

**I give notice that  
a Risk & Assurance Committee Meeting will be held on:**

<b>Date:</b>	<b>Tuesday, 8 March 2022</b>
<b>Time:</b>	<b>10:00am</b>
<b>Location:</b>	<b><a href="http://www.taupo.govt.nz">www.taupo.govt.nz</a></b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** Mr Anthony Byett

**Deputy Chairperson** Cr Anna Park

**Members**

- Cr Kathy Guy
- Mr Danny Loughlin
- Cr John Mack
- Cr Christine Rankin
- Mayor David Trewavas
- Cr John Williamson

**Quorum** 4

**Gareth Green**  
**Chief Executive Officer**

## Order Of Business

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**3.1 RISK & ASSURANCE COMMITTEE MEETING - 9 DECEMBER 2021**

**Author:** Nicole Turnbull, Executive Assistant

**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager

**RECOMMENDATION(S)**

That the minutes of the Risk & Assurance Committee meeting held on Thursday 9 December 2021 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Risk & Assurance Committee Meeting Minutes - 9 December 2021

**4.1 POOLSAFE AUDIT - TAUPŌ AND TURANGI POOL COMPLEXES**

**Author:** Ryno Nienaber, District Aquatics Manager

**Authorised by:** Steve Giles, Events and Venues Manager

**PURPOSE**

The purpose of this item is to present the results of the annual PoolSafe accreditation audit for the Taupō (AC Baths) and Turangi pool complexes.

**EXECUTIVE SUMMARY**

PoolSafe accreditation is a Long-term Plan performance measure for both the Taupō and Turangi pools. Assessors will review operational standards and procedures against actual day to day activities. This assessment is carried out annually by independent industry professionals. PoolSafe accreditation has been deemed by previous councils as a vehicle to minimise injury and harm in what is a relatively high risk environment. Accreditation has again been granted for both pool complexes.

**RECOMMENDATION(S)**

That the Risk & Assurance Committee receives the PoolSafe Accreditation Audit Report for the Taupō and Turangi Pool Complexes dated February 2022

**BACKGROUND**

The PoolSafe Quality Management Scheme (PoolSafe) is an independent assessment of public pools to ensure that their operations and facilities are safe. There are currently 214 public pools in New Zealand and over 150 of those are members of the PoolSafe scheme.

Jointly developed in 2001 by the New Zealand Recreation Association (NZRA) and Water Safety New Zealand (WSNZ) PoolSafe is an industry led, voluntary management system designed by industry for industry to peer assess and moderate their delivery of public aquatic facilities services, with the direct intent to limit serious harm to their communities.

**DISCUSSION**

PoolSafe accreditation is a Long-term Plan performance measure for both the Taupō and Turangi pools. Assessors will review operational standards and procedures against actual day to day activities. This assessment is carried out annually by independent industry professionals. PoolSafe accreditation has been deemed by previous councils as a vehicle to minimise injury and harm in what is a relatively high risk environment. Accreditation has again been granted for both pool complexes.

**CONSIDERATIONS****Financial Considerations**

The cost for accreditation is budgeted for and accreditation should have a positive effect on insurance costs, as strict procedures for operating pools and minimising risk are inherent within accreditation.

Annual Plan

The expenditure outlined is currently budgeted for under the costs of operating the pools.

**Legal Considerations**Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. The matter will enable the Council to meet the current and future needs of communities for good quality local public services (i.e. efficient, effective and appropriate to present and anticipated future circumstances).

The matter assists Council in providing local public services.

### **Policy Implications**

With retention of PoolSafe Accreditation there are no policy implications. If Council was to determine it was to exit the scheme, then this would require a change to performance measures as part of the next Long-term Plan review process.

### **Risks**

The accreditation scheme has been designed by industry professionals to minimise the risk of harm to users. Detailed operating procedures exist and all operational staff are trained in those procedures. Pools are a high risk activity and incidents do occur but with highly trained staff and consistent procedures the potential for major incidents [eg: drowning] are minimised, although still very real.

### **SIGNIFICANCE OF THE DECISION OR PROPOSAL**

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016), and are of the opinion that the proposal under consideration is of low importance.

### **ENGAGEMENT**

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to the committee making a decision to receive the audit.

### **COMMUNICATION/MEDIA**

Decisions made by Council should be communicated in the appropriate manner. Media releases on successful accreditation have been prepared by the Communications team.

### **CONCLUSION**

PoolSafe accreditation is an important part of the pools operations to minimise risk to its users and Councils staff. There is high risk of serious injury and harm but the accreditation has provided a basis for sound training and operational procedures to minimise that risk, although risk is still ever present.

### **ATTACHMENTS**

1. Poolsafe Report 2022

**4.2 REVIEW OF SENSITIVE EXPENDITURE POLICY**

**Author:** Jamie Dale, Risk Manager

**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager

**PURPOSE**

To update Committee members of the findings of the Sensitive Expenditure policy compliance review and highlight any areas for improvement.

**DISCUSSION**

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This report is completed every 6 months to ensure formal internal reviews of sensitive expenditure are undertaken that meet Audit NZ requirements and concerns raised in 2012 and these reports are reviewed as part of the regular reporting undertaken by Audit NZ.

The effects of Covid-19 continue to impact on the type and amount of sensitive expenditure with the number and amount of sensitive expenditure still significantly lower than pre-Covid times.

Generally, the controls in place for managing sensitive expenditure are working well but as covered in previous reports, staff need to ensure that reasons for expenditure are documented clearly especially where the expenditure is related to food. The issues relating to the purchase of clothing have not yet been resolved and continues to be recorded as a non-compliance in the absence of an official uniform policy, which should resolve this reoccurring matter.

**CONCLUSION**

The ongoing reviews of sensitive expenditure aid Council's overall risk management profile and are entirely in keeping with the current Risk Management Charter. With the change to the Tech One system for procurement their appears to have been a noticeable decline in the narratives staff are providing to identify the purpose of the expenditure. These narratives are essential for demonstrating expenditure for food and the like comply with the Sensitive Expenditure Policy. The purchase of clothing for uniforms will continue to be recorded as a non-compliance until a uniform policy is adopted or the Sensitive Expenditure Policy is amended to accommodate current practices.

**RECOMMENDATION(S)**

That the Risk & Assurance Committee receives the information in the Sensitive Expenditure Report for the period 01 July 2021 to 31 December 2021.

**ATTACHMENTS**

1. February 2022 - Sensitive Expenditure Review

**4.3 AUDIT NEW ZEALAND REPORT ON THE AUDIT OF TAUPŌ DISTRICT COUNCIL FOR THE YEAR ENDED 30 JUNE 2021**

**Author:** Andrew Peckham, General Manager Corporate

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

To receive the report on audit of Taupō District Council for the year ended 30 June 2021.

**DISCUSSION**

As reported to the Committee in October 2021, Audit New Zealand did not issue a formal interim audit report for Taupō District Council for the year ended 30 June 2021. Instead, it provided some recommendations which were verbally reported at that meeting.

The final report has now been received and the General Manager Corporate will provide a verbal update on the report provided by Audit New Zealand.

**CONCLUSION**

It is recommended that the report be received.

**RECOMMENDATION(S)**

That the Risk & Assurance Committee receives the report on the final audit of Taupō District Council for the year ended 30 June 2020

**ATTACHMENTS**

1. Report to the Council on the audit of Taupō District Council for the year ended 30 June 2021

**4.4 PROPOSED RISK AND ASSURANCE WORKPLAN FOR 2022**

**Author:** Jamie Dale, Risk Manager

**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager

**PURPOSE**

To receive a proposed Committee work programme for 2022 that includes policies regularly reviewed by the Committee, together with risk management reports and audit reports received and considered by the Committee in accordance with the Committee's Terms of Reference.

**DISCUSSION**

The attached work programme for the Risk & Assurance Committee details the work programme for the 2022 year. It picks up the schedule of policies regularly reviewed that is reported to the Committee at every meeting and incorporates this with all known scheduled audits and risk management reports. It also picks up reporting on some policies relating to fraud and procurement that haven't been reported on regularly in the past, as well as insurance and risk reporting.

**RECOMMENDATION(S)**

That the Risk & Assurance Committee receives the proposed Risk and Assurance workplan for 2022

**ATTACHMENTS**

1. Risk and Assurance Workplan for 2022

**4.5 2022 STRATEGIC RISK REGISTER**

**Author:** Jamie Dale, Risk Manager

**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager

**PURPOSE**

For the Risk & Assurance Committee to receive the 2022 Strategic Risk Register.

**DISCUSSION**

On 25 February, the Risk & Assurance Committee held a workshop to review and discuss the contents of the 2022 Strategic Risk Register developed by the Council's Executive Team in accordance with the requirements of the current Risk Management Charter.

As a result of this workshop and discussions, the Strategic Risk Register has been updated and is attached for the Committee's information. This register will now form the basis for regular risk reporting to the Committee for the 2022 year.

**RECOMMENDATION(S)**

That the Risk & Assurance Committee receives Strategic Risk Register February 2022 (A3089463)

**ATTACHMENTS**

1. Strategic Risk Register February 2022

**4.6 STRATEGIC RISK REGISTER REPORT MARCH 2022**

**Author:** Jamie Dale, Risk Manager

**Authorised by:** Nigel McAdie, Legal, Risk and Governance Manager

**PURPOSE**

To update the Committee on the status of the current Strategic Risk Register risks.

**DISCUSSION**

At the Risk & Assurance Committee workshop held on 25 February, the proposed Strategic Risk Register and Risk Reporting template were presented to the Committee for discussion.

The Risk Reporting template has been updated with information supplied by the relevant subject matter experts on the current status of the risks and is attached for the Committee's consideration

**RECOMMENDATION(S)**

That the Risk & Assurance Committee receives the Strategic Risk Register Report for March 2022

**ATTACHMENTS**

1. Strategic Risk Register Report March 2022

## 5 CONFIDENTIAL BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting.

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(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	Ground(s) under Section 48(1) for the passing of this resolution
<b>Agenda Item No: 5.1</b> Litigation Update	Section 7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.