



# NOTICE OF A RISK AND ASSURANCE COMMITTEE MEETING

**Opotiki District Council Chambers, 108 St John Street, Opotiki  
Monday, 7 September 2020  
Commencing at 10.00am**

## ORDER PAPER

### APOLOGIES

### DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

### PUBLIC FORUM

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ITEM 01 CONFIRMATION OF MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 18 MAY 2020	5
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ITEM 03 DRAFT ANNUAL REPORT	12 and separate document
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### PUBLIC EXCLUDED BUSINESS

ITEM 06 CONFIRMATION OF IN-COMMITTEE MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 18 MAY 2020	
ITEM 07 HEALTH, SAFETY, STAFF RESOURCE AND WELLBEING REPORT	
ITEM 08 INVESTMENT	
ITEM 09 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC	

### STANDING ITEM:

**RISK WORKSHOP –TO BE HELD AT THE CONCLUSION OF THE MEETING**

**Independent Chairperson:** Arihia Tuoro

**Members:** Cr Steve Nelson  
Cr Debi Hocart

**Ex-Officio:** Mayor Lyn Riesterer

**Committee Secretary:** Gae Finlay

**Quorum:** 2

**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.**

**Aileen Lawrie**  
**CHIEF EXECUTIVE OFFICER**

## **RISK AND ASSURANCE COMMITTEE TERMS OF REFERENCE**

1. The Risk and Assurance Committee is a Committee of the Ōpōtiki District Council.
2. **Objective**

The objective of the Committee is to assist the Council in carrying out its duties in regard to financial reporting and legal compliance.
3. **Membership**

Independent Chairperson: Arihia Tuoro

Members: Councillor Nelson, Councillor Hocart

Ex-Officio: Mayor Riesterer
4. **Meetings**
  - 4.1 A quorum is two members.
  - 4.2 The Committee shall meet as needed but in any event, at least annually.
  - 4.3 Notice of meetings shall be in accordance with the requirements set out in the Local Government Act 2002.
5. **Terms of Reference**

*The Risk and Assurance Committee will:*

  1. *Review Council's annual financial statements with Council management and the Auditors prior to their approval by Council.*
  2. *Oversee statutory compliance in terms of financial disclosure.*
  3. *Monitor corporate risk assessment and internal risk mitigation measures and oversee:*
    - *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.*
  4. *Review the effectiveness of Council's external accountability reporting (including non-financial performance).*
  5. *Conduct the process for the Chief Executive's performance, for report to Council.*
  6. *Draw to the attention of Council any matters that are appropriate.*

7. *Investigate and report on any matters referred to the Committee by Council. The circumstances the Council may refer matters to the Risk and Assurance Committee include:*
- a. *Any significant issues arising from the financial management of councils affairs.*
  - b. *Any complaints against elected members or alleged breaches of the Council's Code of Conduct.*
  - c. *Any significant issues arising from Audit New Zealand processes.*
  - d. *Due Diligence on strategic asset acquisition or disposal.*
  - e. *Setting up of Council Controlled Organisations.*
  - f. *Development of a Council risk assessment and mitigation strategies.*

6. **Authority**

- 6.1 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.
- 6.2 The Committee is authorised by the Council to obtain outside 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.



**MINUTES OF AN ŌPŌTIKI DISTRICT COUNCIL RISK AND ASSURANCE COMMITTEE MEETING HELD ON MONDAY, 18 MAY 2020 VIA ZOOM AUDIO VISUAL LINK AT 10.00AM**

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**PRESENT:**

Arihia Tuoro (Chairperson)  
Councillor Debi Hocart  
Councillor Steve Nelson  
Mayor Lyn Riesterer

**IN ATTENDANCE:**

Aileen Lawrie (Chief Executive Officer)  
Bevan Gray (Finance and Corporate Services Group Manager)  
Greg Robertson (Chief Financial Officer)  
Ari Erickson (Engineering and Services Group Manager)  
Gae Finlay (Executive Assistant and Governance Support Officer)

Deputy Mayor Shona Browne  
Councillor Louis Rāpihana  
Councillor David Moore

**GUESTS:**

Maree Proctor and Leon Pieterse (Audit NZ)

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**APOLOGIES**

Nil.

**DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS**

Nil.

**PUBLIC FORUM**

Nil.

**1. MINUTES – RISK AND ASSURANCE COMMITTEE MEETING 2 MARCH 2020**

**p5**

It was noted that in the Terms of Reference in the cover pages of the agenda the Independent Chair of the Committee was noted as Councillor Tuoro. This will be amended to read 'Arihia Tuoro'.

