

MINUTES

RISK AND ASSURANCE COMMITTEE MEETING

Date: Wednesday, 3 September 2025

Time: 9.00am

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

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

In attendance Mrs Carol Gordon, Chief Executive
Mr Arno Benadie, Deputy Chief Executive
Ms Leanne Macdonald, Group Manager – Corporate Services
Ms Lorraine Bergen, Manager – Financial Services
Ms Kezia Spence, Governance Advisor

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1 Welcome / Prayer

Mr Jones opened the meeting at 9.00am.

2 Apologies

There were no apologies received.

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

There was no change to the order of business.

6 Confirmation of Minutes

Resolved minute number 25/ARK/033

That the minutes of Risk and Assurance Committee Meeting held on 19 June 2025 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.

Cr D Wilson/Cr S Loudon. Carried

7 Follow-up Actions

7.1 Follow-up Action Items from Risk and Assurance Meetings

Item 1 – Health and Safety

Officers confirmed that there is ongoing work in this space and for contractor healthy and safety including site assessments.

Resolved minute number 25/ARK/034

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

Cr F Dalgety/Mr P Jones Carried

8 Chair's Report

8.1 Chair's Report - September 2025

The report was taken as read.

Resolved minute number 25/ARK/035

That the Chair's Report – September 2025 be received.

Mr P Jones/HWTM A Watson. Carried

9 Reports for Decision

9.1 Risk and Assurance Committee Work Programme

The Committee highlighted sections 3.3 (workloads across Council) and 3.4 (staff turnover) in the annual update of the report, noting that these are closely linked and reflect risks associated with high workloads, including staff fatigue; managers regularly report on outstanding leave and actively encourage staff to take leave to help mitigate this risk.

Climate change was also highlighted, particularly the need to balance response measures with keeping rates at a reasonable level, noting the perception that little is currently being done.

Mr Benadie emphasised the importance of focusing on organisational strategic risks with a long-term perspective rather than a reactive approach, ensuring policy is adhered to within a documented framework that demonstrates how it operates. Given the significant staff work programme, it was agreed not to commit to further work in March, but instead to capture this as a follow-up action and schedule it for a future discussion.

Resolved minute number 25/ARK/036

That the report Risk and Assurance Committee Work Programme be received.

HWTM A Watson/Cr F Dalgety. Carried

Resolved minute number 25/ARK/037

That the Risk and Assurance Committee receives the Risk Management Policy, noting the follow up action around wider considerations of the Risk Management Framework by the Risk and Assurance Committee.

Mr P Jones/Cr D Wilson. Carried

Resolved minute number 25/ARK/038

That the Risk and Assurance Committee recommend to the Executive Leadership Team that they accept the proposed changes without any changes

Cr D Wilson/Cr F Dalgety. Carried

10 Reports for Information

10.1 Annual Protected Disclosures Update

The report was taken as read.

Resolved minute number 25/ARK/039

That the report Annual Privacy Update for the year ending 30 June 2025 be received.

Cr D Wilson/HWTM A Watson. Carried

10.2 Annual Privacy Update for the year ending 30 June 2025

The report was taken as read.

Resolved minute number 25/ARK/040

That the Risk and Assurance Committee receive the Annual Privacy Update Report for the year ending 30 June 2025.

Cr D Wilson/Mr P Jones Carried

10.3 Health, Safety and Wellbeing Update

The report was taken as read.

Resolved minute number 25/ARK/041

That the report Health, Safety and Wellbeing Update be received

Cr S Loudon/Cr P Hiroa. Carried

10.4 Internal Audit Programme

Officers and the Committee noted that Koha continues to be a difficult area for audit purposes.

Resolved minute number 25/ARK/042

That the report Internal Audit Programme be received.

Mr P Jones/Cr F Dalgety. Carried

10.5 Financial Risk Report

The Committee noted the increase of 256 unpaid accounts and clarification was sought as to whether this reflects an ongoing upward trend, particularly in relation to rates, however, once penalties were removed the increase was only four accounts, which was lower than expected. Further detail was requested on the year-end position.

Resolved minute number 25/ARK/043

That the report Financial Risk Report be received and the Committee note the minor breach of the Treasury Policy and that there are steps being taken to rectify.

Mr P Jones/Cr S Loudon. Carried

10.6 Outstanding Audit NZ Management Actions

The report was taken as read.

Resolved minute number 25/ARK/044

That the report Outstanding Audit NZ Management Actions be received.

Cr F Dalgety/Cr D Wilson. Carried

10.7 Riskpool Update

Council holds a 3.1% shareholding in Riskpool. Mr Jones provided an updated that an Independent Chairs briefing provided further information regarding a claim arising from Napier City Council relating to a defective building, with reinsurance. Riskpool is also approaching the end of, having begun winding down in 2017 and ceased taking on new risk.

Resolved minute number 25/ARK/045

That the report Riskpool Update be received.

Mr P Jones/Cr F Dalgety. Carried

The meeting closed at 10.30am

The minutes of this meeting were confirmed by electronic signature by the Chair on 31 August 2026.


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Chairperson