

# MINUTES

## RISK AND ASSURANCE COMMITTEE MEETING

**Date:** Wednesday, 6 December 2023

**Time:** 9.00am

**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

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**Present** Mr Philip Jones  
Cr Simon Loudon  
Cr Fi Dalgety  
Cr Dave Wilson  
HWTM Andy Watson

**In attendance** Mr Kevin Ross, Chief Executive  
Mr Arno Benadie, Chief Operating Officer  
Mrs Carol Gordon, Group Manager- Democracy and Planning  
Mrs Sharon Grant, Group Manager- People and Performance  
Mr Dave Tombs, Group Manager- Corporate Services  
Ms Gaylene Prince, Group Manager- Community Services  
Mrs Adina Foley, Group Manager- Capital Projects  
Mr Matt Gordon, Health, Safety and Wellbeing Advisor  
Ms Kezia Spence, Governance Advisor

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## 1 Welcome / Prayer

Mr Jones opened the meeting at 9.02am and read the council prayer.

## 2 Apologies

**Resolved minute number 23/ARK/060**

Apologies were received from Cr Calkin and Cr Piki Te Ora Hiroa.

Cr F Dalgety/Cr S Loudon. Carried

## 3 Public Forum

There was no public forum.

## 4 Conflict of Interest Declarations

There were no conflicts of interest declared.

## 5 Confirmation of Order of Business

Cr Wilson arrived during this item at 9.04am.

Item 9.9 was withdrawn from the agenda due to new information.

## 6 Confirmation of Minutes

**Resolved minute number 23/ARK/061**

That the minutes of Risk and Assurance Committee Meeting held on 21 September 2023 **without amendment** 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/Cr F Dalgety. Carried

## 7 Follow-up Actions

### 7.1 Follow-up Action Items from Risk and Assurance Meetings

The report was taken as read.

**Resolved minute number 23/ARK/062**

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 - December 2023

Mr Jones emphasised implications for Council's Long Term Plan processes and the amount of uncertainty due to changes signalled by Central Government.

**Resolved minute number 23/ARK/063**

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

Mr Jones/HWTM A Watson. Carried

## 9 Reports for Information

### 9.1 Protected Disclosures Update

The report was taken as read.

**Resolved minute number 23/ARK/064**

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

Cr D Wilson/Cr S Loudon. Carried

### 9.2 Privacy Update

The report was taken as read.

**Resolved minute number 23/ARK/065**

That the report 'Privacy Update' be received.

Cr D Wilson/Cr S Loudon. Carried

### 9.3 Health, Safety and Wellbeing Update

Mrs Grant explained there is a detailed internal investigation being undertaken for the notifiable injury that took place in the November reporting period, during a staff training event. There will be no further training of this nature until the investigation has been completed.

Mr Jones requested that future reports show whether contractors are complying with health and safety requirements to give assurance to the committee.

**Resolved minute number 23/ARK/066**

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

Cr S Loudon/HWTM A Watson. Carried

#### **9.4 Risk and Assurance Committee Work Programme**

His Worship the Mayor left the meeting during this item at 9.42am.

The Rate Remission policy will be reviewed in 2024.

Mr Jones requested that reviews that are legally required should be highlighted in the report, and that the report should include the date these need to be reviewed by.

Mr Jones requested that he receive the Revenue and Financing policy when the draft is completed.

**Resolved minute number 23/ARK/067**

That the report 'Risk and Assurance Committee Work Programme' be received, noting that the Rates Remission policy is currently under review.

Mr Jones/Cr F Dalgety. Carried

#### **9.5 Treasury Reporting**

The report was taken as read.

**Resolved minute number 23/ARK/068**

That the report 'Treasury Reporting' be received.

Cr D Wilson/Cr S Loudon. Carried

#### **9.6 Insurance Update**

Mr Tombs confirmed Council have received a letter regarding Risk Pool.

**Resolved minute number 23/ARK/069**

That the report 'Insurance Update' be received.

Mr Jones/Cr F Dalgety. Carried

#### **9.7 Audit NZ Management Letter Points**

The committee were disappointed that the new management letter had not been received yet from Audit NZ.

**Resolved minute number 23/ARK/070**

That the report Audit NZ Management Letter Points be received.

Cr F Dalgety/Cr S Loudon. Carried

### 9.8 Internal Audit Programme

Mr Jones recommended that the effectiveness of the committee be discussed at the next meeting.

**Resolved minute number 23/ARK/071**

That the report 'Internal Audit Programme' be received.

Cr D Wilson/Cr F Dalgety. Carried

### 9.9 Marton Rail Hub - Project Risks Review

This item was withdrawn.

### 9.10 Strategic Risk Review - Climate Change

Mr Jones requested that the risks associated with climate change come back to the committee.

**Resolved minute number 23/ARK/072**

That the report on Strategic Risk – Climate Change be received.

Mr Jones/Cr F Dalgety. Carried

## 10 Public Excluded

The meeting went into public excluded session 10.14am

### Resolution to Exclude the Public

**Resolved minute number 23/ARK/073**

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

- 1 Risk and Assurance Committee Meeting - 21 September 2023
2. Cybersecurity
3. Fraud Reporting

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
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<b>10.1 - Risk and Assurance Committee Meeting - 21 September 2023</b>	To consider the minutes relating to matters that were the subject of discussion at the 21 September meeting	S48(1)(a)
<b>10.2 - Cybersecurity</b>	s7(2)(j) - Improper Gain or Improper Advantage	s48(1)(a)(i)
<b>10.3 - Fraud Reporting</b>	s7(2)(a) - Privacy	s48(1)(a)(i)

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.

Cr D Wilson/Cr F Dalgety. Carried

## 11 Open Meeting

The meeting went into open session 10.30am

**Resolved minute number 23/ARK/074**

That the public excluded meeting move into an open meeting, and the below recommendations be confirmed in the open meeting:

22/RDC/074- 22/RDC/0756

Cr D Wilson/Cr S Loudon. Carried

**The meeting closed at 10.30am.**

**The minutes of this meeting were confirmed at the Risk and Assurance held on 20 March 2024.**

.....Chairperson