



MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

Minutes of a meeting of the Audit & Risk Committee meeting held on Thursday 13 June 2024, which commenced at 8.31 am in the Manawātū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Cr Stuart Campbell Chairperson
Mr John Fowke Independent Member
Cr Lara Blackmore
Cr Grant Hadfield
Cr Colin McFadzean
Cr Alison Short
Mayor Helen Worboys

IN ATTENDANCE: Hamish Waugh General Manager – Infrastructure
Frances Smorti General Manager – People and Corporate
Amanda Calman Chief Financial Officer
Lyn Daly (via Zoom) General Manager – Community
Ash Garstang Governance and Assurance Manager
Andrew Leighton Safety and Wellbeing Adviser
Erica Rowe Community Parks and Property Adviser
Aimee Flanders Aquatic Services Manager
Joel Richards Management Accountant (Financial)
Jenna Glenny Management Accountant
Marko Blagojevic Information Services Manager
Cr Fiona Underwood
Cr Michael Ford

ARC 22-25/110

MEETING OPENING

The Chair opened the meeting at 8.31 am.

ARC 22-25/111

APOLOGIES

There were no apologies.

ARC 22-25/112

CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit & Risk Committee meeting held 14 March 2024 be adopted as a true and correct record.

Moved by: Cr Grant Hadfield

Seconded by: Cr Alison Short

CARRIED (7-0)

MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

ARC 22-25/113

DECLARATIONS OF INTEREST

There were no declarations of interest.

ARC 22-25/114

SAFETY AND WELLBEING DEEP DIVE PRESENTATION – PARKS & PROPERTY

Frances Smorti, Andrew Leighton, and Erica Rowe provided an overview of health and safety for the Parks & Property team. They also discussed the site visit at Kowhai Park on 06 June 2024.

The top five risks for the Parks & Property team includes:

- Driving
- Site Visits
- Confrontations
- Stress and burnout
- Contractors

There is signage at each park displaying MDC's public number for anyone who has issues to report.

Drones are not typically allowed in public parks.

Contractors for MDC are assessed for pre-qualification with 'Site Wise', which is based on international standards for health and safety. Contractors are expected to reach the 'Green' (75% or above) level before working with MDC.

ARC 22-25/115

NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

ARC 22-25/116

COMMITTEE WORKPLAN

Report of the General Manager – People and Corporate seeking the Committee's receipt of the Committee Workplan update.

RESOLVED

That the Audit and Risk Committee Workplan Update be received.

Moved by: Cr Stuart Campbell

Seconded by: Mayor Helen Worboys

MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

CARRIED (7-0)

ARC 22-25/117

SAFETY AND WELLBEING QUARTERLY REPORT

Report of the General Manager – People and Corporate seeking the Committee’s receipt of the quarterly Safety and Wellbeing report.

RESOLVED

That the Audit and Risk Committee receives the Safety and Wellbeing report for quarter three of the 2023-24 year, noting that the statement on page 12 of the report (around elected member responsibility for health and safety), the seventh line of paragraph 2, is erroneous.

Moved by: Cr Grant Hadfield

Seconded by: Mr John Fowke

CARRIED (7-0)

ARC 22-25/118

DRAFT AUDIT PLAN 2023/24

Report of the Chief Financial Officer seeking the Committee’s receipt of the draft Audit Plan 2023/24.

RESOLVED

That the Audit and Risk Committee receive the draft Audit Plan for 30 June 2024 from Audit New Zealand.

Moved by: Cr Lara Blackmore

Seconded by: Cr Alison Short

CARRIED (7-0)

ARC 22-25/119

QUARTERLY REPORT TO 31 MARCH 2024

Report of the Chief Financial Officer seeking the Committee’s endorsement of the Quarterly Performance Report and Treasury Report to 31 March 2024, and to recommend their adoption to the Council.

RESOLVED

That the Council:

- 1. Receive the Quarterly Performance Report and Treasury Report to 31 March 2024**

MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

2. Note the current non-compliance with regard to the Interest Rate Risk Management area of the Liability Management Policy, as outlined in section 3.4 and the plan to be compliant going forward.

Moved by: Cr Grant Hadfield

Seconded by: Mayor Helen Worboys

CARRIED (7-0)

ARC 22-25/120

LGOIMA REPORT

Report of the General Manager – People and Corporate seeking the Committee’s receipt of LGOIMA requests that have been received by Council officers from 28 February to 26 May 2024.

RESOLVED

That the report detailing the requests for information received under the Local Government Official Information and Meetings Act 1987 from 28 February 2024 to 26 May 2024 be received.

Moved by: Cr Stuart Campbell

Seconded by: Mayor Helen Worboys

CARRIED (7-0)

ARC 22-25/121

INTERNAL CONTROLS UPDATE

Report of the General Manager – People and Corporate seeking the Committee’s receipt of an update on key Council controls in relation to fraud, protected disclosures, cybersecurity breaches and Governance policies.

RESOLVED

That the Committee receives the Internal Controls Update, covering the period 29 February to 01 June 2024.

Moved by: Cr Grant Hadfield

Seconded by: Cr Alison Short

CARRIED (7-0)

MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

ARC 22-25/122

INTERNAL AUDIT PROGRAMME

Report of the General Manager – People and Corporate seeking the Committee’s adoption of the Internal Audit Programme for the 2024/25 year.

RESOLVED

That the Committee approves the Internal Audit Programme (attachment 1) without amendment for the 2024/25 year.

Moved by: Cr Lara Blackmore

Seconded by: Mr John Fowke

CARRIED (7-0)

ARC 22-25/123

RISK MANAGEMENT POLICY

Report of the General Manager – People and Corporate seeking the Committee’s endorsement of the Risk Management Policy, and to recommend its adoption to the Council.

RESOLVED

The Committee recommends that the Council:

Adopts the Risk Management Policy (attachment 1), with amendment below:

- **Add a section on training and external advice for elected members and Council officers.**

Moved by: Cr Lara Blackmore

Seconded by: Mayor Helen Worboys

CARRIED (7-0)

ARC 22-25/124

CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

ARC 22-25/125

UPDATE FROM GOVERNANCE HEALTH AND SAFETY REPRESENTATIVE

No updates.

MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

ARC 22-25/126

NOTIFICATION OF ITEMS FOR RISK REGISTER

There were no items to be added to the risk register.

ARC 22-25/127

NOTIFICATION OF ITEMS FOR NEXT MEETING

There were no additional items to be added to the agenda for the next meeting.

ARC 22-25/128

PUBLIC EXCLUDED BUSINESS

RESOLVED

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. **Confirmation of Minutes; 14 March 2024**
2. **Key Project Report**
3. **Information Services Security and Audit Update**

That 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
13.1 Confirmation of Minutes; 14 March 2024	<i>To consider the accuracy of the minutes of the public excluded Audit & Risk Committee meeting on 14 March 2024</i>	s48(1)(a)
13.2 Key Project Report	s7(2)(f)(ii) – protection from improper harassment <i>The seven key project reports include details on ongoing projects that may not be ready for public release.</i>	s48(1)(a)
13.3 Information Services Security and Audit Update	s7(2)(j) – improper gain or improper advantage <i>The update includes details on information services systems, and the release of this</i>	s48(1)(a)



MEETING MINUTES	
AUDIT & RISK COMMITTEE	TIME
THURSDAY 13 JUNE 2024	8:31 AM

	<i>information could jeopardize the Council's cybersecurity.</i>	
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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 of the whole or the relevant part of the proceedings of the meeting in public as specified above.

Moved by: Cr Stuart Campbell

Seconded by: Mayor Helen Worboys

CARRIED (7-0)

The meeting went into public excluded session at 10.07 am. For items ARC 22-25/129 to ARC 22-25/132 refer to public excluded proceedings. The meeting returned to open session at 11.27 am.

ARC 22-25/133

MEETING CLOSURE

The meeting was declared closed at 11.27 am.

Meeting Video

<https://www.mdc.govt.nz/about-council/meetings-agendas-and-minutes/videos-of-council-and-committee-meetings/audit-and-risk-committee-meeting-videos>