
Risk and Assurance Committee

OPEN MINUTES CONFIRMED

Minutes of a meeting of Risk and Assurance Committee held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 15 May 2024 at 10:00 am.

PRESENT

Chairperson

Cr Sam Jennings

Deputy Chairperson

Cr Paul Olsen

Members

Cr Alan Young

Cr Clint Grimstone

Apology

Cr Jonathan Procter

Cr Piri-Hira Tukapua

Mayor Bernie Wanden

Jenny Livschitz

Independent Member - Apology

Sarah Everton

Independent Member

IN ATTENDANCE

Reporting Officer

Jacinta Straker

Group Manager - Organisation Performance

Monique Davidson

Chief Executive

Daniel Haigh

Group Manager - Community Infrastructure

Jacinta Straker

Group Manager - Organisation Performance

Brent Harvey

Group Manager - Community Experience and Services

David McCorkindale

Group Manager – Community Vision and Delivery

Blair Spencer

Group Manager – Housing & Business Development

Ashley Huria

Business Performance Manager

Pei-Shan Gan

Financial Controller

Daniel Minty

Financial Services Manager

Tanya Glavas

Health and Safety Lead

Meeting Secretary

Grayson Rowse

Principal Advisor – Democracy

Alice Petersen

Business Support Officer – Democracy



1 Apologies

Apology

Resolution Number RAACC/2024/13

MOVED by Cr Jennings, seconded Cr Young:

That the apology from Councillor Clint Grimstone and Independent Member Jenny Livschitz be accepted.

CARRIED

2 Public Participation

There was no public participation

3 Late Items

There were no late items

4 Declaration of Interest

There were no declarations of interest

5 Confirmation of Minutes

Resolution Number RAACC/2024/14

MOVED by Cr Jennings, seconded Mayor Wanden:

That the minutes of the meeting of the Risk and Assurance Committee held on Wednesday, 21 February 2024, be confirmed as a true and correct record.

That the minutes of the meeting of the In Committee Meeting of Risk and Assurance Committee held on Wednesday, 21 February 2024, be confirmed as a true and correct record.

CARRIED

The Chair invited officers to update the committee on progress towards conflict of interest monitoring. All officers have now completed conflict of interest declarations, with further information and education on what may be or may be perceived to be a conflict of interest. Conflict of interest declarations will be renewed annually, and officers are encouraged to report conflicts

Elected Member conflicts of interest – a report will be presented to the next meeting setting our guidance for elected members, and will present a full report of conflicts of interests declared since the 1 January 2024.

6 Reports for Decision

6.1 Treasury Update - March 2024

This report updated the committee on the Bancorp Treasury Reporting Dashboard for the March 2024 quarter.

Resolution Number RAACC/2024/15

MOVED by Cr Jennings, seconded Cr Olsen:

That Report 24/247 Treasury Update - March 2024 be received.

That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

The Chair noted that the previous meeting requested further analysis and this report has provided this very well. The meeting also heard an update to discussions with Standard and Poors (S&P).

S&P met with officers last week and their advice was that Council should be managing debt at or below 240%, with debt currently sitting at 239%. The upper limit is 250%. Debt above 240% risk precipitating a credit downgrade for the Council. S&P will report back Council in mid-June.

Councillor Procter joined the meeting at 10:18 am.

I preparing forecasts, offices have taken a conservative approach toward potential proceeds form asset sales.

Resolution Number RAACC/2024/16

MOVED by Cr Jennings, seconded Cr Olsen:

That the Committee notes the Bancorp Treasury Reporting Dashboard for the March 2024 quarter.

CARRIED

7 Reports for Noting

7.1 Local Government Funding Authority Reporting

This report to update elected members on the following Local Government Funding Agency (LGFA) reporting:

1. LGFA 2023-24 Half Year Report to 31 December 2023
2. LGFA Draft 2024-27 Statement of Intent

Resolution Number RAACC/2024/17

MOVED by Cr Jennings, seconded Mayor Wanden:

That Report 24/239 Local Government Funding Authority Reporting be received.

That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

This is important because Council is a shareholder, and Local Government Funding Authority is a key funder to council, so it is prudent for Council to maintain a watch on the Authority.

Officers introduced the report, which was noted without debate.

