



NOTICE OF A RISK AND ASSURANCE COMMITTEE MEETING

**Opotiki District Council Chambers, 108 St John Street, Opotiki
Monday, 16 December 2024
Commencing at 1.30pm**

ORDER PAPER

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

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PUBLIC EXCLUDED BUSINESS

ITEM 06 CONFIRMATION OF IN-COMMITTEE MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 14 OCTOBER 2024	
ITEM 07 HEALTH, SAFETY, WELLBEING AND HUMAN RESOURCES REPORT	
ITEM 08 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC	

Independent Chairperson: Philip Jones

Members: Councillor Tom Brooks
Councillor Steve Nelson
Councillor Dean Petersen

Ex-Officio: Mayor David Moore

Committee Secretary: Gae Finlay

Quorum: 3

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Councillors are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the Council chamber.

Stace Lewer

CHIEF EXECUTIVE OFFICER

Risk and Assurance Committee

Terms of Reference

Purpose

To oversee the effectiveness of Council's risk management, internal control environment, legal responsibilities, statutory compliance and external auditing processes

The primary areas of responsibility of the Committee are:

- A. Review Council's annual financial statements prior to their approval by Council.
- B. Oversee statutory compliance in terms of financial disclosure.
- C. Monitor corporate risk assessment and internal risk mitigation measures

Responsibilities include providing oversight and recommendation to council on the following:

- Council's risk management framework
- Internal control environment
- Legislative and regulatory compliance
- Internal audit and assurance
- Oversee risk identification on significant projects
- Compliance to Treasury Risk Management Policies.
- Review the effectiveness of Council's external accountability reporting (including non-financial performance).
- Draw to the attention of Council any matters that are appropriate
- Investigate and report on any matters referred to the Committee by the Council including but not limited to:
 - Any significant issues arising from the financial management of Council's affairs
 - Any complaints against elected members or breaches of the Council's code of conduct.
 - Any significant issues arising from Audit New Zealand processed
 - Due diligence on strategic asset acquisition or disposal.
 - Setting up of Council Controlled Organisations
 - Development of a Council risk assessment and mitigation strategies

Delegations and authority

- Make recommendations to Council
- All necessary powers to meet its responsibilities.

- The committee is authorised to investigate any activity referred to it by Council resolution. It is authorised to seek any reasonable information it requires from Council staff.
- The Committee is authorised by the Council to obtain legal or other independent professional advice and to arrange for the attendance at meetings of outside parties with relevant experience and expertise if it considers this necessary.

Membership

Chair: Philip Jones (independent member)

Members: Councillor Steve Nelson
Councillor Dean Petersen
Councillor Tom Brooks
Mayor David Moore Ex Officio

Quorum

Two elected members

Meeting Frequency

- Quarterly
- Extraordinary meetings as required



MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD ON MONDAY, 14 OCTOBER 2024, IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 10.00AM

PRESENT:

Philip Jones (Chairperson)
Councillor Tom Brooks
Mayor David Moore
Councillor Steve Nelson
Councillor Dean Petersen

Deputy Mayor Shona Browne

IN ATTENDANCE:

Stace Lewer (Chief Executive Officer)
Nathan Hughes (Group Manager Service and Delivery)
Antoinette Campbell (Group Manager Strategy and Development)
Rachael Burgess (Group Manager Business Support)
Miles McConway (Group Manager Business Support – Interim)
Billy Kingi (Finance Manager)
Ivan Arnerich (ICT Service Manager)
Mercedes Neems (Executive Support Officer)
Gae Finlay (Executive Assistant and Governance Support Officer)

GUESTS:

David Walker and Warrant Goslett (Audit New Zealand), via Teams

The Chairperson opened the meeting.

APOLOGY

Councillor Brooks tendered his apology from 10.30am.

RESOLVED

(1) That the apology be sustained.

Petersen/HWTM

Carried

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

1. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 8 JULY 2024 **p5**

RESOLVED

- (1) That the minutes of the Risk and Assurance Committee meeting held on 8 July 2024 be confirmed as a true and correct record.**

Brooks/Nelson

Carried

2. RISK AND ASSURANCE ACTION SHEET **p10**

Procurement Policy

In response to a query from the Chairperson regarding the dates being achievable, the Group Manager Business Support – Interim made the following points:

- A thin layer exists at Ōpōtiki District Council between doing Business as Usual and doing extra ordinary things.
- There are risks with IT and the Annual Report
- It is about identifying, prioritising and then reallocating resources if a matter becomes urgent.

The Chairperson then asked what are seen as the critical risks and is Council managing these?

The Group Manager Business Support – Interim responded:

- One of the critical risks is attracting and retaining capable staffing which has always been a challenge for Ōpōtiki.
- Observations over the last two or three years are that Council has a good suite of second tier managers.
- Council has been able to attract others in a learning capacity.
- A lot of money could be spent on back-up services, but sometimes you just have to live with the risk, so long as everyone is aware of what the risk is that you are exposed to.

The Chief Executive Officer concurred with the above comments, adding that Council has been deliberate in terms of visibility of the work in front of it, the resources Council has and what the risk of those decisions are. Council is also bringing structure to the business to make more informed decisions.

Programme Management Review

The Group Manager Service Delivery noted that Line 72 is linked to Line 71. An external programme project management specialist consultant has spoken with the team, learnt how we have done this historically and come up with recommendations on how we can improve. In the interim, the consultant is sitting in on debrief sessions for projects recently completed, and incorporating the lessons learnt into what we do in the future.

RESOLVED

(1) That the Risk and Assurance Action Sheet be received.

Jones/Nelson

Carried

Warren Goslett joined the meeting at 10.10am.

3. COMPLETION OF ANNUAL REPORT

Verbal Update

The Finance Manager advised that it was intended for the Annual Report to be completed, audited and signed off by mid to early December. We are now looking to have the Annual Report completed in December, with the audit completed after December. This is in light of logistical matters that have occurred during this calendar year. It will result in a breach of not having the Annual Report adopted by the end of October.

The Chairperson noted that, technically, the Annual Report did not have to be adopted by 31 October as Council was late adopting its Long Term Plan. If the Annual Report is not adopted by December, there is a breach.

David Walker acknowledged that Council has had a lot of work which has been delayed and there is a lot of work that Council needs to do, and to get that completed this year. Audit did not want to try and put resources into next year.

The Chairperson advised that the majority of the work will be done by December, but not entirely completed and will likely be brought back to Council in February next year.

David Walker stated that it is the intention that Audit would not need a full team of resource to do most of the work required.

The Group Manager Business Support – Interim said the target was to have the draft finalised, audited Annual Report go to the December Risk and Assurance Committee meeting, then to Council early in the New Year.

David Walker said it would be a discussion with Council as to whether Council staff would be able to deliver on that basis.

4. RESOLUTION TO EXCLUDE THE PUBLIC

p11

A replacement Resolution to Exclude the Public was tabled.

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

1. THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

5. Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 8 July 2024.

6. ODC Organisational Risk Register and Refreshed Risk Policy/Framework.

7. IT Security Workplan Update.

2. THAT the following persons be permitted to remain at this meeting after the public has been excluded because of their knowledge of the subject item in relation to the following. This knowledge will be of assistance and is relevant to the matters to be discussed:

Name: David Walker and Warren Goslett (Audit New Zealand).

Item: Extra Item

Business: Presentation of the Report to the Council on the Audit of Ōpōtiki District Council's Long Term Plan Consultation Document.

Reason: To enable a discussion with Audit representatives, and obtain answers to queries, on the Audit of Opotiki District Council's Long Term Plan Consultation Document.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	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
5.	Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 8 July 2024.	That 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 exists.	Section 48(1)(a)
6.	ODC Organisational Risk Register and Refreshed Risk Policy/Framework	That 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 exists.	Section 48(1)(a)
7.	IT Security Workplan Update.	That 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 exists.	Section 48(1)(a)
Extra Item	Report to the Council on the Audit of Ōpōtiki District Council’s Long Term Plan Consultation Document.	That 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 exists.	Section 48(1)(a)

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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

5.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Carry out negotiations Prevent disclosure or use of official information Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
6.	Protect information Prevent disclosure or use of official information	Section 7(2)(b)(i) Section 7(2)(j)
7.	Protect information Prevent disclosure or use of official information	Section 7 (2)(b)(i) & (ii) Section 7(2)(j)
Extra Item	Protect information Prevent disclosure or use of official information	Section 7 (2)(b)(i) & (ii) Section 7(2)(j)

RESOLVED

- (1) That the resolutions made while the public was excluded be confirmed in open meeting.**
- (2) That the public be readmitted to the meeting.**

Nelson/Petersen

Carried

RESOLVED

- (1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 8 July 2024 be confirmed as a true and correct record.**

Brooks/Nelson

Carried

RESOLVED

- (1) That the report titled "ODC Organisational Risk Register and Refreshed Risk Policy/Framework" be received.**
- (2) That the ODC Risk Management Policy and ODC Risk Management Framework be endorsed, as amended, with staff to table at a future full Council meeting for approval.**
- (3) That feedback is provided on the ODC Organisational Risk Register to staff.**

Jones/HWTM

Carried

RESOLVED

- (1) That the report titled "IT Security Workplan Update" be received.**

Jones/HWTM

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.25AM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE RISK AND ASSURANCE COMMITTEE
HELD ON 16 DECEMBER 2024**

