

# MINUTES

## **UNCONFIRMED: RISK AND ASSURANCE COMMITTEE MEETING**

**Date:** Thursday, 21 September 2023

**Time:** 9.30am

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

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

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

**Order of Business**

<b>1</b>	<b>Welcome / Prayer</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public Forum</b> .....	<b>3</b>
<b>4</b>	<b>Conflict of Interest Declarations</b> .....	<b>3</b>
<b>5</b>	<b>Confirmation of Order of Business</b> .....	<b>3</b>
<b>6</b>	<b>Confirmation of Minutes</b> .....	<b>3</b>
7.1	Follow-up Action Items from Risk and Assurance Meetings.....	3
<b>8</b>	<b>Chair's Report</b> .....	<b>4</b>
8.1	Chair's Report - September 2023 .....	4
<b>9</b>	<b>Reports for Decision</b> .....	<b>4</b>
9.1	Health, Safety and Wellbeing Update .....	4
9.2	Treasury Management Policy - Update.....	4
<b>10</b>	<b>Reports for Information</b> .....	<b>5</b>
10.1	Treasury Reporting .....	5
10.2	Risk and Assurance Committee Work Programme .....	5
10.3	Protected Disclosures Update.....	5
10.4	Privacy Update .....	5
10.5	Fraud Reporting.....	5
10.6	Internal Audit Programme .....	6
10.7	Summary of Management Accounts.....	6
10.8	Audit NZ Management Letter Points .....	6
<b>11</b>	<b>Discussion Items</b> .....	<b>6</b>
11.1	Insurance Update .....	6
<b>12</b>	<b>Public Excluded</b> .....	<b>7</b>
11.1	Public Excluded Risk and Assurance - 22 June 2023 .....	7
12.2	Cyber Security.....	7
<b>13</b>	<b>Open Meeting</b> .....	<b>7</b>

## 1 Welcome / Prayer

Mr Jones opened the meeting at 9.00am and read the council prayer.

## 2 Apologies

**Resolved minute number 23/ARK/040**

Apologies received from Cr Calkin.

Cr D Wilson/Mr Jones. Carried

## 3 Public Forum

There was no public forum.

## 4 Conflict of Interest Declarations

No declarations of conflict were declared.

## 5 Confirmation of Order of Business

There was no change to the order of business.

## 6 Confirmation of Minutes

**Resolved minute number 23/ARK/041**

That the minutes of Risk and Assurance Committee Meeting held on 22 June 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.

Cr D Wilson/HWTM A Watson. 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/042**

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

Mr Jones/Cr F Dalgety. Carried

## 8 Chair's Report

### 8.1 Chair's Report - September 2023

The committed noted risks with the outcome of the upcoming Central Government elections and the significant risk for Council if 3 Waters was repealed.

**Resolved minute number 23/ARK/043**

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

Mr Jones/Cr D Wilson. Carried

## 9 Reports for Decision

### 9.1 Health, Safety and Wellbeing Update

In response to a question staff advised that front facing staff are provided training on de-escalation techniques and dealing with difficult customers.

**Resolved minute number 23/ARK/044**

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

HWTM A Watson/Cr D Wilson. Carried

### 9.2 Treasury Management Policy - Update

In response to a question Mr Tombs advised that as a guaranteeing LGFA member Council has different covenant ratios than non-guaranteeing members. Mr Jones noted that these are the upper limits and recommended that this be reviewed as part of the Financial Strategy.

Mr Jones suggested that the amended Policy also include reference to the foreign exchange exposure should be limited to overseas-procurement risk and the maturity dates of debt parcels be staggered.

**Resolved minute number 23/ARK/045**

That Risk and Assurance Committee approve the amendments as discussed to the Treasury Management Policy and that council further reviews this policy no later than 30 June 2024.

HWTM A Watson/Cr F Dalgety. Carried

## 10 Reports for Information

### 10.1 Treasury Reporting

Mr Tombs responded to questions regarding the calculation of debt interest.

**Resolved minute number 23/ARK/046**

That the report 'Treasury Reporting' be received.

