

# 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 18 October 2023, commencing at 9.01am

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

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

### Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

### 21-23 Confirmation of Minutes

Moved Stephen Armstrong, seconded Karen Naylor.

#### The COMMITTEE RESOLVED

1. That the minutes of the Risk & Assurance Committee meeting of 23 August 2023 Part I Public be confirmed as a true and correct record.

Clause 21-23 above was carried 15 votes to 0, with 1 abstention, the voting being as follows:

#### **For:**

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

#### **Abstained:**

Councillor Leonie Hapeta.

### 22-23 Adoption of Annual Report 2022/23

Memorandum, presented by Scott Mancer, Finance Manager and Debbie Perera, Audit Director.

Moved Stephen Armstrong, seconded Karen Naylor.

#### The COMMITTEE RESOLVED

1. That the Committee note the 2022/23 financial reporting and draft

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auditor's opinion of Council's 2022/23 Annual Report.

### The **COMMITTEE RECOMMENDS**

2. That Council adopt the Annual Report 2022/23 and Summary Annual Report 2022/23.
3. That Council note that, assuming Audit clearance is given, the final Auditor's 'opinion' from Audit New Zealand will be received following expected adoption by Council on 25 October 2023 and Council signing of the reports.
4. That Council delegate authority to the Chief Executive to make minor edits to the Annual Report 2022/23 and Summary Annual Report 2022/23.

Clause 22-23 above was carried 16 votes to 0, the voting being as follows:

#### **For:**

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

### **23-23**

#### **Business Assurance 6 Monthly Accountability Report**

Memorandum, presented by Masooma Akhter, Business Assurance Manager.

Moved Stephen Armstrong, seconded Brent Barrett.

### The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Business Assurance 6 Monthly Accountability Report' and its attachment, presented to the Risk & Assurance Committee on 18 October 2023.

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

#### **For:**

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

### **24-23**

#### **Risk Management Update**

Memorandum, presented by Stephen Minton, Risk Management Advisor and Jason McDowell, Head of Risk & Resilience.

Moved Stephen Armstrong, seconded Karen Naylor.

### The **COMMITTEE RESOLVED**

1. That the Committee receive the Risk Management Policy and

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Framework for information.

Clause 24-23 above was carried 16 votes to 0, the voting being as follows:

**For:**

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

The meeting adjourned at 10.34am

The meeting resumed again at 10.51am

### 25-23

#### **Wellbeing Report, July to September 2023**

Memorandum, presented by Connie Roos - Employee Experience Manager, Wayne Wilson - People Operations Manager.

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Wellbeing Report, July to September 2023' presented to the Risk and Assurance Committee on 18 October 2023.

Clause 25-23 above was carried 16 votes to 0, the voting being as follows:

**For:**

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

### 26-23

#### **Committee Work Schedule**

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

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

Clause 26-23 above was carried 16 votes to 0, the voting being as follows:

**For:**

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

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**EXCLUSION OF PUBLIC**

**27-23 Recommendation to Exclude Public**

Officers noted Item 15, Assurance Report – Animal Shelter Review, referred to s7(s)(f)(i) in the agenda in error. Elected Members did not consider this as part of the resolution below.

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
13.	Health and Safety Report, July to September 2023 (Quarter 1)	PREJUDICE THE SUPPLY OF SIMILAR INFORMATION: Releasing this information could negatively affect similar confidential information or discourage people from sharing such information and ENDANGER THE SAFETY OF A PERSON: Sharing this information could put someone's health and safety at risk	s7(2)(c)(i) and s6(d)
14.	Post Implementation Review - Kotuia (Ozone Replacement) Project	THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position	s7(2)(b)(ii)

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15.	Assurance Report - Animal Shelter Review	THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position.	s7(2)(b)(ii)
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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 the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

*[Add Third Parties]*, because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

Clause 27-23 above was carried 15 votes to 1, the voting being as follows:

**For:**

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

**Against:**

Councillor William Wood.

The public part of the meeting finished at 11.15am

Confirmed <enter date>

**Chair**