

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 11 September 2024, commencing at 9.02am

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 Lew Findlay, Patrick Handcock and Billy Meehan.

Karakia Timatanga

Councillor Kaydee Zabelin opened the meeting with karakia.

23-24 Confirmation of Minutes

Moved Stephen Armstrong, seconded Karen Naylor.

The COMMITTEE RESOLVED

That the minutes of the Risk & Assurance Committee meeting of 22 May 2024 Part I Public and Part II Confidential be confirmed as a true and correct record.

Clause 23-24 above was carried 12 votes to 0, with 2 abstentions, the voting being as follows:

For:

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

Abstained:

The Mayor (Grant Smith) and Councillor Billy Meehan.

24-24 Health and Safety Report, 1 April to 30 June 2024 (Quarter 4)

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

Elected Members requested an external consultant undertake an independent Health and Safety audit, to provide an external perspective and ensure Council is meeting its obligations in this space.

Moved Stephen Armstrong, seconded Karen Naylor.

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The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Health and Safety Report, 1 April to 30 June 2024 (Quarter 4)' presented to the Risk & Assurance Committee on 11 September 2024.
2. That the Chief Executive release Attachment 2 as is practicable.
3. That the Chief Executive appoint an external consultant to undertake an independent Health and Safety audit in 2024, agreeing the scope and timeframe in consultation with the Chair and Deputy Chair of the Risk & Assurance Committee.

Clause 24-24 above was carried 14 votes to 0, the voting being as follows:

For:

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, Patrick Handcock and Billy Meehan.

25-24

Wellbeing Report, April to June 2024 (Quarter 4)

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

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Wellbeing Report, April to June 2024 (Quarter 4)' presented to the Risk & Assurance Committee on 11 September 2024.

Clause 25-24 above was carried 14 votes to 0, the voting being as follows:

For:

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, Patrick Handcock and Billy Meehan.

26-24

Strategic Risk Management Reporting April to June 2024 (Quarter 4)

Memorandum, presented by Stephen Minton, Risk Management Advisor and Desiree Viggars, Manager Legal, Risk & Assurance/Legal Counsel.

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. 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

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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
9.	Strategic Risk Management Reporting April to June 2024 (Quarter 4) Confidential Attachment 2	PREVENT DAMAGE TO THE PUBLIC INTEREST: Withholding the information is in the public's best interest	s7(2)(c)(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 the above table.

Clause 26-24 above was carried 14 votes to 0, the voting being as follows:

For:

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, Patrick Handcock and Billy Meehan.

The public part of the meeting (Part I) adjourned at 10.29am.

The public part of the meeting (Part I) resumed at 11.13am.

Moved Stephen Armstrong, seconded Karen Naylor.

2. That the Committee receive the following strategic risk assessments:

- Strategic Risk 2: Failure to deliver on key projects and programmes
- Strategic Risk 3: Failure to manage and protect Council information (Confidential)
- Strategic Risk 4: Climate change effects and adaptation
- Strategic Risk 7: Failure to attract and retain staff

and the Strategic Risk Dashboard (section 7.2).

Clause 26-24 above was carried 14 votes to 0, the voting being as follows:

For:

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, Patrick Handcock and Billy Meehan.

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27-24 Committee Work Schedule

Moved Stephen Armstrong, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Risk & Assurance Committee receive its Work Schedule dated September 2024, as amended.

Clause 27-24 above was carried 14 votes to 0, the voting being as follows:

For:

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, Patrick Handcock and Billy Meehan.

Karakia Whakamutunga

Councillor Kaydee Zabelin closed the meeting with karakia.

The meeting finished at 11.18am.

Confirmed 23 October 2024

Chair