**RESOLVED**

- (1) That the minutes of the Risk and Assurance Committee meeting held on 2 March 2020 be received.**

HWTM/Tuoro

**Carried**

**2. RISK AND ASSURANCE ACTION SHEET**

**p9**

The Finance and Corporate Services Group Manager confirmed that when items are complete, and the Committee is comfortable the process has been completed, then those items drop off. The completed items are hidden, not deleted. Reports can be run on items which have been actioned.

After discussing the items marked as complete on the Action Sheet it was agreed that Item 56 (Risk Register Reporting) will remain on the Action Sheet to keep it live and in front of the Committee at each meeting.

Leon Pieterse (Audit New Zealand) thanked the Committee for allowing himself and Maree Proctor to participate in the meeting.

**RESOLVED**

- (1) That the Risk and Assurance Action Sheet be received.**  
**(2) That the Committee accepts the items which are noted on the Action Sheet as complete are complete, except for Item 56 (Risk Register Reporting) which will be kept live as a work in progress.**

Tuoro/HWTM

**Carried**

*Councillor Hocart joined the meeting at 10.03am.*

**3. GENERAL MANAGERS' UPDATE**

**p10**

**RESOLVED**

- (1) That the report titled "General Managers' Update" be received.**

Hocart/Nelson

**Carried**

**4. KOHA REPORT**

**p13**

**RESOLVED**

- (1) That the report titled "Koha Report" be received.**

Tuoro/Hocart

**Carried**

**5. QUARTERLY REPORT TO 31 MARCH 2020** **p15**

**RESOLVED**

**(1) That the report titled "Quarterly Report to 31 March 2020" be received.**

Nelson/HWTM **Carried**

**6. RISK AND ASSURANCE WORK PLAN** **p27**

**RESOLVED**

**(1) That the report titled "Risk and Assurance Work Plan" be received.**

Tuoro/Hocart **Carried**

**7. NZTA DRAFT INVESTMENT AUDIT REPORT** **p30**

The Chairperson noted that the recommendations from the audit have been added to the Risk and Assurance Action Sheet.

**8. LOCAL GOVERNMENT SECTOR COVID-19 FINANCIAL IMPLICATIONS REPORT** **p40**

**RESOLVED**

**(1) That the report titled "Local Government Sector Covid-19 Financial Implications Report" be received.**

Nelson/HWTM **Carried**

*Leon Pieterse and Maree Proctor left the meeting at 10.59am.*

**9. RATES REMISSIONS AND NON-PAYMENT** **p85**

**RESOLVED**

**(1) That the report titled "Rates Remissions and Non-Payment" be received.**

Hocart/Nelson **Carried**

**10. CROWN INFRASTRUCTURE PARTNERS PROJECTS** **p90**

The Finance and Corporate Services Manager advised that if CIP project applications do not make the first round of funding they are still eligible for further funding rounds.

For any other, smaller shovel ready projects, the advice is to put them through the PGF process.

**RESOLVED**

**(1) That the report titled “Crown Infrastructure Partners Projects” be received.**

Tuoro/Hocart

**Carried**

**11. RECOVERY PROCESS**

**p102**

The Chairperson recommended looking at the links contained in the letter from the Office of the Auditor-General.

*The Chief Financial Officer and Charlotte Jones left the meeting at 11.18am.*

**RESOLUTION TO EXCLUDE THE PUBLIC**

**p104**

**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:**

**13. Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 2 March 2020.**

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:

<b>Item No</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
13.	<b>Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 2 March 2020</b>	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:**



13.	Protect the privacy of natural persons	Section 7(2)(a)
	Protect information (commercial sensitivity)	Section 7(2)(b)(ii)
	Protection from improper pressure or harassment	Section 7(2)(f)(ii)

HWTM/Tuoro

**Carried**

**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.**

Tuoro/Nelson

**Carried**

**RESOLVED**

- (1) That the in-committee minutes of the Risk and Assurance Committee meeting held on 2 March 2020 be confirmed as a true and correct record.**