Resolution Number RAACC/2024/18

MOVED by Cr Jennings, seconded Cr Procter:

That the committee notes the LGFA 2023-24 Half Year Report to 31 December 2023

That the committee notes the LGFA Draft 2024-27 Statement of Intent

CARRIED

7.2 Continuous Improvement and Audit Actions Monitoring Report

This report updated the Risk and Assurance Committee on progress of the action items from previous resolutions.

Resolution Number RAACC/2024/19

MOVED by Cr Jennings, seconded Cr Olsen:

That Report 24/234 Continuous Improvement and Audit Actions Monitoring Report be received.

That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Progress on an number of items was noted, in particular asset management.

56 actions were open at beginning of year; 29 are completed but not finalised as waiting for final audit review.

Price Waterhouse Coopers (PWC) recently completed a fringe benefit tax review, overall the report noted we were highly compliant; this report will come to the next meeting of the committee

There has been good progress with a number of outstanding items which are significant and that need some more oversight. Drafting an updated asset management policy is a key item.

It was noted that Information Services work programme has slowed down do to some personnel changes.

Resolution Number RAACC/2024/20

MOVED by Cr Jennings, seconded Cr Young:

That the Risk & Assurance Committee notes the Risk & Assurance Committee resolution and actions monitoring report in Attachment A.

CARRIED

7.3 Health, Safety and Wellbeing Quarterly Report - May 2024

This report provided the Committee with health, safety and wellbeing information and insights from the quarter from January – 31 March 2024, along with an update on the SafePlus Onsite Assessment conducted in November 2023.

The chair congratulated the H&S lead and the team on their work in bringing the staff engagement to such a high level and the high the level of reporting

Officers presented the report.

Improvement noted across all three areas assessed, with leadership and worker engagement leading, and risk management rated high performing. The report presented 16 recommendations for further action. Most of the recommendations were expected and align with the already developed health and safety action plan,. Additional reporting on aquatics included noting high level of incident reporting, reflective of the increased activity of the reporting period.

Increasing downward trend noted in vehicle over-speed statistics.

Officers noted he plans and strategies in place for minimising and responding to aggressive behaviours in the workplace, form escalation training to satellite locator/messenger services.

ACTION

As raised in response to a question the Chief Executive advised that to ensure Councillors understood their responsibilities for health and safety, form a governance perceptive, further professional development would be advantageous.

Resolution Number RAACC/2024/21

MOVED by Cr Jennings, seconded Cr Procter:

That Report 24/273 Health, Safety and Wellbeing Quarterly Report - May 2024 be received.

That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.4 Risk and Assurance Committee Work Programme

The purpose of this report is to provide the Risk and Assurance Committee with an outline of a Draft Work Programme for 2024/25.

Resolution Number RAACC/2024/22

MOVED by Cr Jennings, seconded Cr Olsen:

That Report 24/288 Risk and Assurance Committee Work Programme be received.

That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

An update was provided on the internal compliance work stream. ComplyWith has been selected as the software solution for managing and monitoring legislative compliance. A report is expected in within 8 months reporting on the first survey results.

Organisation Performance report now goes to independent members to assist in provided additional oversight

Committee members discussed the options and merits of providing a forum better interrogating the Council's financial performance. In response to a suggestion that there be more formal financial reporting to the this Committee, it was noted the advice from the Auditor General was to separate the financial reporting from the Risk and Assurance function to ensure there was independent oversight.

Financial reporting in the Organisation Performance Report is comprehensive and this does go to all of Council as a standing agenda item.

Mayor and Chair to further discuss the role of this committee.

Resolution Number RAACC/2024/23

MOVED by Cr Jennings, seconded Cr Young:

That the Risk and Assurance Committee supports the proposed Audit and Risk Committee Work Programme for 2024/25.

CARRIED

8 Procedural motion to exclude the public

Resolution Number RAACC/2024/24

MOVED by Cr Jennings, seconded Cr Young:

That the public be excluded from the following part(s) of the proceedings of this meeting.

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 follows.

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 relevant part of the proceedings of the meeting in public, as follows:

C1 Risk Management - Risk Register

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(e) - The withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

11.02 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

11.36 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
 AT A MEETING OF RISK AND ASSURANCE
 COMMITTEE HELD ON

DATE: .22 August 2024.....



CHAIRPERSON: