

MINUTES

RISK AND ASSURANCE COMMITTEE MEETING

Date: Thursday, 22 June 2023

Time: 9.30am

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

Present

Mr Philip Jones
Cr Fi Dalgety
Cr Piki Te Ora Hiroa
Cr Simon Loudon
Cr Dave Wilson
HWTM Andy Watson

In attendance

Cr Jarrod Calkin
Mr Peter Beggs, Chief Executive
Ms Gaylene Prince, Group Manager-Community Services
Mrs Carol Gordon, Group Manager-Democracy and Planning
Mr Dave Tombs, Group Manager-Corporate Services
Mrs Sharon Grant, Group Manager-People and Performance
Mr Matt Gordon- Health, Safety and Wellbeing Advisor
Ms Kezia Spence, Governance Advisor
Mr Chris Webby- Audit NZ

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1 Welcome / Prayer

Philip Jones opened the meeting at 9.32am.

2 Apologies

No apologies were received.

3 Public Forum

There was no public forum.

4 Conflict of Interest Declarations

5 Confirmation of Order of Business

Mr Chris Webby, Audit NZ was in attendance for items 10.1 and 10.2 which were moved to accommodate Mr Webby's attendance.

6 Confirmation of Minutes

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His Worship the Mayor spoke of staff being risk averse because of their role.

Resolved minute number 23/ARK/017

That the minutes of Risk and Assurance Committee Meeting held on 15 March 2023 **as amended** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

Mr Jones/HWTM A Watson. Carried

7 Follow-up Action Items

7.1 Follow-up Action Items from Risk and Assurance Meetings

Item 3

There likely needs to be further discussion with the Chair and CE in regards to this item.

Item 6

The Chair advised that there should be meetings held to update the board on what is going on.

Resolved minute number 23/ARK/018

That the report 'Follow-up Action Items from Risk and Assurance Meetings' be received.

Mr Jones/Cr D Wilson. Carried

8 Chair's Report

8.1 Chair's Report - June 2023

The committee discussed that there are risks from a lack of knowledge of timeframes and impacts of legislative change.

Mr Jones spoke of the future of local government and that post reforms, such as three waters, council needs to advocate for the delivery of services to the community.

Resolved minute number 23/ARK/019

That the Chair's Report –June 2023 be received.

Mr Jones/Cr S Loudon. Carried

9 Reports for Decision

9.1 Strategic Risk Deep Dive

Mrs Grant took the Committee through the report and referenced the recommendation at the last meeting to undertake a deep dive into each risk.

Mr Jones spoke of the climate change responsiveness and that this may be the next topic to deep dive into but this is likely to change.

Resolved minute number 23/ARK/020

That the report on Strategic Risk Deep Dive is received.

Mr Jones/Cr F Dalgety. Carried

9.2 Health, Safety and Wellbeing Update

Mrs Grant responded to questions that the E-Road rating is used for driver rating data. Those who are scoring 2-3 stars are the priority to support.

Mrs Grant responded to further questions regarding managing contractors, all contractors are required to sign up through site wise and noting this is part of council's procurement policy.

The charter will be signed by His Worship the Mayor on behalf of elected members.

Resolved minute number 23/ARK/021

That the Health, Safety and Wellbeing Report together with attachments, be received.

HWTM A Watson/Cr F Dalgety. Carried

Resolved minute number 23/ARK/022

That the Risk and Assurance Committee recommends Council endorses the revised Health, Safety and Wellbeing Governance Charter, without amendment .

HWTM A Watson/Cr F Dalgety. Carried

Resolved minute number 23/ARK/023

That the Risk and Assurance Committee endorses the revised Health, Safety and Wellbeing in the Workplace Policy, without amendment.

HWTM A Watson/Cr F Dalgety. Carried

9.3 Review of Staff Code of Conduct

Mrs Grant assured elected members this will be recirculated to staff.

Resolved minute number 23/ARK/024

That the report on Review of Staff Code of Conduct is received.

Mr Jones/Cr Piki Te Ora Hiroa. Carried

Resolved minute number 23/ARK/025

That the revised Standards of Integrity and Conduct policy is supported by the Risk and Assurance Committee.

Mr Jones/Cr Piki Te Ora Hiroa. Carried

10 Reports for Information

10.1 2021/22 Audit NZ Management Letter

Mr Webby spoke of the ongoing changes and uncertainty such as 3 waters. Mr Tombs noted that the Annual Report is largely backward looking rather than forward looking, such as the Annual Plan or Long term Plan.

The committee discussed the delay last year and Mr Tombs assured that staff have already started the process for the upcoming Annual Report. The committee requested staff to continue to update Finance and Performance committee on the progress.

There were many reasons why this has not been delivered in a timely manner this year, such as covid, council staff needing to engage consultants to provide audited water related information, and staffing issues at Audit NZ. Mr Beggs noted that the letter made it clear where Council caused the delays but not Audit NZ.

Mr Webby and Mr Tombs will be having further conversations on infrastructure valuations. Some councils are on different cycles to complete this.

Resolved minute number 23/ARK/026

That the report '2021/22 Audit NZ Management Letter' be received.

HWTM A Watson/Cr F Dalgety. Carried

10.2 Audit NZ Management Letter Points

There are 16 points outstanding and staff are working through these. Mr Webby will begin the process of going through the actions in September.

Resolved minute number 23/ARK/027

That the report 'Audit New Zealand Management Letter Points' be received.

Cr F Dalgety/Cr Piki Te Ora Hiroa. Carried

Meeting adjourned at 11.25am and reconvened at 11.32am

10.3 Privacy Update

Mrs Grant responded to questions that two of the breaches have occurred in the same area and further training will be provided to staff.

Resolved minute number 23/ARK/028

That the report 'Privacy Update' be received.

Mr Jones/Cr S Loudon. Carried

10.4 Risk and Assurance Committee Work Programme

The report was taken as read.

Resolved minute number 23/ARK/029

That the report 'Risk and Assurance Committee Work Programme' including fraud procedure policy and fraud bribery and corruption prevention policy, be received.

HWTM A Watson/Cr S Loudon. Carried

10.5 Protected Disclosures Update

The report was taken as read.

Resolved minute number 23/ARK/030

That the report 'Protected Disclosures Update' report be received.

Mr Jones/Cr S Loudon. Carried

10.6 Treasury Reporting

There was an error in the table in S3.1. A replacement table was emailed to committee members on 21 June.

Resolved minute number 23/ARK/031

That the report 'Treasury Reporting' be received.

Mr Jones/Cr F Dalgety. Carried

10.7 Internal Audit Programme

Mr Jones commented that it is positive that council has a programme concerned with internal audit processes. Mr Jones recommended that at the September meeting there be an initial discussion as to what is wanted to be looked at.

Resolved minute number 23/ARK/032

That the report 'Internal Audit Programme' be received.

HWTM A Watson/Mr Jones. Carried

10.8 Fraud Reporting

The report was taken as read.

Resolved minute number 23/ARK/033

That the report 'Fraud Reporting' be received.

HWTM A Watson/Cr D Wilson. Carried

10.9 Summary of Management Accounts

The report was taken as read.

Resolved minute number 23/ARK/034

That the report 'Summary of Management Accounts' be received.

Cr S Loudon/Mr Jones. Carried

10.10 Sensitive Expenditure 2022/23 Financial Year Summary

Mr Jones requested that only significant costs from sensitive expenditure should be coming to the committee. Mr Tombs responded that this is part of the policy but the policy is under review and will be amended accordingly.

Resolved minute number 23/ARK/035

That the report 'Sensitive Expenditure 22/23 Financial Year Summary' be received.

Mr Jones/Cr Piki Te Ora Hiroa. Carried

11 Discussion Items**11.1 Insurance Update**

The committee noted that these matters had been discussed previously and that a working party will review Council's insurance strategy.

Resolved minute number 23/ARK/036

That the report 'Insurance Update' be received.

Cr D Wilson/Mr Jones. Carried

12 Public Excluded

The meeting went into public excluded session 12.02pm

Resolution to Exclude the Public**Resolved minute number 23/ARK/037**

That the public be excluded from the following parts of the proceedings of this meeting.

1. Cyber Security

The general subject matter 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 of the *Local Government Official Information and Meetings Act 1987* for the passing of this resolution are as follows:

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

13 Open Meeting

Resolved minute number 23/ARK/039

22/RDC/038

The meeting closed at 12.14pm.

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Chairperson