Hocart/HWTM

**Carried**

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.23AM.**

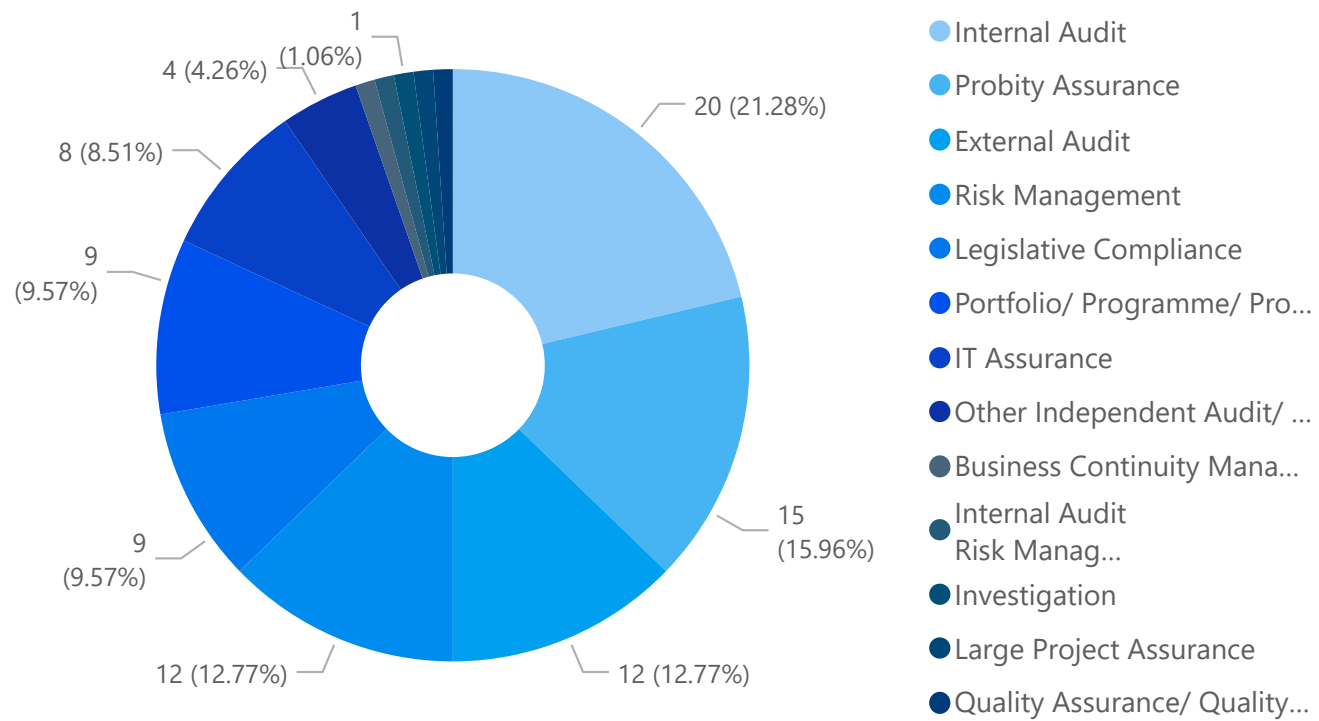
**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A TRUE AND CORRECT RECORD AT A SUBSEQUENT MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD ON 2 SEPTEMBER 2020**

