

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



## Māneti 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 25 February 2025 at 09:00.

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### 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



## Ngā whakapāha | Apologies

Mayor Adrienne Wilcock

## Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae   Chief Executive Officer	
Tamara Kingi	Kaiārahi Kāwana   Governance Team Leader	
Samantha Oosthoek	Kaiwhakrite Kaupapa, Whai Wāhi   Projects & Engagement Administrator	
Kelly Reith	Hautū Tāngata, Kāwana me ngā Hononga   Group Manager People, Governance & Relationships	
Olivia Picard	Kaitohu Kaupapahere Paetahi   Graduate Policy Advisor	8.1, 8.2, 8.3
Larnia Rushbrook	Pou Pūtea, Ratonga Pakihi   Finance & Business Services Manager	8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9
Niall Baker	Kaiārahi Tīma Kaupapahere   Policy Team Leader	8.3, 8.4, 8.5
Laura Hopkins	Kaitohu Kaupapahere Mātāmua   Senior Policy Advisor	8.3, 8.4
Charlotte Walker	Kaitohu Kaupapahere Paetahi   Graduate Policy Advisor	8.3, 8.4, 8.5
Kate Stevens	Pou Tāngata, Haumarū me te Oranga   People, Safety & Wellness Manager	8.6
Lucy Longstaff	Kaiārahi Tīma Tāngata me te Oranga   People and Wellness Team Leader	8.6
Roger Lamberth	Pou Papanoho me ngā Kaupapa ā-Hapori   Property & Community Projects Manager	8.6, 8.7, 8.8
Fiona Vessey	Hautū Whakahaere   Group Manager Operations	8.7, 8.8, 8.9, 8.10
Sangeeta Singh	Mātanga Hokohoko   Procurement Specialist	8.7, 8.8
Lance Gwynne	Pou KVS   KVS Manager	8.7, 8.8, 8.9
Ally van Kuijk	Hautū Tipu me te Whakamatua   General Manager Growth & Regulation	8.7, 8.8, 8.9, 8.10, 8.11
Toka Wolfswood	Emergency Management Officer	8.7, 8.8, 8.9, 8.10, 8.11
Rachel Norman	Kaiārahi Kaupapa   Project Lead	8.9
Susanne Kampshof	Pou Rawa me ngā Kaupapa   Assets & Projects Manager	8.9
Jenni Cochrane	Hautū Wheako Kiritaki   Group Manager Customer Experience	8.9, 8.10, 8.11
Darren Teulon	Pou o ngā wai me ngā waipara   Water & Wastewater Manager	8.9, 8.10
Chris Gledhill	Pou Whakahaere o ngā wai me ngā waipara   Water & Wastewater Operations Manager	8.9, 8.10

## I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
René van Zyl	Audit Director, Audit New Zealand	8.2	9.00am	9.48am
Dave Robson	AON New Zealand	8.5	9.02am	10.20am

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

Chair Jaydene Kana welcomed members, members of the public and staff and declared the meeting open at 9.00 am.

**2 Karakia**

The opening Karakia was performed by Mātua Gary Thompson.

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

**WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

That the apology from Mayor Adrienne Wilcock, be accepted and leave of absence from the meeting be granted.

**Resolution number YV/2025/00001**

**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 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, 10 DECEMBER 2024, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.

**RESOLUTION NUMBER YV/2025/00002**

**MOVED BY: CHAIR J KANA**

**SECONDED BY: J AOAKE**

**KUA MANA | CARRIED**

## NGĀ PŪRONGO O NGĀ ĀPIHA | OFFICER REPORTS

### 7 Pūrongo me whakatau | Decision Reports

## 7.1 Chair's Update

CM No.: 2995227

### 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. The report to be circulated separately.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00003

Moved by: Chair J Kana

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

# 8.1 Chief Executive Update

CM No.: 2995205

## 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, Manaia Te Wiata, to present the Chief Executive Update report.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00004

Moved by: Chair J Kana

Seconded by: J Aoake

**KUA MANA | CARRIED**

### ATTACHMENTS

- A CEO Report to Risk & Assurance Committee February 2025.docx

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.2 Audit Management Report - Annual Report 2023/24 and Audit Recommendations Register

CM No.: 2991972

### Te Kaupapa | Purpose

The purpose of this report is to:

- 1) Receive the Audit Management Report for the Annual Report 2023/24 and provide any feedback if desired (to be circulated separately).
- 2) Receive the Audit Recommendations Register and provide any feedback if desired (attached).

### Rāpopotonga Matua | Executive Summary

Audit New Zealand (Audit) is Council's external auditor appointed by the Office of the Auditor General to conduct the auditing of Council's Annual Report and reporting process on their behalf.

Audit issue an Audit Management Report following each Annual Report with recommendations on processes and issues that can be fixed or improved for future auditing processes. This report for the 2024/25 Annual Report will be circulated separately with accompanying staff comments.

Staff maintain a register of all Audit recommendations from previous reports and how we are tracking against these. Staff have identified improvements in the way this report is produced and will be reviewed prior to the next scheduled reporting to Risk and Assurance meeting.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Committee note the recommendations made by Audit New Zealand in the Audit Management Report on the Annual Report 2023/24.
2. The Committee Chairperson, Matamata-Piako District Council's Chief Executive Officer and Audit Director of Audit New Zealand, will network to determine what the limitations are in comparison to other Local Government agencies.
3. The Committee note the Audit Recommendations Register and note staff will be making improvements to this register, and the recommendations are tracked by staff under the project management methodology.

Resolution number YV/2025/00005

Moved by: Chair J Kana

Seconded by: Cr K Tappin

**KUA MANA | CARRIED**

#### ATTACHMENTS

A Audit Management Report 2023/24

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.3 Six Month Report July - December 2024

CM No.: 2984048

### Te Kaupapa | Purpose

To provide the Six Month Report July – December 2024 to the Committee for information and feedback.

### Rāpopotonga Matua | Executive Summary

The Six Month Report provides an update on financial and non-financial performance from July to December 2024 and shows how we are tracking against our targets and measures set out in the 2024-34 Long Term Plan.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Committee receives the Six Month Report 2024.

Resolution number YV/2025/00006

Moved by: Chair J Kana

Seconded by: Cr B Dewhurst

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Six Month Report 2024



## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.4 Update on Policy Register

CM No.: 2992824

#### Te Kaupapa | Purpose

The purpose of this report is to:

- Update the Risk and Assurance Committee on the updated policy register.
- Discuss the particular policies proposed for inclusion on the Risk and Assurance Committee work programme for 2025.

#### Rāpopotonga Matua | Executive Summary

In 2024, the Risk and Assurance Committee (the Committee) identified the need for a comprehensive review of the policy register (the Register). As part of this initiative, the Register is currently undergoing a thorough validation process to ensure that all required fields are completed accurately. Additionally, work is underway to explore the potential automation of the Register, which would enable managers to receive workflow notifications when policies under their responsibility are approaching their review date.

By updating the Register, the Committee will receive accurate and up-to-date information on policies scheduled for review, facilitating their inclusion in the work programme for discussion at Committee meetings. This will help ensure that policies are reviewed within the appropriate timeframes.

The policies that are currently overdue for review are:

Policy Name	Due Date
Procurement Policy	01/12/2019
Managing Conflict of Interest	01/08/2021
Sensitive Expenditure 2019	01/07/2022

The policies that are due for review in 2025 are:

Policy Name	Due Date
Pre-Election Report	26/07/2025
Health and Safety Policy	08/08/2025
Transportation Procurement Strategy	01/09/2025
Code of Conduct	01/11/2025

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00007

Moved by: Chair J Kana

Seconded by: Cr K Tappin

**KUA MANA | CARRIED**

*Item 8.4 was taken out of order and considered after Item 8.5*

*The meeting adjourned at 10.20am and reconvened at 10.36am.*

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.5 Risk Report February 2025

CM No.: 2997415

#### Te Kaupapa | Purpose

The purpose of this report is to provide an update on risk management and the proposed work programme for 2025 reporting year.

#### Rāpopotonga Matua | Executive Summary

David Robson, a Risk and Insurance Specialist working for AON New Zealand, is engaged by MPDC to provide risk management advice and support.

David developed a risk management report that outlines the work programme for 2025 and is in attendance.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The report is received.

Resolution number YV/2025/00008

Moved by: Chair J Kana

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

*Item 8.5 was taken out of order and considered before Item 8.4.*

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.6 Safety and Wellness Reports

CM No.: 2989974

### Te Kaupapa | Purpose

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

### Rāpopotonga Matua | Executive Summary

The October to December 2024 Quarterly Safety & Wellness Report, and January 2025 Safety & Wellness Update are provided. Kate Stevens, People, Safety & Wellness Manager, and Lucy Longstaff, Safety and Wellness Team Leader in attendance to discuss the reports with the committee.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00009

Moved by: J Aoake

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

# 8.7 Insurance Renewals

CM No.: 2932459

## Te Kaupapa | Purpose

The purpose of this report is to advise the Risk and Assurance Committee of the Matamata-Piako District Council Insurance Premiums for the 12 months commencing 1<sup>st</sup> November 2024. It also advises of changes made to policy conditions.

## Rāpopotonga Matua | Executive Summary

Matamata-Piako District Council currently carries 11 different insurance policies. The insurance year runs from 1<sup>st</sup> November to 31<sup>st</sup> October of the following year. Allowing for changes and additions during the 2023/24 year the total premium for 12 months was \$1,318,000.

For the year commencing 1 November 2024 this has risen to \$1,554,395.

Changes to Professional Indemnity (PI) and Material Damage/Business Interruption (MDBI) cover have been key drivers of this increase.

Changes to Loss Limits have been successfully secured without increase to premium.

### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00010

Moved by: Chair J Kana

Seconded by: Cr K Tappin

**KUA MANA | CARRIED**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.8 Procurement Report Six Monthly FY2024/25

CM No.: 2996967

#### Te Kaupapa | Purpose

The purpose of this report is to provide an update to the committee on procurement performance for the period one and two of the financial year 2024/25.

#### Rāpopotonga Matua | Executive Summary

The effectiveness of the Procurement Policy (Policy) is measured by auditing the procurement activities to ensure they comply with Council's policy and standard operating procedures for procurement, the Office of the Auditor General's 'Good Practice Guide and NZTA's Procurement Policy.

The internal procurement audit for procurement activities for the quarter one and quarter two of 2024/25 reveals:

- Significant improvement to compliance to procurement framework –97 % of the orders audited met all procurement requirements. The remaining was minor non-compliance where the quotations were not attached to the purchase on the system (Authority). The pass rate recorded for the same period last financial year was 59%.
- Top ten suppliers by value – met all the procurement requirements. All the suppliers have valid contracts in place.
- MPDC awarded ten tenders for the reporting period. All tenders were done in compliance to the policy requirements and recorded good response, and price competition. 80% of the tenders awarded were with suppliers within the Waikato region.
- 110 active contracts have been recorded on the contracts register in authority. There has been improvement around contracts administration on Authority.
- Continuous improvement with procurement manual – Executive Team (E-team) approved changes to be implemented to the procurement manual to enhance procurement efficiency. The changes were consulted with All Staff.
- Matamata-Piako District Council (MPDC) joined two shared contracts – second generation Professional Services Panel and All of Government External Services Panel.

**WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

**That:**

- 1. The Committee receives the Procurement Report.**

**Resolution number YV/2025/00011**

**Moved by: Chair J Kana**

**Seconded by: J Aoake**

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.9 Project Management Update - February 2025

CM No.: 2997250

### Te Kaupapa | Purpose

This report aims to update the Committee on Project Reporting Progress, ensuring that project management teams are effectively monitoring costs, activities, timelines, and risks to meet Council objectives. Progress reports enhance transparency, keeping stakeholders and management informed about the project schedule and status, and allowing for necessary adjustments based on resource availability.

### Rāpopotonga Matua | Executive Summary

In 2023, MPDC introduced the Project Management Framework with a transition period until July 1, 2024. The Project Delivery Lead supports this framework by providing standardized templates and tools, collecting data for reporting, and offering guidance. The Monthly Project Progress Report, compiled from individual project managers' reports, is 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.

Recent achievements include improved quality of information in Monthly Progress Reports, positive feedback from a tailored project management training session, and the development of a continuous improvement plan based on an independent review and feedback. Priorities for the next quarter include resuming project auditing, developing a generic list of key project risks, and collaborating with team leaders to clarify requirements for upcoming projects in the 2025/26 fiscal year.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00012

Moved by: Chair J Kana

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.10 Top Risks Deep Dive - Failure of essential services/infrastructure/assets/systems, initially focusing on water/wastewater

CM No.: 2996443

### Te Kaupapa | Purpose

To facilitate a discussion on the top risks deep dive – Failure of essential services / infrastructure / assets / systems in relation to water/wastewater.

### Rāpopotonga Matua | Executive Summary

The deep dive into the Failure of essential services/infrastructure/assets/systems in relation to water/wastewater provides an overview of the risk environment, various risk controls and mitigations. The inherent rating for this risk is extreme and despite various risk controls, the residual rating is very high. The information in this report and attachments provide further detail on the risks, risk controls and improvement actions. This is an opportunity for the committee to consider the current controls and what is an acceptable level of risk.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Information be received.

Resolution number YV/2025/00013

Moved by: Chair J Kana

Seconded by: Cr K Tappin

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Top 10 Deep Dive - Failure of Essential Services / Infrastructure / Assets / Systems (focus on Water and Wastewater)

*Mātua Gary Thompson was not present during the voting of this item.*



8 Ngā Pūrongo Whakamārama | Information Reports

## 8.11 Top Risks Deep Dive - Inadequate response to local level natural disasters, extreme weather events and pandemics

CM No.: 2994313

### Te Kaupapa | Purpose

Council over the last year 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 ten risks. This item explores the risk, inadequate response to local level natural and human induced disasters, extreme weather events and pandemics and outlines the controls we have in place to reduce this risk.

### Rāpopotonga Matua | Executive Summary

Inadequate response to local level natural and human induced disasters, extreme weather events and pandemics has been identified as one of Council's top risks. The inherent risk rating for this risk is extreme and after considering the controls we have in place, the residual rating drops to very 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 dive deep into this risk so they have the assurance that our focus and actions are appropriate for this risk.

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. That the information be received.

Resolution number YV/2025/00014

Moved by: Chair J Kana

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A Top 10 Deep Dive - Inadequate response to local level natural disasters, extreme weather events and pandemics

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.12 Risk and Assurance Work Programme 2025 - Update February

CM No.: 2995263

### Te Kaupapa | Purpose

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

### Rāpopotonga Matua | Executive Summary

Staff have updated the work programme format for the Committee based on feedback from the Risk and Assurance Chair.

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

#### WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2025/00015

Moved by: Chair J Kana

Seconded by: J Aoake

**KUA MANA | CARRIED**

12.37pm

Mātua Gary Thompson performed the closing Karakia. The Chairperson 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 25 FEBRUARY 2025.

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....  
Jaydene Kana