

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 17 June 2025 at 09:00.

Ngā Mema | Membership

Tiamana | Chairperson

Jaydene Kana

He mema tūtahi | Independent Member

Joanne Aoake

Manuhuia | Mayor

Adrienne Wilcock

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Bruce Dewhurst

Kevin Tappin

Gary Thompson



Ngā whakapāha | Apologies

There were no apologies

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	7.2
Stephanie Hutchins	Kaitohu Mātāmua Kāwana Senior Governance Advisor	
Tamara Kingi	Kaiārahi Kāwana Governance Team Leader	7.3, 8.15
Ken Morris	Consultant Risk and Business Excellence Advisor	7.4, 8.1
Kelly Reith	Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	8.2, 8.3, 8.14
Jenni Cochrane	Hautū Wheako Kiritaki Group Manager Customer Experience	8.5
Niall Baker	Kaiārahi Tīma Kaupapahere Policy Team Leader	8.6, 8.10
Ajay Kumar	Kaitiaki Whakahaere Pūtea Management Accountant	8.7
Larnia Rushbrooke	Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	8.7, 8.12
Sangeeta Singh	Mātanga Hokohoko Procurement Specialist	8.8
Kate Stevens	Pou Tāngata, Haumaru me te Oranga People, Safety & Wellness Manager	8.9, 8.16
Olivia Picard	Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	8.10, 8.11
Anne Gummer	Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	8.12
Rachel Norman	Kaiārahi Kaupapa Project Lead	8.13, 8.14
Marie MacIntyre	3 Waters Project Manager	8.13
Chris Lee	Pou Kaupapa Project Manager	8.13

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
David Robson	Risk and Insurance Specialist, Aon New Zealand	8.1	9.00am	10.57am
René van Zyl	Audit Director, Audit New Zealand	8.10, 8.11	9.00am	12.42pm
Penica Cortez	Audit Manager, Audit New Zealand	8.10, 8.11	9.00am	12.42pm

1 Whakatūwheratanga o te hui | Meeting Opening

Tiamana Jaydene Kana welcomed members and staff and declared the meeting open at 9.00am.

2 Karakia | Prayer

Cr Gary Thompson performed the opening karakia.

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

There were no apologies.

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 Whākī 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 ordinary meeting of Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee held on Tuesday, 25 February 2025, be confirmed as a true and correct record of the meeting.

Resolution number YV/2025/00001

Moved by: Tiamana J Kana

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

NGĀ PŪRONGO O NGĀ ĀPIHA | OFFICER REPORTS

7 Pūrongo me whakatau | Decision Reports

7.1 Chair's Update

CM No.: 3039528

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to present the Chair's Update report (attached).

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00002

Moved by: Tiamana J Kana

Seconded by: Whaea J Aoake

KUA MANA | CARRIED

7.2 Chief Executive's Update

CM No.: 3040107

Te Kaupapa | Purpose

The purpose of this report is for the Chief Executive to update the Committee on organisational matters relevant to the Risk and Assurance Committee's Terms of Reference.

Rāpopotonga Matua | Executive Summary

Chief Executive, Manaia Te Wiata, in attendance to present the Chief Executive's Update which is attached to the agenda.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00003

Moved by: Tiamana J Kana

Seconded by: Cr G Thompson

KUA MANA | CARRIED

7.3 Standing Orders

CM No.: 3036298

Te Kaupapa | Purpose

The purpose of this report is to seek agreement to amend the Standing Orders adopted by the Risk and Assurance Committee on 6 December 2022, to:

- include the provision for members to attend meetings via audio and visual links, and be counted towards a quorum
- extend the timeframe for requesting public forums from one clear working day to three clear working days
- extend the timeframe for requesting deputations from five clear working days to eight clear working days.

Rāpopotonga Matua | Executive Summary

The adoption of Standing Orders and any amendment to Standing Orders must be made by a vote of not less than 75% of the members present. Standing Orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

The Standing Orders can be found here: [Standing Orders](#). Matamata-Piako District Council adopted the suggested amendments to Standing Orders at their meeting on 26 March 2025.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.
2. Standing Orders are amended to reflect Schedule 7 or the Local Government Act, clause 25A, which now allows provision for Council and Committee members to attend meetings by audio / visual link as follows:
 - Clause 13.8: Member's status: quorum – Provided conditions in 13.1, 13.7, 13.11 and 13.12 of the Standing Orders have been satisfied, and in accordance with Schedule 7 of the Local Government Act, clause 25A (4), a member of the local authority or committee who attends a meeting by means of audio link or audio-visual link, is to be counted as present for the purpose of a quorum.
3. Standing Orders are further amended to:
 - Clause 15.1: Time limits to request to speak at a public forum – requests to speak at a public forum must be made to the Chief Executive, or their delegate, at least three clear working days before the meeting (previously one clear day). However, the requirement of notice may be waived by the Chairperson.
 - Clause 16.1: Deputations – requests to speak at a deputation must be made to the Chairperson, or their delegate, at least eight working days before a meeting (previously five working days). However, the requirement of notice may be waived by the Chairperson.

Resolution number YV/2025/00004

Moved by: Cr K Tappin

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

7.4 Review of Top Risks

CM No.: 3036610

Te Kaupapa | Purpose

To provide the Top Risks 2025/26 document to the Committee for endorsement and recommendation to Council for approval.

Rāpopotonga Matua | Executive Summary

A Top Risks 2025/26 document has been developed and is attached to this report for the Committee's consideration.

This document builds on work previously done within the organisation and by the Risk and Assurance Committee, to identify and rate the Top Risks of the organisation.

That work has now been reflected, and extended, in a register that provides fairly comprehensive detail for each of the Top Risks identified, including Inherent, Residual and Risk Appetite ratings, detail of controls already in place, Key Risk Indicators that assist in determining the effectiveness of those controls, and further controls that could be implemented to further mitigate the risks.

There are 11 Top Risks proposed. A 'Top Risk' is seen as a risk of any nature – strategic, operational, project – so significant, that it could result in the non-achievement of any or all of Council's strategic objectives. It is important that these Top Risks are contained to a manageable number, and 11 Top Risks are considered manageable.

The Risk and Assurance Committee will closely monitor these risks on an ongoing basis. A summary table of these risks including an assessment of any change in trend of that risk is proposed to feature in each Quarterly Risk Report, together with a heat map visual showing where the Residual Risk sits relative to Risk Appetite. Future Quarterly Risk Reports will also include Key Risk Indicator information and indicated progress on the implementation of additional controls. In addition to this reporting the Committee will also carry out a 'deep dive' on each of these Top Risks, on a cyclical basis over the course of the year, providing the opportunity for further detailed examination of the management of the risk.

Because responsibility for Enterprise Risk should be with the governors of the organisation, staff ask that the Committee confirm these risks and the proposed management of the risks, endorse the Top Risks 2025/26 document (including the risk and appetite ratings assessed within it), and recommend it to Council for approval.

A full review of the Top Risks document is proposed to be carried out annually.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Committee receives and endorses the Top Risks 2025/26 document including any changes agreed by the Committee.
2. The Committee recommends the Top Risks 2025/26 document, including any changes agreed by the Committee, for the approval of Council.

Resolution number YV/2025/00005

Moved by: Tiamana J Kana

Seconded by: Cr K Tappin

KUA MANA | CARRIED

ATTACHMENTS

A Top Risks 2025/26

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Risk Update and Quarterly Risk Report - June 2025

CM No.: 3036667

Te Kaupapa | Purpose

The purpose of this report is to provide a risk management update and a quarterly risk report for the information of the Committee.

Rāpopotonga Matua | Executive Summary

Robust risk management is essential to Council achieving its strategic objectives and this Committee has responsibility for the oversight of enterprise risk management at Matamata-Piako District Council and the effectiveness of Council's risk management framework.

The Quarterly Risk Report, attached, has been developed to aid the Committee in its work. It reports on the progress made in the delivery of the 2025 Risk Management Work Plan together with a Top Risks update and an Emerging Risks update.

This report will continue to be developed in future quarters as a key reporting mechanism for the Committee and Council.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The report is received.