**PHILIP JONES
CHAIRPERSON**

Risk and Assurance Action Sheet

Issue	Recommendation	Source	Total Assurance	To be completed by	Assigned To	Status	Next update expected	Priority	Comments	
71	Contract Management Policy and Guidance	Recommend Council develop a contract management policy and guidance, to include procedures and templates for consistency	Audit NZ Management Report	Portfolio/ Programme/ Project Office	30/06/23	Nathan Hughes	In Progress	31/12/24	Medium	<p>A Project and Contract Management Framework has been prepared.</p> <p>Update for 30 June 2024: Additionally, E&S GM is engaging external support to support staff in the development and implementation of procurement processes to help improve the front end stages of project delivery.</p> <p>Update for 14 October 2024: Since June we have worked through the current processes and planning used to deliver capital works in ODC, interviewed key staff involved and investigated possible system improvements. We are currently undertaking a review in detail of the proposed LTP capital projects in the assumption that the LTP will be confirmed by council over the coming month.</p> <p>We have prepared</p> <ul style="list-style-type: none"> a draft Proposed Programme Management & Delivery Improvement Plan along with a program of its implementation. identified current risks around delivery and communication. Received a series of suggestions on how a sustainable reliable delivery framework, suitable for ODC can be developed. <p>Also, "operational" projects will be incorporated into the proposed 2024/25 and future years delivery plan.</p> <p>Over the coming month, we are intend to,</p> <ul style="list-style-type: none"> Undertake a series of value add "mini" workshops with key staff to work through the projects listed in the proposed LTP to give a level of detail required to establish a delivery plan for each project or groups of like projects. Combine this information into an overall ODC Delivery Programme that can be achieved in the remaining months of 2024/25 FY along with the next two years. This should also be expected to provide a basis of future planning and reporting to senior management and Council. Provide guidance on options on resourcing requirements and delivery options. Provide detail on the systems and internal processes needed to provide the step change in delivery required by ODC senior management. <p>Further ahead we would be looking to:</p> <ul style="list-style-type: none"> Confirm resourcing needs vs delivery expectations. Implement a staff knowledge improvement plan where current staff will have the required skill set to support and deliver projects as expected. Receive advice on improved electronic processes to support on-going reliability of project leadership and delivery.
72	Project Management	Recommend a documented approach and methodology, planned approach to undertake post implementation reviews, have independent quality assurance reviews.	Audit NZ Management Report	Portfolio/ Programme/ Project Office	30/06/23	Nathan Hughes	In Progress	31/03/24	Medium	This is included in Refer item 71 - the development of the Project and Contract Management Framework.
74	Asset Management	Develop and implement an asset capitalisation policy that states the minimum amount of assets that will be capitalised as well as guidance for the type of expenditure to be capitalised.	Audit NZ Management Report	Internal Audit		Miles McConway	In Progress	01/12/24	High	Refer to item 110. Is being included in our policy review cycle
75	RRC's	Recommendation that Council improves the controls regarding revenue at the RRC's.	Audit NZ Management Report	Risk Management	01/04/23	Nathan Hughes	In Progress	31/12/24	Medium	<p>Refer agenda report May 2019. A full review has been completed an options recommended. Update: After additional occurrences at the RRC another report has been brought to A&R (9 Sept) and recommendations presented. The recommendation to go cashless at the RRCs has been implemented.</p> <p>Update for 14 October 2024: Council is in the process of adopting the revised payment method for the Opotiki township RRC which will utilize new weighbridge system for determining and collecting fees. There has been a delay to the start of operating the weighbridge due to the POS system delays. However, once operational in October 2024 it is expected management will be empowered with improved insights from data collected through this system which will continue to inform improvements.</p>
80	Contract Management	Implement appropriate processes and procedures for contract management	Audit NZ Management Report	Probity Assurance	30/06/23	Nathan Hughes		31/03/24	Medium	Refer item 71.
85	Financial Strategy in LTP	Recommends Council review financial strategy and consider impacts of proposed debt levels beyond the 10 year period	Audit NZ Management Report	External Audit	30/06/21	Miles McConway	In Progress	01/12/23	Medium	The Financial Strategy for the 2024-34 Long Term Plan has been reviewed by Council and included in the consultation process for the LTP24/34. Current projections show debt will reach capacity at the end of the LTP period after which it is projected to decline. This action can now be closed.
90	Procurement Procedures	Recommends Council revise its procurement policy and/or contracts so that they are consistent on submission deadlines.	NZTA Investment Audit Report	Probity Assurance		Miles McConway	In Progress	01/06/24	Medium	Council have approved the inclusion of procurement oversight and compliance into the terms of reference of the Tenders and Procurement Sub-Committee. This Committee will now have the responsibility of reviewing policy and practices going forward.
92	Procurement Procedures	Suggests expanding policy to include conflict of interest declarations to include staff involved in ongoing management as well as procurement.	NZTA Investment Audit Report	Probity Assurance		Miles McConway	In Progress	01/06/24	Medium	This is now part of the Tenders and Procurement Sub-Committee process.
93	Procurement Procedures	Suggests outdated references in procurement strategy be updated.	NZTA Investment Audit Report	Probity Assurance		Miles McConway	In Progress	01/06/24	Low	The Tenders and Procurement Sub-Committee will now review this.
101	Sensitive Expenditure	Audit recommend that Council ensures that sensitive expenditure policies are complied with, including one up approval for all such expenditure	Audit NZ Management Report	Internal Audit		Miles McConway	In Progress	20/12/24	High	The sensitive expenditure policy has been updated. We are working to ensure effective monitoring of expenditure is in place. This is an on-going process and we continue to work to improve our monitoring controls in this area.
103	Annual Plan Compliance	Audit recommend a review of the Annual Plan for compliance with regulations	Audit NZ Management Report	Legislative Compliance		Miles McConway	In Progress	30/09/24	Medium	The LTP24/34 process has focused on compliance requirements which will flow through to future Annual Plan processes. Compliance requirements continue to grow and change. This action can now be closed.
108	Refuse Recovery Centre	Improve controls around revenue at the RRC's, ensuring all revenue is captured, staff also need to provide detailed explanations for variances	Audit NZ Management Report	Internal Audit	30/06/21	Anthony Kirikiri	In Progress	01/06/23		A change from an older manual till to an android based till system across all 3 RRC's has allowed for an improved catchment & consistency of transactions by only allowing pre determined amounts/prices programmed into the till. Past variances were caused by user error, inconsistent estimation of customer loads and old failing till hardware. The larger variances could be as simple as not inputting a decimal point during a transaction on the older till systems. EFTPOS and the removal of cash has improved these processes
110	Capitalisation policy	Implement an asset capitalisation policy on the minimum value of assets that will be capitalised, with guidance for the type of expenditure to capitalise	Audit NZ Management Report	Portfolio/ Programme/ Project Office	30/06/21	Miles McConway	In Progress	01/06/24	Medium	A policy is in the process of being drafted and will be finalised before year end. This is part of the approval process for the Annual Report.

Date : 10 December 2024
To : Risk and Assurance Committee Meeting, 16 December 2024
From : Finance Manager, Billy Kingi
Subject : **PROGRESS UPDATE ON THE DRAFT 2023-2024 ANNUAL REPORT FOR AUDIT**
File ID : A1276347

EXECUTIVE SUMMARY

- Council is normally required by law to adopt an audited Annual Report within 3 months of the end of the year to which it relates. This was extended to 31 December 2024 where Councils adopted their LTP by 30 September. This report seeks to update the Risk and Assurance Committee on progress of the completion of the Draft Annual Report for audit.

RECOMMENDATIONS

- 1) **That the report titled "Progress update on the Draft 2023-2024 Annual Report for Audit" be received.**

PURPOSE

1. To update the Risk and Assurance Committee on progress of, and to receive, the Draft 2023-2024 Annual Report for audit.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Opōtiki District Council's Long Term Plan 2024-2034:
 - Strong relationships and partners.
 - Investment in our district.
 - Well-being is valued.
 - Our communities are resilient.
 - Growth is sustained over time.

TOTAL ASSURANCE

Ōpōtiki District Council recognises that there are many factors that contribute to assurance. The matters contained in this report relate closely to the following factors of assurance.



Elements of Assurance			
Business Continuity Management	Internal Audit	Quality Assurance/ Quality Standards & Compliance	Portfolio/ Programme/ Project office
Other Independent audit/ review	External Audit	IT Assurance	Investigation
Legislative Compliance	Large Project Assurance	Probiy Assurance	Risk Management

BACKGROUND

3. The completion of the audit of the 2023-2024 Annual Report was originally scheduled for mid-December. Although the audit had commenced during November, it has been put on hold until mid-January, due to our inability to have the whole document ready at the start of the audit.
4. This has been largely due to the impact that the late adoption of the Long Term Plan has had on available resources to progress the Annual Report.

5. Missing the 31 December deadline will result in a breach in legislation (per section 46(2) of Schedule 1AA of the Local Government Act 2002).
6. Currently, sections of the Draft 2023-2024 Annual Report document remain subject to completion and/or final review. Ongoing and concurrent completion and review of those sections and the whole document will progress right up until recommencement of the audit, scheduled for mid-January.
7. Once the audit of the 2023-2024 Annual Report is complete, the final version of the Annual Report (both of the full Annual Report and Summary Annual Report) will be presented to Council for adoption. Subject to there being no further changes moved at that meeting, these documents will form the final reports to be made available for public release.
8. A current draft of the 2023-2024 Annual Report is being circulated separately.

Financial/budget considerations

9. The audit of the Annual Report document is a legal requirement, and has been budgeted for.

Policy and Planning Implications

10. Council is required to adopt the annual report, otherwise it is in breach of Section 98(3) of the Local Government Act 2002.

Impact on mana whenua

11. The recommendation in this report has no specific impact on Mana Whenua.
12. However, the matters included in Draft Annual Report are consistent with enabling Council's obligations under Te Tiriti o Waitangi and the Local Government Act 2002.

Climate impact considerations

13. The recommendation in this report has no specific climate impact.

Risks

14. There are no identified risks associated with the recommendations in this report.

Community wellbeing considerations

15. There are no community wellbeing considerations in receiving a progress update of the completion of the Annual Report.

SIGNIFICANCE AND ENGAGEMENT ASSESSMENT

Assessment of significance

16. On every issue requiring a decision, Council is required to determine how significant a decision is to the community, and what the corresponding level of engagement should be. Council uses the

Significance Flowchart in the Significance and Engagement Policy to determine the level of significance.

17. The level of significance related to the decision of the matter in this report is considered to be **low**. Because the decision is determined to have low significance in accordance with the policy, the corresponding level of engagement required is **inform**.

Assessment of engagement

18. As the level of significance has been determined to be **low**, the level of engagement required is **Inform** according to the Engagement Framework of the Significance and Engagement Policy:

INFORM

To provide balanced and objective information to assist understanding about something that is going to happen.

19. The tools that Council will use for the 'Inform' level of engagement include a report in the public agenda of the Risk and Assurance Committee and may include a combination of public notices in the newspaper and/or on Council's social media.

CONCLUSION

20. This report provides a brief update on progress of the Draft 2023-24 Annual Report for audit.

Billy Kingi

FINANCE MANAGER

RISK AND ASSURANCE REPORT

Date : 16 December 2024
To : Risk and Assurance Committee Meeting, 16 December
From : Miles McConway, Group Manager Business Support – Interim
Subject : **RISK AND ASSURANCE COMMITTEE WORK PROGRAMME 2025**
File ID : A1276488

EXECUTIVE SUMMARY

- A draft work programme for the Risk and Assurance Committee for 2025 is presented for consideration.
- The programme has been drafted taking into account the Committees terms of reference, priorities and availability of resources.
- The programme can be adjusted throughout the year to accommodate emerging issues or changes in priority.
- The programme focuses on known events/issues for the Committee to consider however there will be other matters that will be referred to the Committee throughout the year in line with the Committees terms of reference.

RECOMMENDATIONS

- 1) **That the report titled “Risk and Assurance Committee Work Programme 2025” be received and, subject to any changes, be recommended to Council for adoption.**

PURPOSE

1. To provide a draft work programme for the Risk and Assurance Committee to consider.

STRATEGIC ALIGNMENT

2. The matters detailed in this report relate to the following priorities from Opōtiki District Council’s Long-Term Plan 2024-2034:
 - ☒ Community Priority One: Strong relationships and partners
 - ☒ Community Priority Two: Investment in our district
 - ☒ Community Priority Three: Wellbeing is valued
 - ☒ Community Priority Four: Our communities are resilient
 - ☒ Community Priority Five: Growth is sustained over time

TOTAL ASSURANCE

3. Ōpōtiki District Council recognises that there are many factors that contribute to assurance. The matters contained in this report relate closely to the following factors of assurance.



Elements of Assurance			
Business Continuity Management	Internal Audit	Quality Assurance/ Quality Standards & Compliance	Portfolio/ Programme/ Project office
Other Independent audit/ review	External Audit	IT Assurance	Investigation
Legislative Compliance	Large Project Assurance	Probity Assurance	Risk Management

BACKGROUND

4. The Risk and Assurance Committee sets an annual work programme. This report presents a draft work programme for 2025 for the Committee to consider.

DISCUSSION

5. The attached draft work programme is based on the terms of reference for the Committee, known priorities that are required to be addressed during the year and the availability of staff and financial resources to support the work programme.

6. The internal audit/business improvement subjects will be considered early in the year and staff will bring recommendations to the Committee for consideration.

Financial/budget considerations

7. Budget has been provided for an estimated two internal audit/business improvement reviews. This will depend on the subject matters chosen and the scope applied.
8. Other items in the work programme are part of the business-as-usual requirements of the Council. Additional requests or investigations will need to consider the allocation of additional resources.

Policy and planning implications

9. This work programme aligns with the terms of reference of the Risk and Assurance Committee which establishes the need of Council to monitor risks and provide appropriate assurance to Council.

Impact on mana whenua

10. There is no impact on mana whenua.

Climate impact considerations

11. There are no climate impact considerations.

Risks

12. The purpose of the Risk and Assurance Committee is to identify and recommend to Council appropriate mitigations and or treatments that should be applied to risks the Council faces. These include adverse effects on the community, intergenerational impacts, publicity/public perception, risk of delivery failure, health and safety risks, financial/security of funding risks, political risks, legal risks.
13. Without this work programme the focus on risks would be reduced and the opportunity for adverse outcomes would be heightened.

CONCLUSION

14. The work programme is provided for the Committees consideration and input and then recommending to Council its adoption.
15. The majority of the programme follows business as usual activities as well as funding an internal audit/business improvement programme.

Miles McConway

GROUP MANAGER BUSINESS SUPPORT – INTERIM

Risk and Assurance Committee Work Programme 2025				
Subject	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Review Risk and Assurance Action Sheet	✓	✓	✓	✓
Review the Committees work programme	✓	✓	✓	✓
Identify internal audit/business reviews for the year (2)	✓			
Internal Audits/Business Improvement Reviews (2)		✓		✓
Annual Plan Risk Review	✓			
Receive and review Auditors Annual Plan Management Report (if required)			✓	
Annual Report Risk Review			✓	
Receive and review Auditors Annual Report Management Report				✓
Review Councils Risk Management Framework			✓	
Significant Project reports - as required	✓	✓	✓	✓
Risk Register review and updates		✓		✓
Risk Register top 5 to 10 risks	✓	✓	✓	✓
Insurance Renewal Programme		✓		
Fraud, gift and hospitality register review			✓	
Annual Internal Control Environment Report			✓	
Financial Health Report including Treasury Compliance matters	✓	✓	✓	✓
Health and Safety Officers Report	✓	✓	✓	✓
Legal Risks (as required)	✓	✓	✓	✓
Policy review oversight (see attached policy list)		✓		✓

Purpose of Risk and Assurance Committee

To oversee the effectiveness of Council's risk management, internal control environment, legal responsibilities, statutory compliance and external auditing processes.

The primary areas of responsibility of the Committee are:

- A. Review Council's annual financial statements prior to their approval by Council.
- B. Oversee statutory compliance in terms of financial disclosure.
- C. Monitor corporate risk assessment and internal risk mitigation measures'.

Responsibilities include providing oversight and recommendation to council on the following:

- Council's risk management framework.
- Internal control environment.
- Legislative and regulatory compliance.
- Internal audit and assurance.
- Oversee risk identification on significant projects
- Compliance to Treasury Risk Management Policies.
- Review the effectiveness of Council's external accountability reporting (including non-financial performance.
- Draw to the attention of Council any matters that are appropriate.
- Investigate and report on any matters referred to the Committee by the Council including but not limited to:
 - Any significant issues arising from the financial management of Council's affairs.
 - Any complaints against elected members or breaches of the Council's code of conduct.
 - Any significant issues arising from Audit New Zealand processed.
 - Due diligence on strategic asset acquisition or disposal.
 - Setting up of Council Controlled Organisations.
 - Development of a Council risk assessment and mitigation strategies.

RESOLUTION TO EXCLUDE THE PUBLIC

Date : 10 December 2024
 To : Risk and Assurance Committee Meeting, 16 December 2024
 From : Chief Executive Officer, Stace Lewer

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

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

- 6. Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 14 October 2024.**
- 7. Health, Safety, Wellbeing and Human Resources Report.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	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
6.	Confirmation of In-Committee Minutes – Risk and Assurance Committee meeting 14 October 2024.	That 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 exists.	Section 48(1)(a)
7.	Health, Safety, Wellbeing and Human Resources Report.	That 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 exists.	Section 48(1)(a)

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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

6.	Protect the privacy of natural persons Protect information (commercial sensitivity) Protection from improper pressure or harassment Carry out negotiations Prevent disclosure or use of official information Carry out commercial activities	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii) Section 7(2)(i) Section 7(2)(j) Section 7(2)(h)
7.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)