

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 12 March 2025, 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, 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) (early departure).

Councillor Lorna Johnson entered the meeting at 9.04am after consideration of clause 1. She was not present for clause 1.

Councillor Kaydee Zabelin left the meeting at 10.57am during consideration of clause 7. She entered the meeting again at 10.59am after the consideration of clause 7. She was not present for clause 7.

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

1-25 Apologies

Moved Vaughan Dennison, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 1-25 above was carried 15 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, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

Councillor Lorna Johnson entered the meeting online at 9.04am.

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2-25 Confirmation of Minutes

Moved Karen Naylor, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the minutes of the Risk & Assurance Committee meeting of 27 November 2024 Part I Public be confirmed as a true and correct record.

Clause 2-25 above was carried 13 votes to 0, with 3 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, Roly Fitzgerald and Patrick Handcock.

Abstained:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb and Billy Meehan.

3-25 Independent Health and Safety Audit

Memorandum, presented by Franz Assenmacher, Director, Safe on Site, Selwyn Ponga-Davis, Health and Safety Manager and Desiree Viggars, Manager Legal, Risk & Assurance/Legal Counsel.

Moved Karen Naylor, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Health and Safety Audit Report from the independent Auditor, presented to the Risk & Assurance Committee on 12 March 2025.

Clause 3-25 above was carried 16 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, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

EXCLUSION OF PUBLIC

4-25 Recommendation to Exclude Public

Moved Vaughan Dennison, 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

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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
8.	Health and Safety Report, 1 April to 30 June 2024 (Quarter 4) Confidential Attachment 2	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)

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 4-25 above was carried 15 votes to 0, with 1 abstention, 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, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

Abstained:

Councillor William Wood.

The public part of the meeting adjourned at 9.44am.
The meeting resumed in public at 10.26am.

6-25

Health and Safety Report, 1 October to 31 December 2024 (Quarter 2)

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

Moved Karen Naylor, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Health and

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Safety Report, 1 October to 31 December 2024 (Quarter 2)' presented to the Risk & Assurance Committee on 12 March 2025.

2. That the Chief Executive release Attachment 2 as is practicable.

Clause 6-25 above was carried 16 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, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

7-25

Audit NZ 2024 Management Report with Action Plan

Memorandum, presented by Desiree Viggars, Manager Legal, Risk & Assurance/Legal Counsel, Scott Mancer, Manager Finance and Debbie Perera, Audit Director.

Councillor Kaydee Zabelin left the meeting at 10.57am.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Audit NZ 2024 Management Report with Action Plan' presented to the Risk & Assurance Committee on 12 March 2025.

Clause 7-25 above was carried 15 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, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

Councillor Kaydee Zabelin entered the meeting again at 10.59am.

8-25

Wellbeing Report, 1 October to 31 December 2024 (Quarter 2)

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

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Wellbeing Report, 1 October to 31 December 2024 (Quarter 2)' presented to the Risk & Assurance Committee on 12 March 2025.

Clause 8-25 above was carried 16 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, Roly Fitzgerald,

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Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

9-25

Setting Council's Risk Management Appetite and Tolerance Levels

Memorandum, presented by Stephen Minton, Risk Management Advisor.

The Mayor (Grant Smith) left the meeting at 11.16am.

The Mayor (Grant Smith) entered the meeting again at 11.26am.

Moved Vaughan Dennison, seconded Karen Naylor.

The **COMMITTEE RECOMMENDS**

1. That Council reconfirm the risk appetite and risk tolerance levels as noted in section 3.1 and 3.2 of the memorandum titled 'Setting Council's Risk Management Appetite and Tolerance levels', presented to the Risk and Assurance Committee on 12 March 2025.

Clause 9-25 above was carried 13 votes to 3, the voting being as follows:

For:

Stephen Armstrong, The Mayor (Grant Smith) and Councillors Karen Naylor, Mark Arnott, Vaughan Dennison, Leonie Hapeta, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Roly Fitzgerald, Patrick Handcock and Billy Meehan.

Against:

Councillors Brent Barrett, Lorna Johnson and Debi Marshall-Lobb.

10-25

Strategic Risk Management Reporting October 2024 to December 2024 (Quarter 2)

Memorandum, presented by Stephen Minton, Risk Management Advisor.

Moved Karen Naylor, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the Committee receive the following updated strategic risk assessment
 - Strategic Risk 7: Failure to Attract and Retain Staffand the Strategic Risk Dashboard (section 3.2).

Clause 10-25 above was carried 16 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, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

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11-25 Committee Work Schedule

Moved Karen Naylor, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That the Risk & Assurance Committee receive its Work Schedule dated March 2025.

Clause 11-25 above was carried 16 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, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb and Billy Meehan.

Karakia Whakamutunga

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 11.47am.

Confirmed 11 June 2025

Chair