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 01 October 2025, commencing at 9.00am

Members Present:	Stephen Armstrong (in the Chair), and Councillors Karen Naylor, Mark Arnott, Brent Barrett, Leonie Hapeta, Lorna Johnson, Orphée Mickalad and Kaydee Zabelin.
Members Present online:	Councillor William Wood.
Non Members:	Councillors Lew Findlay, Patrick Handcock and Billy Meehan.
Apologies:	The Mayor (Grant Smith) (late arrival, on Council business), Councillor Vaughan Dennison (late arrival).

The Mayor (Grant Smith) entered the meeting at 9.05am after consideration of clause 24. He was not present for clause 24.

Councillor Vaughan Dennison entered the meeting at 9.15am during consideration of clause 26. He was not present for clauses 24 and 25.

Karakia Timatanga

Councillor Kaydee Zabelin opened the meeting with karakia.

24-25 Apologies

Moved Karen Naylor, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 24-25 above was carried 12 votes to 0, the voting being as follows:

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

The Mayor (Grant Smith) entered the meeting at 9.05am.

25-25 Confirmation of Minutes

Moved Karen Naylor, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the minutes of the Risk & Assurance Committee meeting of 11 June 2025 Part I Public be confirmed as a true and correct record.

Clause 25-25 above was carried 10 votes to 0, with 3 abstentions, the voting being as follows:

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

Abstained:
The Mayor (Grant Smith) and Councillors Patrick Handcock and Billy Meehan.

26-25 Adoption of Annual Report 2024/25

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

Officers noted the date in section 2.2 of the report should read '26 September 2025'.

Councillor Vaughan Dennison entered the meeting at 9.15am.

Moved Karen Naylor, seconded Leonie Hapeta.

The **COMMITTEE RECOMMENDS**

1. That Council adopt the Annual Report 2024/25 and Summary Annual Report 2024/25.
2. That Council note that the final Auditor's Opinion from Audit New Zealand will be received following the expected adoption by Council on 8 October 2025 and Council signing of the reports.

Clause 26-25 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.

27-25 Strategic Risk Management Reporting April to June 2025 (Quarter 4)

Memorandum, presented by Stephen Minton, Risk Management Advisor.

Elected Members requested the amendments below to Strategic Risk 5.

Moved Brent Barrett, seconded Grant Smith.

The **COMMITTEE RESOLVED**

1. That Action 13 'Regular review of LGNZ membership' be removed from the Strategic Risk 5 Action Plan.

Clause 27-25 above was carried 11 votes to 3, the voting being as follows:

For:
Stephen Armstrong, The Mayor (Grant Smith) and Councillors Karen Naylor, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Kaydee Zabelin, Lew Findlay, Patrick Handcock and Billy Meehan.

Against:
Councillors Mark Arnott, Orphée Mickalad and William Wood.

Moved Karen Naylor, seconded Brent Barrett.

2. That the community is included as a key relationship in Strategic Risk No. 5.

Clause 27-25 above was carried 8 votes to 5, with 1 abstention, the voting being as follows:

For:
The Mayor (Grant Smith) and Councillors Karen Naylor, Brent Barrett, Vaughan Dennison, Orphée Mickalad, William Wood, Kaydee Zabelin and Billy Meehan.

Against:
Councillors Mark Arnott, Leonie Hapeta, Lorna Johnson, Lew Findlay and Patrick Handcock.

Abstained:
Councillor Stephen Armstrong.

Moved Leonie Hapeta, seconded Karen Naylor.

3. That the Committee receive the following strategic risk assessments:
   - Strategic Risk 1: Failure to Meet Financial Obligations;
   - Strategic Risk 5: Ineffective Relationship Management and Stakeholder Engagement, as amended; and
   - Strategic Risk 11: Loss of Public Trust.

Clause 27-25 above was carried 13 votes to 1, the voting being as follows:

For:
Stephen Armstrong, The Mayor (Grant Smith) and Councillors Mark Arnott, Brent Barrett, Vaughan Dennison, Leonie Hapeta, Lorna Johnson, Orphée Mickalad, William Wood, Kaydee Zabelin, Lew Findlay, Patrick Handcock and Billy Meehan.

Against:
Councillor Karen Naylor.

The meeting adjourned at 11.02am.
The meeting resumed at 11.21am.

28-25 Wellbeing Report, 1 April to 30 June 2025 (Quarter 4)

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

Offices noted an error in the ACC Lost Time (Days) table. Figures for June 2025 should read as follows:

Work: 99.3
Non-Work: 93.5
Total: 192.8

Revised commentary is as follows:

- The number of days lost due to work accidents is 99.3 or 51.5% of all lost time due to accidents.
- There were 5 work related accidents in the quarter resulting in 20.3 lost days.
- The other 79 days were for injuries that occurred prior to the quarter.
- The 6 non-work accidents resulted in 93.5 lost days.

Moved Karen Naylor, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Wellbeing Report, 1 April to 30 June 2025 (Quarter 4)' presented to the Risk & Assurance Committee on 1 October 2025.

Clause 28-25 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.

29-25 Committee Work Schedule

Moved Karen Naylor, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

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

Clause 29-25 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.

EXCLUSION OF PUBLIC

30-25 Recommendation to Exclude Public

Moved Karen Naylor, seconded Leonie Hapeta.

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.	Confirmation of the minutes of the Risk & Assurance Committee meeting of 11 June 2025 Part II Confidential	For the reasons set out in the Risk & Assurance Committee meeting of 11 June 2025, held in public.	
11.	Health and Safety Report, 1 April to 30 June 2025 (Quarter 4) **Confidential Attachment 2**	Releasing this information could discourage Palmerston North City Council employee(s) from sharing such information in future. The sharing of the information supplied could also place the involved employee(s) health and safety at risk.	s7(2)(c)(i) PREJUDICE THE SUPPLY OF SIMILAR INFORMATION: Releasing this information could negatively affect similar confidential information or discourage people from sharing such information and s6(d) ENDANGER THE SAFETY OF A PERSON: the sharing of the information supplied within could also place the involved employee(s) health and safety at risk.

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 30-25 above was carried 14 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, Lew Findlay, Patrick Handcock and Billy Meehan.

The public part of the meeting adjourned at 11.58am.
The public part of the meeting resumed at 12.14pm.

31-25 Health and Safety Report, 1 April to 30 June 2025 (Quarter 4)

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

Moved Karen Naylor, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Health and Safety Report, 1 April to 30 June 2025 (Quarter 4)' presented to the Risk and Assurance Committee on 1 October 2025.

Clause 31-25 above was carried 14 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, Lew Findlay, Patrick Handcock and Billy Meehan.

Karakia Whakamutunga

Councillor Kaydee Zabelin closed the meeting with karakia.

The meeting finished at 12.18pm.

Confirmed

Chair