Resolution number YV/2025/00006

Moved by: Tiamana J Kana

Seconded by: Whaea J Aoake

KUA MANA | CARRIED

8.2 Top Risks Deep Dive: Ineffective Strategic Partnerships with Mana Whenua, Iwi, Hapū and Māori

CM No.: 3039204

Te Kaupapa | Purpose

Over the last year, Council has identified the top risks to the organisation as a whole. The Risk and Assurance Committee have requested that we undertake a deep dive into the top risks. This item explores risk #6: *Ineffective Strategic Partnerships with Mana Whenua, Iwi, Hapū and Māori* and discusses the controls in place to reduce this risk.

Rāpopotonga Matua | Executive Summary

Ineffective Strategic Partnerships with Mana Whenua, Iwi, Hapū and Māori has been identified as one of Council's top risks. The inherent risk rating for this risk is very high and after considering the controls we have in place, the residual rating drops to high, which is outside the initial assessed risk appetite for this risk. The information in this report provides further detail on the risks, risk controls and the focus of improvement actions. The purpose of this item is to provide the committee the opportunity to understand the risk in more depth and give them the opportunity to ask questions, or make suggestions to improve Council's response to the risk.

A full extract of the Top Risk document in relation to this risk is provided in Attachment A.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00007

Moved by: Tiamana J Kana

Seconded by: Cr K Tappin

KUA MANA | CARRIED

8.3 Top Risks Deep Dive: Ensuring Health, Safety and Wellbeing

CM No.: 3037929

Te Kaupapa | Purpose

Over the last year, Council has identified the top risks to the organisation as a whole. The Risk and Assurance Committee have requested that we undertake a deep dive into the top risks. This item explores risk #11: *Ensuring Health, Safety and Wellbeing*, and discusses the controls in place to reduce this risk.

Rāpopotonga Matua | Executive Summary

Ensuring the health, safety and wellbeing of staff, elected members, contractors and the public has recently been added as one of Council's top risks following a recommendation from our Risk Consultant, Ken Morris. The inherent risk rating for this risk is extreme and after considering the controls we have in place, the residual rating drops to high. The information in this report provides further detail on the risks, risk controls and the focus of improvement actions. The purpose of this item is to provide the committee the opportunity to understand the risk in more depth and give them the opportunity to ask questions, or make suggestions to improve Council's response to the risk.

A full extract of the Top Risk document in relation to this risk is provided in Attachment A.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00008

Moved by: Tiamana J Kana

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

8.4 Top Risks Deep Dive: Ensuring Workforce Capacity and Capability

CM No.: 3037946

Te Kaupapa | Purpose

Over the last year, Council has identified the top risks to the organisation as a whole. The Risk and Assurance Committee have requested that we undertake a deep dive into the top risks. This item explores risk #10: *Ensuring Workforce Capacity and Capability*, and discusses the controls in place to reduce this risk.

Rāpopotonga Matua | Executive Summary

Ensuring workforce capacity and capability has recently been added as one of Council's top risks following a recommendation from our Risk Consultant, Ken Morris. The inherent risk rating for this risk is very high and after considering the controls we have in place, the residual rating drops to medium, which is within our predicted risk appetite. The information in this report provides further detail on the risks, risk controls and the focus of improvement actions. The purpose of this item is to provide the committee the opportunity to understand the risk in more depth and give them the opportunity to ask questions, or make suggestions to improve Council's response to the risk.

A full extract of the Top Risk document in relation to this risk is provided in Attachment A.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00009

Moved by: Mayor A Wilcock

Seconded by: Whaea J Aoake

KUA MANA | CARRIED

8.5 Top Risks Deep Dive: Reputation/Relationships with Community Stakeholders

CM No.: 3035274

Te Kaupapa | Purpose

Over the last year Council has identified the top risks to the organisation as a whole. The Risk and Assurance Committee have requested that we undertake a deep dive into the top risks. This item explores risk #4: *Reputation/poor relationships with community stakeholders*, and discusses the controls in place to reduce this risk.

Rāpopotonga Matua | Executive Summary

Reputation/poor relationships with community stakeholders has been identified as one of Council's top risks. The inherent risk rating for this risk is very high and after considering the controls we have in place, the residual rating drops to high. The information in this report provides further detail on the risks, risk controls and the focus of improvement actions. The purpose of this item is to provide the Risk and Assurance Committee the opportunity to understand the risk in more depth and give the committee the opportunity to ask questions, or make suggestions to improve Council's response to the risk.

A full extract of the Top Risk document in relation to this risk is provided in Attachment A.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received

Resolution number YV/2025/00010

Moved by: Tiamana J Kana

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

The meeting adjourned for a short break at 10.41am and reconvened at 10.57am.

8.6 Policy, Planning and Reporting Stocktake

CM No.: 3032847

Te Kaupapa | Purpose

To provide an update to the Risk and Assurance Committee on the progress of the Policy, Planning and Reporting Stocktake and any documents due for review.

Rāpopotonga Matua | Executive Summary

In 2024, the Risk and Assurance Committee (Committee) identified the need for a comprehensive review of the Policy, Planning and Reporting Stocktake (Stocktake). Staff have completed an update of the Stocktake and this is presented for review by the Committee.

As discussed through previous Committee meetings, four policies were due for review that were of interest to the Committee:

- Capitalisation Policy
- Procurement Policy
- Conflict of Interest Policy

These policies are addressed in separate reports on this meeting agenda for the Committee's review and consideration.

- Sensitive Expenditure Policy

This policy is scheduled to be reviewed by the Committee at the September meeting.

There are no documents that are overdue for review that Council is required to have through legislation.

Tūtohunga | Recommendation

That:

1. The information be received.
2. The Risk and Assurance Committee provide any feedback on the Policy, Planning and Reporting Stocktake [*feedback to be specified*].
3. Staff to report on the documents relevant to the Risk and Assurance Committee (rather than the full Policy, Planning and Reporting Stocktake) twice yearly and this be incorporated into the Risk and Assurance Committee Work Programme.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

- 1. The information be received.**
- 2. The Risk and Assurance Committee provided feedback on the Policy, Planning and Reporting Stocktake; this feedback included:**
 - The stocktake to include the policies that the Risk and Assurance Committee are responsible for (relevant to the Committee's terms of reference and highlighted in the report);
 - All the remaining policies to be provided for information.
- 3. Staff to report on the documents relevant to the Risk and Assurance Committee (rather than the full Policy, Planning and Reporting Stocktake) annually and this be incorporated into the Risk and Assurance Committee Work Programme.**

Resolution number YV/2025/00011

Moved by: Mayor A Wilcock

Seconded by: Whaea J Aoake

KUA MANA | CARRIED

8.7 Asset Capitalisation Policy Review

CM No.: 3039505

Te Kaupapa | Purpose

The purpose of this report is to present the proposed draft revision of the Asset Capitalisation Policy to the Risk and Assurance Committee for review and feedback.

Rāpopotonga Matua | Executive Summary

The revised asset capitalisation policy is attached and the Risk and Assurance Committee's feedback on the draft is sought before it is finally adopted by the Executive Team.

Tūtohunga | Recommendation

That:

1. The report is received.
2. The Committee review and provide feedback on the revised Asset Capitalisation Policy.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The report is received.

Resolution number YV/2025/00012

Moved by: Tiamana J Kana

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

8.8 Procurement Policy Review

CM No.: 3040013

Te Kaupapa | Purpose

The revised Procurement policy is submitted to the Risk and Assurance Committee for:

- Review and to provide feedback and endorsement; and
- Recommendation to the Council for approval.

Rāpopotonga Matua | Executive Summary

The Procurement Policy is scheduled for review after each Triennial election, endorsed by the Risk and Assurance Committee, approved by the Council.

The current review of the Policy proposes to:

1. Revise the Procurement vision, focussing on Council's commitment to achieving value for money in all procurement activities, ultimately enhancing public value.
2. Re-align Council's commitments to deliver the procurement vision.

Tūtohunga | Recommendation

That:

1. The Committee review and provide feedback on the proposed changes to the policy.
2. The Committee recommend the revised Procurement Policy to Council for approval.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Committee review and provided feedback on the proposed changes to the policy.
This included:
 - Requested alignment of the procurement policy with the risks management policy framework.
2. The Committee recommend the revised Procurement Policy to Council in this triennium for approval.

Resolution number YV/2025/00013

Moved by: Tiamana J Kana

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

8.9 Draft Internal Policy: Managing Conflict of Interest

CM No.: 3039488

Te Kaupapa | Purpose

The purpose of this report is to provide the committee with the draft internal policy Managing Conflicts of Interest, for review and feedback.

Rāpopotonga Matua | Executive Summary

A draft internal policy for Managing Conflicts of Interest is provided for the committee to review. The policy has been reviewed and amended to align with the Auditor General's Guidelines. Kate Stevens, People, Safety & Wellness Manager in attendance to discuss the policy with the committee and seek feedback.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00014

Moved by: Mayor A Wilcock

Seconded by: Tiamana J Kana

KUA MANA | CARRIED

8.10 Annual Report 2024/25 Audit Plan and schedule of important dates

CM No.: 3032414

Te Kaupapa | Purpose

To provide the Annual Report Audit Plan and schedule of important dates in the audit process.

Rāpopotonga Matua | Executive Summary

Audit New Zealand have provided an Annual Report Audit Plan and schedule of important dates in the audit process. Also attached is the Audit Fee Proposal which has previously been presented to the Risk and Assurance Committee.

Tūtohunga | Recommendation

That:

1. The Audit Plan and schedule of important dates for the Annual Report 2024/25 is received.
2. The Committee provide any feedback on the Audit Plan *[feedback to be specified]*.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Audit Plan and schedule of important dates for the Annual Report 2024/25 is received.

Resolution number YV/2025/00015

Moved by: Tiamana J Kana

Seconded by: Whaea J Aoake

KUA MANA | CARRIED

8.11 Audit Recommendations - Progress Report

CM No.: 3033223

Te Kaupapa | Purpose

To update the Committee on matters raised by Audit New Zealand in previous audits.

Rāpopotonga Matua | Executive Summary

This report allows the Committee to monitor Council's progress in implementing the recommendations made by Audit NZ in previous audit processes.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00016

Moved by: Tiamana J Kana

Seconded by: Cr G Thompson

KUA MANA | CARRIED

8.12 Annual Plan 2025/26

CM No.: 3029826

Te Kaupapa | Purpose

The purpose of this report is to seek the Committee's oversight of the following aspects of the Annual Plan 2025/26 process:

- Review of the Annual Plan 2025/26 document and provide any feedback
- Review and approval of the assessment of the Annual Plan's legislative compliance
- Review of a key risk to the Annual Plan and the mitigation plan in place, namely the delay in property revaluations

Rāpopotonga Matua | Executive Summary

Council is required to produce an Annual Plan each year with the exception of the years when a Long Term Plan (LTP) is produced. The Annual Plan is Council's budget for the financial year 1 July to 30 June. The Annual Plan 2025/26 (Plan) represents year 2 of the 2024-34 LTP.

The Annual Plan 2025/26 document is circulated separately.

An assessment of the Annual Plan 2025/26 against relevant legislative requirements has been undertaken and confirms that the Plan is compliant. The assessment is included in the body of the report below.

A delay in the property revaluation process was identified as a risk for the Annual Plan, and a mitigation plan has been put in place. The risk and the mitigation plan is detailed in the Risk section of the report below.

Part of the mitigation plan includes preparing two versions of the rating information for the Annual Plan, this information is circulated separately.

Tūtohunga | Recommendation

That:

1. The report be received.
2. The Committee provide any feedback on the Annual Plan 2025/26 [*feedback to be specified*].
3. The Committee approve the assessment of legislative compliance undertaken for the Annual Plan 2025/26.
4. The committee provide any feedback on the key risk and mitigation of property revaluation delay [*feedback to be specified*].

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

- 1. The report be received.**
- 3. The Committee approve the assessment of legislative compliance undertaken for the Annual Plan 2025/26.**
- 4. The Committee agrees with the approach that has been taken in relation to the key risk and mitigation of property revaluation delay.**

Resolution number YV/2025/00017

Moved by: Tiamana J Kana

Seconded by: Whaea J Aoake

KUA MANA | CARRIED

ATTACHMENTS

A Draft Annual Plan 2025/26 as at 12.06.25

8.13 Project Management: Top 5 Risks for Matamata Wastewater Treatment Plant, Matamata Stadium and Matamata Domain Playground

CM No.: 3039888

Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with an overview of the top 5 risks to date for 3 projects that have been identified as high risk, high complexity.

Rāpopotonga Matua | Executive Summary

The following projects have been identified as high risk, high complexity and the top 5 risks to date are presented within individual presentations.

- ID: 244 Matamata Wastewater Treatment Plant Upgrade. Marie McIntyre, Project Manager, in attendance to discuss the presentation with the committee.
- ID: 240 Matamata Sports Stadium and ID: 247 Matamata Domain Playground. Chris Lee, Project Manager, in attendance to discuss the presentations with the committee.

Project risk registers have been completed and are regularly reviewed as per the Risk Management Framework and risk register templates, as the projects evolve and progress, risks are reviewed and ratings modified accordingly, the top 5 risks will vary depending what stage the project is at.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received

Resolution number YV/2025/00018

Moved by: Tiamana J Kana

Seconded by: Cr K Tappin

KUA MANA | CARRIED

8.14 Project Management Update - May 2025

CM No.: 3039634

Te Kaupapa | Purpose

The Monthly Initiation, Project and Program Progress Reports are compiled from individual project managers' reports and presented to the Executive Team to support management decisions, identify projects needing additional support, clarify project statuses, balance workloads and budgets, and highlight projects requiring further analysis. It also provides an overview of risks to ensure alignment with the Risk Management Framework.

Rāpopotonga Matua | Executive Summary

The format and information for reporting to the Executive Team has been focused on for continuously improved since introducing the Project Management Framework in July 2023 and we have now developed the following structure with definitions for each report.

- **Identify/Initiation Report:** Critical for future success of initiatives. This work is required to identify and ascertain what is it we are trying to achieve, the necessary resources required, risk to council and complexity it is. Identify and Initiation have been combined together due to utilisation of Project Managers and Asset Team preparing documentation. This is where we gather all the necessary information “ Getting ready to become a project”
- **Project Report:** Projects estimated % Progress is reported over the life of the project - usually 1-3 years. They are temporary endeavours undertaken to achieve a specific goal or objective, create something new or bring about a change. It typically involves a defined cost, scope, timeline, and resources.
- **Program Report:** related activities and that make up a program of works, predominantly renewals. Programs estimated % progress is reported currently per financial year (usually span 10 year programs or more).

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received;

Resolution number YV/2025/00019

Moved by: Tiamana J Kana

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

8.152025 Local Government Elections: Risk Mitigation

CM No.: 2999297

Te Kaupapa | Purpose

The purpose of this report is to provide the Committee with an overview of the process and risks around the 2025 local elections, to be held 11 October 2025.

Rāpopotonga Matua | Executive Summary

Local Government Elections are held every three years. In 2025, the election is to occur on Saturday, 11 October.

Matamata-Piako District Council has identified several key risks ahead of the 2025 local elections, including potential invalid nominations due to roll changes, low voter turnout, and logistical challenges associated with the postal voting system. Additional risks include the spread of misinformation, compliance with campaign advertising standards and overall election readiness.

Mitigation measures such as community engagement, enhanced voting access points, public information campaigns and a comprehensive readiness plan have been implemented to support a fair and well-participated election.

Tūtohunga | Recommendation

That:

1. The information be received.
2. The committee provide feedback *[feedback to be captured]*.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00020

Moved by: Tiamana J Kana

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

8.16 Safety and Wellness Reports

CM No.: 3039478

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

The January to March 2025 Quarterly Safety & Wellness Report, and February, April and May 2025 Safety & Wellness Updates are provided. 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/2025/00021

Moved by: Tiamana J Kana

Seconded by: Cr G Thompson

KUA MANA | CARRIED

8.17 Risk and Assurance Committee Work Programme - Update June 2025

CM No.: 3039579

Te Kaupapa | Purpose

The purpose of this report is to provide an update to the Committee on the work programme.

Rāpopotonga Matua | Executive Summary

An update on scheduled reports and standing items for June 2025 is included in the work programme.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00022

Moved by: Tiamana J Kana

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

12.42 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KOMITI O TE MŌREAREA
ME TE TŪMARU | RISK & ASSURANCE
COMMITTEE HELD ON 17 JUNE 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: