

MEETING MINUTES		
AUDIT & RISK COMMITTEE		TIME
THURSDAY 25 SEPTEMBER 2025		8:30 AM

Minutes of a meeting of the Audit & Risk Committee meeting held on Thursday 25 September 2025, which commenced at 8.30 am at Hato Hone St Johns, 35 Bowen Street, Feilding.

PRESENT:	Cr Stuart Campbell	Chairperson
	Mr John Fowke	Independent Member
	Cr Lara Blackmore	
	Cr Grant Hadfield	
	Cr Colin McFadzean	
	Cr Alison Short	
APOLOGIES:	Mayor Helen Worboys	
IN ATTENDANCE:	Shayne Harris	Chief Executive
	Hamish Waugh	General Manager – Infrastructure
	Frances Smorti	General Manager – People and Corporate
	Lyn Daly	General Manager – Community
	Joel Richards	Acting Chief Financial Officer
	Ash Garstang	Governance and Assurance Manager
	Jenna Glenny	Finance Business Partner
	Marko Blagojevic	Information Services Manager
	Cr Michael Ford	

ARC 22-25/229

MEETING OPENING

ARC 22-25/230

APOLOGIES

RESOLVED

That the apology from Mayor Helen Worboys be approved.

Moved by: Cr Grant Hadfield

Seconded by: Mr John Fowke

CARRIED (6-0)

ARC 22-25/231

CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Audit & Risk Committee meeting held 12 June 2025 be adopted as a true and correct record.

Moved by: Cr Lara Blackmore

Seconded by: Cr Alison Short

CARRIED (6-0)

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ARC 22-25/232

DECLARATIONS OF INTEREST

There were no declarations of interest.

ARC 22-25/233

SAFETY AND WELLBEING DEEP DIVE PRESENTATION – MAKINO SWIM CENTRE

The General Manager – People and Corporate and the Safety and Wellbeing Adviser provided a presentation on the Makino Swim Centre. Highlights:

- Key risks include slips, trips and falls, aggressive behaviour, and hazardous substances.
- New initiatives include an enhanced handrail system (25m pool), improved hazardous substance storage, textured tiles (outdoor 50m pool), and lockdown/duress buttons.
- Processes are in place to identify, report and respond to incidents and risks.
- Next steps include ongoing monitoring and verification of controls.
- Poor behaviour tends to be more prevalent during the school holidays and may be related to the pool seeing more use.
- Although staff comply with Council's Child Protection Policy, this is an area for the Police to manage, and staff will refer incidents (e.g., custodial issues) to them.

ARC 22-25/234

NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

ARC 22-25/235

SAFETY AND WELLBEING REPORT

Report of the General Manager – People and Corporate seeking to update the Audit and Risk Committee on the latest Safety and Wellbeing information relating to Council operations and H&S strategy.

RESOLVED

That the Audit and Risk Committee receives the Safety and Wellbeing report for Quarter 4 of the 2024-25 year.

Moved by: Cr Grant Hadfield

Seconded by: Cr Colin McFadzean

CARRIED (6-0)

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ARC 22-25/236

COMMITTEE WORKPLAN (SUMMARY)

Report of the General Manager – People and Corporate laying out the 2025 reporting schedule for the Committee. The Workplan is updated throughout the year as required, and an update is being provided to this meeting for the Committee's reference.

RESOLVED

That the Committee Workplan (Summary) be received.

Moved by: Cr Colin McFadzean

Seconded by: Cr Grant Hadfield

CARRIED (6-0)

ARC 22-25/237

DRAFT ANNUAL REPORT FOR YEAR ENDING JUNE 2025

Report of the Chief Financial Officer, presenting the draft Annual Report for the year ending 30 June 2025 and detailing the process required to adopt the Annual Report.

Members noted the following points for updating in the draft annual report:

- Clarify the Ohakea scheme status (page 100).
- Health and Wellbeing Group (page 225). Cr Short is not the Council appointee, although she is chair and a member. Cr Blackmore is a Council appointee.

RESOLVED

The Audit and Risk Committee recommends that the Council:

- **Receive the draft Annual Report for the year ended 30 June 2025 and note its release to Audit NZ.**

Moved by: Cr Lara Blackmore

Seconded by: Cr Colin McFadzean

CARRIED (6-0)

ARC 22-25/238

QUARTERLY PERFORMANCE REPORT TO 30 JUNE 2025

Report of the Chief Financial Officer providing a summary both financial and non-financial performance against the targets outlined within year one of the Long-Term Plan 2024-34.

Action: Members reminded officers that they would like a six-monthly update on vandalism and costs associated to this.

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RESOLVED

The Audit and Risk Committee receive the Quarterly Performance Report and Treasury Report to 30 June 2025.

Moved by: Cr Alison Short

Seconded by: Cr Lara Blackmore

CARRIED (6-0)

ARC 22-25/239

LGOIMA REQUESTS 26 MAY 2025 – 05 SEPTEMBER 2025

Report of the General Manager – People and Corporate presenting requests for information received by Council under the Local Government Official Information and Meetings Act 1987.

RESOLVED

That the report detailing the requests for information received under the Local Government Official Information and Meetings Act 1987 for the period 26 May 2025 - 05 September 2025 be received.

Moved by: Mr John Fowke

Seconded by: Cr Lara Blackmore

CARRIED (6-0)

ARC 22-25/240

INTERNAL AUDIT PROGRAMME UPDATE

Report of the General Manager – People and Corporate presenting a summary of the Internal Audit Programme, and any updates, to the Committee.

Members felt that the Cash Handling audit frequency of 2 years is too often, particularly the lowering importance of cash transactions.

RESOLVED

That the Committee:

- 1. Receives the Internal Audit Programme Update; and**
- 2. Provides feedback on the changes to the Internal Audit Programme.**

Moved by: Cr Alison Short

Seconded by: Cr Lara Blackmore

CARRIED (6-0)

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ARC 22-25/241

STRATEGIC RISKS DEEP DIVE – CLIMATE CHANGE AND IWI RELATIONSHIPS

Report of the General Manager – People and Corporate discussing two strategic risks in-depth with the Committee and consider updates, such as changes in the external environment and new opportunities:

- Climate Change
- Iwi Relationships

Climate Change

- A factor outside of Council's control (for the "Growth" or "Climate Change" risks) is the insurability of houses in riskier areas.
- Horizons Climate Adaption Group – this is potentially a control for the Climate Change risk. There was some discussion around the purpose of this group.
- Memorandum of Understanding, signatory to the Tangimoana Climate Adaptation Plan – this is potentially a control for the Climate Change risk.
- There are opportunities for elected members to feed into government legislation.
- There may also be opportunities to support future economic diversification and transition into new industries, for example, viticulture (wine growing).

Iwi Relationships

- Noted some actions MDC has taken over the last 3 years to work on this:
 - Combined Council-Māori committee
 - Focus group membership
 - Councillor-Marae liaisons
- There was wide support for Councillor-Marae liaisons continuing.
- It was widely agreed that personal relationship building is a very important means of maintaining a wider group relationship between Council and marae.
- It was suggested that this topic should be very carefully explored during the Induction Programme.

RESOLVED

That the Committee receives the 'Strategic Risks Deep Dive – Climate Change and Iwi Relationships' report.

Moved by: Cr Lara Blackmore

Seconded by: Cr Alison Short

CARRIED (6-0)

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ARC 22-25/242

INTERNAL CONTROLS UPDATE

Report of the General Manager – People and Corporate providing an update to the Committee on several key internal controls, including cybersecurity breaches, policy reviews, protected disclosures and fraudulent activity.

RESOLVED

That the Committee receives the Internal Controls Update, covering the period 05 June to 15 September 2025.

Moved by: Cr Stuart Campbell

Seconded by: Mr John Fowke

CARRIED (6-0)

ARC 22-25/243

OPERATIONAL RISKS

Report of the General Manager – People and Corporate providing an update to the Committee on current operational risks that are assessed as being High.

RESOLVED

That the Audit & Risk Committee receives the Operational Risks report.

Moved by: Cr Stuart Campbell

Seconded by: Cr Grant Hadfield

CARRIED (6-0)

ARC 22-25/244

CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

ARC 22-25/245

NOTIFICATION OF ITEMS FOR RISK REGISTER

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

ARC 22-25/246

NOTIFICATION OF ITEMS FOR NEXT MEETING

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

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ARC 22-25/247

PUBLIC EXCLUDED BUSINESS

RESOLVED

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

1. Confirmation of Minutes; 12 June 2025
2. Cash Handling Audit
3. Fraud Awareness Review
4. Information Services Security and Audit Update
5. Key Projects Report

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
12.1 Confirmation of Minutes; 12 June 2025	<i>To consider the accuracy of the minutes of the public excluded Audit & Risk Committee meeting on 12 June 2025</i>	s48(1)(a)
12.2 Cash Handling Audit	s7(2)(j) – improper gain or advantage <i>The report contains sensitive details around Council's handling of cash at its sites, and related physical security measures</i>	s48(1)(a)
12.3 Fraud Awareness Review	s7(2)(j) – improper gain or advantage <i>The report contains sensitive details on Council's controls for both the prevention and detection of fraudulent and corrupt activities</i>	s48(1)(a)
12.4 Information Services Security and Audit Update	s7(2)(j) – improper gain or advantage <i>This report contains information on MDC's security controls that,</i>	s48(1)(a)

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	<i>if published, could increase our exposure to risk</i>	
12.5 Key Projects Report	s7(2)(f)(ii) – effective conduct of public affairs s7(2)(h) – commercial activities <i>This report is public excluded as it contains detailed information on the status of key project reports, which include sensitive and/or commercially-related information</i>	s48(1)(a)

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: Cr Alison Short

CARRIED (6-0)

The meeting went into public excluded session at 10.15 am. For items ARC 22-25/248 to ARC 22-25/248 refer to public excluded proceedings. The meeting returned to open session at 11.35 am.

ARC 22-25/254

MEETING CLOSURE

The meeting was declared closed at 11.35 am.

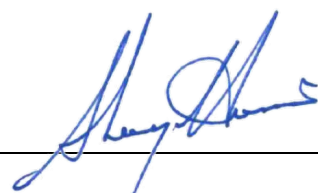
Meeting Video

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

The minutes of the Audit and Risk Committee meeting held on 25 September 2025 are confirmed as a true and correct record by Chair, Cr Stuart Campbell and Chief Executive Shayne Harris, as required at the conclusion of the 2022–2025 Triennium.



Chair, Cr Stuart Campbell
Audit and Risk Committee
Manawatu District Council



Chief Executive Shayne Harris
Manawatu District Council

DATE:

DATE: