

# Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee



## Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee held in the Council Chambers, 35 Kenrick Street, TE AROHA on Tuesday 2 July 2024 at 9:00.

### Ngā Mema | Membership

#### Tiamana | Chairperson

Jaydene Kana

#### Independent Member

Joanne Aoake

#### Koromatua | Mayor

Adrienne Wilcock, JP

#### Koromatua Tautoko | Deputy Mayor

James Thomas

#### Kaunihera ā-Rohe | District Councillors

Bruce Dewhurst

Kevin Tappin

Gary Thompson

[The meeting live stream link is available to view here](#)

#### Minutes prepared by:

Kuljeet Kaur,

Governance Adviser

## Ngā whakapāha | Apologies

Deputy Mayor            James Thomas  
Councillor                Bruce Dewhurst

## Ngā mema i reira o runga te tūhono ipurangi | Members present via audio/visual link

Name	Position/Organisation	Time In	Time Out
Cr Kevin Tappin	Matamata-Piako District Council	9.04am	12.42pm

## Kaimahi i reira | Staff Present

Name	Title	Item No.
Stephanie Hutchins	Governance Support Officer	
Kuljeet Kaur	Governance Support Officer	
Don McLeod	Chief Executive Officer	
Niall Baker	Policy Team Leader	8.1,8.2,8.3,8.4
Olivia Picard	Graduate Policy Advisor	8.4
Ally van Kuijk	District Planner	8.5
Rachel Norman	Project Delivery Lead	8.6
Ellie Mackintosh	Legal Counsel	8.7
Kate Stevens	Safety and Wellness Team Leader	8.8,8.9
Lesley Steeples	Risk Manager	8.10
Larnia Rushbrooke	Finance and Business Services Manager	8.1,8.3
Kelly Reith	Group Manager People, Governance and Relationships	8.8,8.9,8.10

## I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
René van Zyl	Audit Director, Audit New Zealand	7.1 – C1	9.00am	12.23pm
Claudia Brink	Audit Manager, Audit New Zealand	7.1 – C1	9.00am	12.23pm
Arin Bevie	Audit Supervisor, Audit New Zealand	7.1 – C1	9.00am	12.23pm

**1 Whakatūwheratanga o te hui | Meeting Opening**

Chair Jaydene Kana welcomed everyone and opened the meeting at 9.00am.

**2 Karakia**

Cr Gary Thompson performed the opening Karakia.

**3 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence  
Apology**

**WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

**That the apologies from Deputy Mayor James Thomas and Councillor Bruce Dewhurst be accepted and leave of absence from the meeting be granted.**

**Apology for lateness be accepted from Cr Kevin Tappin. Cr Kevin Tappin joined the meeting online at 9.04am.**

**Resolution number YV/2024/00001**

**Moved by: Chair J Kana**

**Seconded by: J Aoake**

**KUA MANA | CARRIED**

**4 Pānui i Ngā Take Ohore Anō | Notification of Urgent/Additional Business**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
  - (i) The reason why the item is not on the agenda; and
  - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting -

- (a) That item may be discussed at that meeting if-
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
  - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

**5 Whāki pānga | Declaration of Interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

**6 WHAKAAETANGA MĒNETI | CONFIRMATION OF MINUTES**

**WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

THAT THE MINUTES OF THE MEETING OF THE EXTRAORDINARY MEETING OF KOMITI O TE MŌREAREA ME TE TŪMARU | RISK & ASSURANCE COMMITTEE HELD ON TUESDAY, 19 MARCH 2024, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.

**RESOLUTION NUMBER YV/2024/00002**

**MOVED BY: MAYOR A WILCOCK**

**SECONDED BY: J AOAKE**

**KUA MANA | CARRIED**

7 Pūrongo me whakatau | Decision Reports

## 7.1 Chair's Update

CM No.: 2824056

### Te Kaupapa | Purpose

The purpose of this report is for the Chairperson to update the Committee on activities following the last meeting.

### Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana to present the Chair's Update report.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00003

Moved by: Cr G Thompson

Seconded by: Mayor A Wilcock

**KUA MANA | CARRIED**

7 Pūrongo me whakatau | Decision Reports

## 7.2 Chief Executive Update

CM No.: 2820516

### Te Kaupapa | Purpose

The purpose of this report is for the Chief Executive to update the committee on activities following the last meeting.

### Rāpopotonga Matua | Executive Summary

Chief Executive, Don McLeod to present the Chief Executive Update report.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00004

Moved by: Cr G Thompson

Seconded by: J Aoake

**KUA MANA | CARRIED**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.1 Long Term Plan 2024-2034 Audit Management Report on Consultation Document

CM No.: 2873022

#### Te Kaupapa | Purpose

The purpose of this report is to present the Audit Management Report on the Consultation Document for the Long Term Plan 2024-2034 to the Committee.

#### Rāpopotonga Matua | Executive Summary

The Audit Management Report on the Consultation Document for the Long Term Plan 2024-2034 has been received from Audit NZ.

#### Tūtohunga | Recommendation

That:

1. The Committee receives the report.
2. The Committee provides feedback on the report to staff or Council (*if desired, feedback to be included in resolution*).

#### Tūtohunga | Recommendation

That:

1. The report be received.
2. The Committee provided feedback and notes that the staff have actioned audit management report recommendations relating to the Long Term Plan 2024-2034.

.Moved by: J Aoake

Seconded by: Mayor A Wilcock

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.2 Long Term Plan 2024-2034 Debrief Report Stage One

CM No.: 2873021

### Te Kaupapa | Purpose

The purpose of this report is to present the debrief report on the Long Term Plan 2024-2034 (LTP) (stage one) to the committee.

### Rāpopotonga Matua | Executive Summary

A debrief of the LTP has taken place, with input from staff and elected members. This report summarises the key recommendations that came from the feedback received.

The debrief covered the first stages of the LTP process - from commencement until adoption for consultation. An additional debrief of the final stages of the LTP process will take place once the final LTP has been adopted.

### Tūtohunga | Recommendation

That:

1. The Committee receives the report
2. The Committee provides feedback to staff or Council on the Long Term Plan 2024-34 debrief report [*Specify feedback below, if any*]

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Committee received the report .
2. The Committee provided feedback and acknowledged staff for their work on the Consultation Document, Long Term Plan 2024-2034 and Long Term Plan 2024-2034 Debrief Report.
3. The Chair will work with the team to see how the Committee can support future Long Term Plan assurance processes.

Resolution number YV/2024/00005

Moved by: Cr G Thompson

Seconded by: J Aoake

**KUA MANA | CARRIED**



## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.3 Final Long Term Plan 2024-2034

CM No.: 2873730

#### Te Kaupapa | Purpose

The purpose of this report is to present to the committee for their review:

- Council's rationale for setting an unbalanced budget for the Long Term Plan 2024-34 (LTP) period and the reasons why this decision is considered prudent.
- The list of capex projects for the LTP period (circulated separately).
- The final LTP (circulated separately).
- The audit opinion and letter of representation (circulated separately).

#### Rāpopotonga Matua | Executive Summary

##### The Long Term Plan (LTP)

The Local Government Act 2002 (LGA) requires local authorities to adopt a LTP every three years. Council's current LTP was adopted in June 2021 and the next LTP covering the period 2024-2034 is now to be presented for Council adoption on 3 July 2024. The LTP is circulated separately to this report.

##### Resolving to set an unbalanced budget

Council is proposing to set an unbalanced budget for all years of the LTP. The reasons and implications of this decision and the consideration of prudence is outlined in this report.

##### Capex projects

A full list of the capex projects for the LTP period are attached.

##### Audit of the LTP

An audit of the final LTP has been undertaken. The Auditor-General (through Audit NZ) will report on the quality of the information and the assumptions underlying the forecast information, and whether the LTP gives effect to the purpose set out in s 93B LGA 2002.

Audit Director, René van Zyl in attendance to present the audit opinion. A copy of the audit opinion and letter of representation are circulated separately to this report.

##### LTP in force

Section 93(3) LGA 2002, stipulates that a LTP must be adopted before the commencement of the first year in which it relates. However, due to changes to Three Waters legislation and the uncertainty this created, the government included a provision in the Water Services Acts Repeal Act which allowed an extension of the deadline to 30 September 2024.

The LTP will become operative on 4 July 2024.

In accordance with Section 93(10) LGA 2002, the LTP will be made publicly available within one month of adoption, by being published on the MPDC website.

##### Structure of this report

This report is organised in four parts as below:

- Part One:** Council's resolution to set an unbalanced budget for the LTP period and outline of the reasons why Council considers this decision is prudent
- Part Two:** List of capex projects for LTP period for approval
- Part Three:** Audit opinion and letter of representation
- Part Four:** Adoption of LTP

### **Tūtohunga | Recommendation**

**That:**

- 1. The Committee receives the report.**
- 2. The Committee provides feedback to Council (*if desired – feedback to be specified*)**

### **WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

**That:**

- 1. The Committee received the report .**

**Resolution number YV/2024/00006**

**Moved by: J Aoake**

**Seconded by: Cr G Thompson**

**KUA MANA | CARRIED**

### **ATTACHMENTS**

- A 2 July - Item 8.3 - Additional attachment - 2024-34 LTP Letter of Representation**
- B 2 July - Item 8.3 - Additional Attachment - audit Opinion for Long Term Plan 20-24 -2034**
- C 2 July -Item 8.3 - List of Capex projects for LTP 2024-2034**
- D 2 July -Item 8.3 - Final Long Term Plan V1 26-06-24 - No Audit opinion**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.4 Audit Plan for Annual Report 2023/24

CM No.: 2874818

#### Te Kaupapa | Purpose

The purpose of this report is for the Committee to;

- Receive the draft Audit Plan for the year ending 30 June 2024.
- Receive the letter of engagement for the Limited Assurance Report in respect of the Debenture Trust Deed.
- Invite any feedback.

#### Rāpopotonga Matua | Executive Summary

Audit NZ have provided the Audit Plan for the year ending 30 June 2024. The Audit Plan sets out the potential risks and issues, the Audit process, reporting protocols and Audit expectations for the Annual Report 2023/24. Audit have also provided the letter of engagement for the Limited Assurance Report in respect of the Debenture Trust Deed. The Committee is invited to provide any feedback.

#### Tūtohunga | Recommendation

That:

1. The information be received.
2. The Committee receive the draft Audit Plan for the year ending 30 June 2024.
3. The Committee review the letter of engagement for the Limited Assurance Report in respect of Debenture Trust Deed.
4. The Committee provides any feedback on the above (*if desired – feedback to be specified*).

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.
2. The Committee received the draft Audit Plan for the year ending 30 June 2024.
3. The Committee reviewed the letter of engagement for the Limited Assurance Report in respect of Debenture Trust Deed.

Resolution number YV/2024/00007

Moved by: J Aoake  
Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.5 Building Control Authority - IANZ Assessment 2024

CM No.: 2870276

### Te Kaupapa | Purpose

To advise the Risk and Assurance Committee of the outcome of a remote assessment of Council's Building Control Authority undertaken on 11 - 13 March 2024.

### Rāpopotonga Matua | Executive Summary

The Building Consent Authority (BCA) Accreditation Scheme sets out the minimum policies, procedures and systems that a building consent authority must have, and consistently and effectively implement, to perform its building control functions.

International Accreditation New Zealand (IANZ) has been appointed by the Ministry of Business, Innovation and Employment (MBIE) to assess all BCA's, to ensure compliance with the Building (Accreditation of Building Consent Authorities) Regulations 2006.

IANZ undertook a remote Special Monitoring Assessment of council's BCA on 11 March – 13 March 2024, a copy of their report is attached.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00008

Moved by: Cr G Thompson

Seconded by: J Aoake

**KUA MANA | CARRIED**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.6 MPDC Project Progress Report April 2024

CM No.: 2871827

#### Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with project reporting.

#### Rāpopotonga Matua | Executive Summary

Matamata Piako District Council (MPDC) is striving for continuous improvement in project management, clarity of projects, reporting and how they are being managed now and into the future. There are many opportunities for improvement and the introduction of the Project Management Framework, Process, Templates and Tools have initiated the journey.

The current project reporting will be transitioning to the new Project Management Framework reporting structure commencing in July 2024 to align with asset schedules and the Long Term Plan (LTP). The attached report is an interim structured report and compiled from an assortment of different styles and formats of progress reports currently provided to the Executive team consisting of either projects, tasks and activities or combination of both with the known available data.

Interim structure has been made to group like activities together as projects to provide a high level Program overview and a mid-level Project/Activity overview project progress and provide a baseline for future reporting improvements.

Definitions of project status have been designed to highlight to project governance roles that a projects objectives are achievable, need support or decisions made to enable progress to achieve project objectives based on risks in the following areas: Budget, Time, Scope, Resources.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00009

Moved by: Chair J Kana

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.7 LGOIMA Request Summary 2022/2023 and 2023/2024

CM No.: 2874110

### Te Kaupapa | Purpose

The purpose of this report is to outline Council's obligation in regards to the LGOIMA Act and how Council is meeting these obligations.

### Rāpopotonga Matua | Executive Summary

The Local Government Official Information and Meetings Act 1987 (LGOIMA) is the relevant legislation for requests for information. Council are required to respond to LGOIMA requests as soon as reasonably practicable and (except in some specific instances) within 20 working days.

This report sets out Council's compliance with these requirements.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00010

Moved by: J Aoake

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.8 Staff Climate Survey Results

CM No.: 2872172

#### Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with a summary of the results from the 2024 Staff Climate Survey.

#### Rāpopotonga Matua | Executive Summary

The Staff Climate Survey was completed in February 2024. This is the 6th year we have used this survey: it enables us to benchmark with other councils, provides a snapshot of where we are and allows us to compare responses from year to year. The results for 2024 placed us 25th out of the 57 councils that participated in this survey. Our overall score was 64% and the participation rate was 48.3%. The results summary identifies the key issues from the survey and outlines the planned actions to be taken as follow up.

Kelly Reith, Group Manager People, Governance and Relationships and Kate Stevens, People, Safety & Wellness Manager, in attendance to discuss the results with the committee.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00011

Moved by: Mayor A Wilcock

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A 2 July - Organisational Structure

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.9 Safety and Wellness Reports

CM No.: 2822495

### Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with safety and wellness reporting.

### Rāpopotonga Matua | Executive Summary

The February, April and May 2024 Monthly updates and the January-March 2024 Quarterly Safety & Wellness Report. Kate Stevens, People, Safety & Wellness Manager, in attendance to discuss the reports with the committee.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00012

Moved by: Mayor A Wilcock

Seconded by: Chair J Kana

**KUA MANA | CARRIED**



## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.10 Risk Management Update

CM No.: 2861734

#### Te Kaupapa | Purpose

The purpose of this report is to provide the Risk and Assurance Committee with an update on progress in relation to defining and agreeing Matamata-Piako District Council's Strategic/Top Risks.

#### Rāpopotonga Matua | Executive Summary

Progress is underway on defining and agreeing Matamata-Piako District Council's top risks.

During a recent workshop, the Risk and Assurance Committee, Councillors and Executive Team members identified the top risks and the inherent risk rating for these risks.

Controls will be identified shortly and the residual risk rating process will be undertaken. This will be workshopped with Council and reported to the Risk and Assurance Committee at the next meeting.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00013

Moved by: Chair J Kana

Seconded by: J Aoake

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.11 Risk and Assurance Work Programme 2024 - Update July

CM No.: 2872958

### Te Kaupapa | Purpose

The purpose of this report is to provide an update to the committee on the work programme as confirmed.

### Rāpopotonga Matua | Executive Summary

Staff have developed an update on the Work Programme for the Committee using reports previously scheduled and standing items. It is intended this is a standing item for each Committee meeting.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2024/00014

Moved by: Chair J Kana

Seconded by: Mayor A Wilcock

**KUA MANA | CARRIED**

## 9 Take Matatapu | Public Excluded

11.42 am The public were excluded.

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

## 10 Mōtini hei aukati i te iwi whānui | Procedural motion to exclude the public

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

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 Information Technology Security Update 2024

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)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. .	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.

#### C2 Swim Zone Matamata Non-compliance with Procedures

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)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. .  s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. .	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.

**Resolution number YV/2024/00015**

Moved by: Mayor A Wilcock  
Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

11 Ngā tikanga mōtini hei whakauru i te iwi whānui | Procedural motion to include the public  
**WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

12.40pm That the public be included.

**Resolution number YV/2024/00016**

Moved by: Mayor A Wilcock  
Seconded by: J Aoake

**KUA MANA | CARRIED**

12.42pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed. Cr Gary Thompson performed the closing Karakia.

CONFIRMED AS A TRUE AND CORRECT RECORD  
OF THE MEETING OF XXKOMITI O TE MŌREAREA  
ME TE TŪMARU | RISK & ASSURANCE  
COMMITTEE HELD ON XX

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....