Mr Jones/Cr F Dalgety. Carried

### 10.2 Risk and Assurance Committee Work Programme

The committee discussed the Revenue and Financing policy, and Mr Jones recommended this policy should be reviewed before the finalising of the LTP. Staff noted this review was currently underway.

**Resolved minute number 23/ARK/047**

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

Mr Jones/Cr D Wilson. Carried

### 10.3 Protected Disclosures Update

The report was taken as read.

**Resolved minute number 23/ARK/048**

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

Cr D Wilson/Mr Jones. Carried

### 10.4 Privacy Update

The report was taken as read.

**Resolved minute number 23/ARK/049**

That the report 'Privacy Update' be received.

Cr D Wilson/Cr S Loudon. Carried

### 10.5 Fraud Reporting

Mrs Grant advised that a report regarding an ongoing investigation will come to the next meeting.

**Resolved minute number 23/ARK/050**

That the report 'Fraud Reporting' be received.

Cr D Wilson/HWTM A Watson. Carried

## 10.6 Internal Audit Programme

The report was taken as read.

**Resolved minute number 23/ARK/051**

That the report 'Internal Audit Programme' be received.

Cr D Wilson/Mr Jones. Carried

## 10.7 Summary of Management Accounts

Mr Jones noted that there needs to be a discussion on the role of this committee in reviewing financial information. It was agreed the CE and Chair of Finance /Performance Committee would discuss this prior to the next meeting.

**Resolved minute number 23/ARK/052**

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

Cr D Wilson/Cr F Dalgety. Carried

## 10.8 Audit NZ Management Letter Points

In response to a question Mr Benadie advised that in relation to sewage overflows Council does not have the capacity for the work this entails. The committee requested further information from the auditors on this.

**Resolved minute number 23/ARK/053**

That the report Audit NZ Management Letter Points be received.

Cr D Wilson/Cr S Loudon. Carried

# 11 Discussion Items

## 11.1 Insurance Update

The report was taken as read.

**Resolved minute number 23/ARK/054**

That the report 'Insurance Update' be received.

Cr D Wilson/HWTM A Watson. Carried

## 12 Public Excluded

The meeting went into public excluded session 10.42am.

### Resolution to Exclude the Public

**Resolved minute number 23/ARK/055**

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

- 1 Risk and Assurance Committee Meeting - 22 June 2023
2. 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:

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
<b>12.1 - Risk and Assurance Committee Meeting - 22 June 2023</b>	To consider the minutes relating to matters that were the subject of discussion at the 22 June meeting.	S48(1)(a)
<b>12.2 - Cyber Security</b>	s7(2)(j) - Improper Gain or Improper Advantage	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/Mr Jones. Carried

## 13 Open Meeting

The meeting went into open session 10.54am.

**Resolved minute number**                      **23/ARK/056**

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

22/RDC/055-22/RDC/056

Cr F Dalgety/HWTM A Watson. Carried

**The meeting closed at 10.54am.**

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

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**Chairperson**

Unconfirmed



# MINUTES

## **UNCONFIRMED: FINANCE/PERFORMANCE COMMITTEE MEETING**

**Date:** Thursday, 28 September 2023

**Time:** 9.30am

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

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**Present**

- Cr Brian Carter
- Cr Dave Wilson
- Cr Greg Maughan
- Cr Jeff Wong
- Cr Simon Loudon
- Ms Leanne Hiroti
- HWTM Andy Watson

**In attendance**

- Mrs Carol Gordon, Group Manager-Democracy and Planning
- Mr Dave Tombs, Group Manager- Corporate Services
- Mr Arno Benadie, Chief Operating Officer
- Ms Gaylene Prince, Group Manager-Community Services
- Mrs Adina Foley, Group Manager-Capital Projects
- Ms Kezia Spence, Governance Advisor

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<b>9</b>	<b>Reports for Information</b> .....	<b>4</b>
10.1	Financial Snapshot - August 2023 .....	4
10.2	Treasury and Debt - 2023/24 .....	4
10.3	Summary of Bad Debts.....	5
10.4	Quarterly Property Sales .....	5
10.5	Annual Report 22/23 Progress Update .....	5
10.6	Council Report - Proposed Changes to 2023/24 Budget .....	5
10.7	Public Feedback / Performance Report - August 2023 .....	6

## 1 Welcome / Prayer

Cr Wong opened the meeting at 9.30am and Cr Loudon read the Council prayer.

## 2 Apologies

**Resolved minute number 23/FPE/075**

Apologies were received from Cr Dalgety and Cr Calkin.

Cr J F Wong/Cr D Wilson. Carried

## 3 Public Forum

There was no public forum.

## 4 Conflict of Interest Declarations

No conflict of interest declarations were made.

## 5 Confirmation of Order of Business

There was no change to the order of business.

## 6 Confirmation of Minutes

**Resolved minute number 23/FPE/076**

That the minutes of Finance/Performance Committee Meeting held on 31 August 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.

Cr D Wilson/Cr B Carter. Carried

## 7 Follow up Actions

### 7.1 Follow-up Action Items from Finance/Performance Meetings

#### Action 3

His Worship the Mayor advised that this action related to the possibility of properties that have been assessed with a code of compliance but have not been added to the rating base.

**Resolved minute number 23/FPE/077**

That the report 'Follow-up Action Items from Finance/Performance Meetings' be received.

Cr J F Wong/Cr D Wilson. Carried

## 8 Chair's Report

### 8.1 Chair's Report - September 2023

There was no Chair's report provided this month.

## 9 Reports for Decision

### 9.1 Treasury Management Policy - Update

Mr Tombs advised this report had been provided to the Risk and Assurance Committee, their comments were noted, the Policy will also undergo a further review in June 2024.

**Resolved minute number 23/FPE/078**

That Finance and Performance Committee endorse the amendments to the Treasury Management Policy.

Cr J F Wong/Cr D Wilson. Carried

## 10 Reports for Information

### 10.1 Financial Snapshot - August 2023

Mr Tombs advised that the August Year To Date reporting typically contains few variances and responded to questions regarding the budget process.

**Resolved minute number 23/FPE/079**

That the report 'Financial Snapshot – August 2023' be received.

Cr J F Wong/Cr D Wilson. Carried

### 10.2 Treasury and Debt - 2023/24

His Worship the Mayor answered questions on mortgagee sales and that council initiates as a last resort.

**Resolved minute number 23/FPE/080**

That the report 'Treasury and Debt – 2023/24' be received.

.Cr J F Wong/Cr B Carter. Carried

**10.3 Summary of Bad Debts**

Mr Tombs confirmed he will advise further regarding the reason that Māori land is a specific category on its own.

**Resolved minute number 23/FPE/081**

That the report 'Summary of Bad Debts' be received.

Cr J F Wong/Cr B Carter. Carried

**10.4 Quarterly Property Sales**

Mr Tombs advised this report was just for information and had been requested by the committee.

**Resolved minute number 23/FPE/082**

That the report 'Quarterly Property Sales' be received.

Cr J F Wong/Cr B Carter. Carried

**10.5 Annual Report 22/23 Progress Update**

Mr Tombs stated that there have been no significant issues identified at this stage.

**Resolved minute number 23/FPE/083**

That the report 'Annual Report 22/23 Progress Update' be received.

Cr J F Wong/Cr B Carter. Carried

**10.6 Council Report - Proposed Changes to 2023/24 Budget**

This report will be going to the council meeting this afternoon. The Committee raised no concerns regarding the proposed amendments

**Resolved minute number 23/FPE/084**

That the report 'Council Report - Proposed Changes to 2023/24 Budget' be received.

Cr J F Wong/Cr D Wilson. Carried

**10.7 Public Feedback / Performance Report - August 2023**

Ms Prince responded to questions that there will be recognition given to initial providers of the toilet facility at Taihape Napier road.

**Resolved minute number 23/FPE/085**

That the Public Feedback / Performance Report – August 2023 be received.

Cr J F Wong/Cr D Wilson. Carried

**The meeting closed at 10.22am.**

**The minutes of this meeting were confirmed at the Finance/Performance Committee held on 26 October 2023.**

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**Chairperson**

Unconfirmed