 13 to 15 inclusive.

Councillor Rachel Bowen entered the meeting at 9.52am during consideration of clause 16. She was not present for clauses 13 to 15 inclusive. She left the meeting again at 10.18 during consideration of clause 18. She was not present when the meeting resumed at 10.49am. She entered the meeting again at 11.22am. She was not present for clauses 18 to 20 inclusive.

### **Karakia Timatanga**

Councillor Debi Marshall-Lobb opened the meeting with karakia

### **13-23 Apologies**

Moved Stephen Armstrong, seconded Brent Barrett.

#### **The COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 13-23 above was carried 11 votes to 0, the voting being as follows:

#### **For:**

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

## RISK & ASSURANCE COMMITTEE - PART I - 23 AUGUST 2023

### 14-23 Confirmation of Minutes

Moved Stephen Armstrong, seconded Brent Barrett.

#### The **COMMITTEE RESOLVED**

1. That the minutes of the Risk & Assurance Committee meeting of 26 April 2023 Part I Public and Part II Confidential, both be confirmed as a true and correct record.

Clause 14-23 above was carried 11 votes to 0, the voting being as follows:

#### **For:**

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

### 15-23 Health and Safety Report, April to June 2023 (Q4 inclusive March)

Memorandum, presented by Selwyn Ponga-Davis, Health and Safety Manager.

Moved Stephen Armstrong, seconded Brent Barrett.

#### The **COMMITTEE RESOLVED**

1. That the Committee received the memorandum titled 'Health and Safety Report, April to June 2023 (Q4 inclusive March)' presented to the Risk & Assurance Committee on 23 August 2023.

Clause 15-23 above was carried 11 votes to 0, the voting being as follows:

#### **For:**

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

### 16-23 Wellbeing Report, April to June 2023 (Q4 inclusive March)

Report, presented by Connie Roos, Employee Experience Manager and Wayne Wilson, People Operations Manager.

Councillor Rachel Bowen entered the meeting at 9.52am.  
The Mayor (Grant Smith) entered the meeting at 10.01am.

Moved Stephen Armstrong, seconded Kaydee Zabelin.

#### The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Wellbeing Report, April to June 2023 (Q4 inclusive March)' presented to the Risk & Assurance Committee on 23 August 2023.

Clause 16-23 above was carried 12 votes to 0, with 1 abstention, the voting being as follows:

#### **For:**

Councillors Stephen Armstrong, Mark Arnott, Brent Barrett, Lorna Johnson,

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Orphée Mickalad, William Wood, Kaydee Zabelin, Rachel Bowen, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

**Abstained:**

The Mayor (Grant Smith).

**17-23**

**Audit NZ 2022 Management Report with Action Plan**

Memorandum, presented by Masooma Akhter, Business Assurance Manager and Cameron McKay, Chief Financial Officer.

Moved Stephen Armstrong, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Audit NZ 2022 Management Report with Action Plan' presented to the Risk and Assurance Committee on 23 August 2023.

Clause 17-23 above was carried 13 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Stephen Armstrong, Mark Arnott, Brent Barrett, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Rachel Bowen, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

**18-23**

**Committee Work Schedule - 23 August 2023**

Councillor Rachel Bowen left the meeting at 10.18am.

Moved Stephen Armstrong, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Risk & Assurance Committee receive the Work Schedule.

Clause 18-23 above was carried 12 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Stephen Armstrong, Mark Arnott, Brent Barrett, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

The meeting adjourned at 10.20am.

The meeting resumed at 10.49am.

Councillor Rachel Bowen was not present when the meeting resumed at 10.49am.

**19-23**

**Long Term Plan - Planning, Budgeting, Prioritisation & Benefits Review with Action Plan**

Memorandum, presented by Masooma Akhter, Business Assurance Manager, and Andrew Boyle, Head of Community Planning.

Officers noted the Action Plan will be amended to incorporate

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Recommendation 1 from the Long Term Plan Review Report.

Moved Stephen Armstrong, seconded Brent Barrett.

### The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Long Term Plan - Planning, Budgeting, Prioritisation & Benefits Review with Action Plan' presented at the Risk and Assurance Committee on 23 August 2023.

Clause 19-23 above was carried 12 votes to 0, the voting being as follows:

#### **For:**

The Mayor (Grant Smith) and Councillors Stephen Armstrong, Mark Arnott, Brent Barrett, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

## **20-23**

### **Sustainable Practices Review with Action Plan**

Memorandum, presented by Masooma Akhter, Business Assurance Manager and David Murphy, Chief Planning Officer.

Moved Stephen Armstrong, seconded Kaydee Zabelin.

### The **COMMITTEE RESOLVED**

1. That the Committee received the memorandum titled 'Sustainable Practices Review with Action Plan' presented to the Risk & Assurance Committee on 23 August 2023.

Clause 20-23 above was carried 12 votes to 0, the voting being as follows:

#### **For:**

The Mayor (Grant Smith) and Councillors Stephen Armstrong, Mark Arnott, Brent Barrett, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

### **Karakia Whakamutunga**

Councillor Rachel Bowen entered the meeting again at 11.22am.

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 11.23am

Confirmed 18 October 2023

**Chair**