**ARIHIA TUORO  
CHAIRPERSON**

# Risk and Assurance Action Sheet

Issue	Recommendation	Source	Category	Total Assurance	Total Assurance - Secondary	To be completed by	Done	Assigned To	Status	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	Risk Management and the system of internal controls	Portfolio/ Programme/ Project Office	Probity Assurance Risk Management		<input type="checkbox"/>	Ari Erickson	In Progress	Contract management processes are currently being built, upon completion a Policy will be assembled. Processes are at this stage included in at the wider activity management level so that they can properly consider information systems, resources and responsibilities and a strategic approach to procurement. Asset management and procurement strategies are being drafted in parallel. Councils Contract Management was graded as effective in the latest NZTA investment audit report.
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	Risk Management and the system of internal controls	Portfolio/ Programme/ Project Office	Other Independent Audit/ Review - Portfolio/ Programme/ Project Office Quality Assurance/ Quality Standards & Compliance Risk Management		<input type="checkbox"/>	Ari Erickson	In Progress	Included in line with above. Several drafts have been assembled but these need significant refinement to ensure they are streamlined and fit for purpose in the Opotiki Council setting.
73	Asset Management	Monthly reconciliations to be performed between the fixed asset register and the general ledger. These should be independently reviewed.	Audit NZ Management Report	Risk Management and the system of internal controls	Internal Audit	Internal Audit Other Independent Audit/ Review		<input type="checkbox"/>	Ari Erickson	In Progress	There has been a lot of work done as a project to ensure this process is implemented, as well as aiding the organisation to complete their compliance requirements in the most efficient manner. This process is very near to completion. Some obstacles have slowed this process including the loss of our asset engineer whose role was only recently filled again. With another few months of training this process should get underway.
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	Development of LTP, financial prudence, and policies	Internal Audit	Internal Audit		<input type="checkbox"/>	Ari Erickson	In Progress	This is under development as part of the asset management policy. A draft has been completed and requires review.
75	RRC's	Recommendation that Council improves the controls regarding revenue at the RRC's.	Audit NZ Management Report	Risk Management and the system of internal controls	Risk Management	Internal Audit Risk Management		<input type="checkbox"/>	Ari Erickson	In Progress	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.
76	ANZ	Review and report on what would be required to change banks	Council	Internal Audit	Business Continuity Management	Business Continuity Management Risk Management	31/12/20	<input type="checkbox"/>	Bevan Gray	In Progress	TCC have rolled their contract until September outside of the BOPLASS group and contract. BOPLASS will go to market in May/June. BOPLASS to provide an update on this process.
77	IANZ audit update	Once IANZ letter is received an update to be provided back to the Committee	IANZ Audit	Risk Management and the system of internal controls	Other Independent Audit/ Review	Other Independent Audit/ Review Risk Management		<input type="checkbox"/>	Gerard McCormack	In Progress	Verbal update provided 15/10/18 Report to be provided to A&R. Second audit underway week of 29 April.
80	Contract Management	Implement appropriate processes and procedures for contract management	Audit NZ Management Report	Risk Management and the system of internal controls	Probity Assurance	Internal Audit Probity Assurance Risk Management		<input type="checkbox"/>	Ari Erickson		Refer item 21. Reviews to date indicate Council's project manager is following all appropriate standards and legislative guidance.
81	Contact Centre Module	Review processes to ensure that the time recorded in the Contact Centre Module is based on time taken for matter to be resolved	Audit NZ Management Report	Risk Management and the system of internal controls	Quality Assurance/ Quality Standards & Compliance	Quality Assurance/ Quality Standards & Compliance		<input type="checkbox"/>	Ari Erickson	In Progress	This process has been reviewed and will require a fundamental change to maintenance contracts and data collection methods. This has been an Asset Management goal for a number of years but requires various pre-requisite steps be undertaken first. The issue arises where requests for service cannot or practically should not be resolved immediately. An example of this would be footpath repairs which are scheduled within the footpath repair contract which is carried out over the course of several months. The result is effectively a back log of unresolved service requests which would all require manual review and resolution as much as a year later. The interim solution has been for assessing engineers to log requests as resolved when they have confirmed that work has been programmed for completion. Exceptions to this are those requests that relate to critical services monitored by Council KPI's. All of these requests are recorded as resolved upon completion. This action will take some time to implement but is being worked toward and will be included in the IT systems and operation processes within the asset management policy. Update: With the completion of the E&S department structure review, technical positions have been given this responsibility, we need only fill these roles.
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	Development of LTP, financial prudence, and policies	External Audit	External Audit Legislative Compliance Risk Management	30/06/21	<input type="checkbox"/>	Bevan Gray	In Progress	Will be considered through the planning of the next LTP which has started. We have submitted significant funding requests to CIP which will have a big impact in reducing proposed debt levels
86	Demand forecasting	Recommends Council refines its process for demand forecasting.	Audit NZ Management Report	Development of LTP, financial prudence, and policies	External Audit	Internal Audit Risk Management	30/06/21	<input type="checkbox"/>	Bevan Gray	In Progress	Have procured an infometrics report on the impact of Covid, and have engaged Martin Jenkins again to undertake the key assumption forecasting for the LTP. This will also be built into our 30 Year Infrastructure Strategy.
88	Holding accounts/historical payables balance	The District Council seeks to reduce the balances of the liabilities by contacting the parties concerned to arrange a refund of the monies. If this is not possible, we recommended the Council clears these balances.	Audit NZ Management Report	Risk Management and the system of internal controls	Internal Audit	Internal Audit		<input type="checkbox"/>	Gerard McCormack	In Progress	We are making efforts to confirm whether or not these historical balances are valid, and to take appropriate action to clear these balances.
90	Procurement Procedures	Recommends Council revise its procurement policy and/or contracts so that they are consistent on submission deadlines.	NZTA Investment Audit Report	Procurement Procedures - Some improvement needed	Probity Assurance	Probity Assurance		<input type="checkbox"/>	Ari Erickson	In Progress	This is being done already as a part of procurement strategy
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	Procurement Procedures - Some improvement needed	Probity Assurance	Probity Assurance		<input type="checkbox"/>	Ari Erickson	In Progress	This should not be difficult to do at all.
93	Procurement Procedures	Suggests outdated references in procurement strategy be updated.	NZTA Investment Audit Report	Procurement Procedures - Some improvement needed	Probity Assurance	Probity Assurance		<input type="checkbox"/>	Ari Erickson	In Progress	Again this will be done as a part of procurement strategy
94	Investment in Evolution Networks	Chief Executive to report back on where to from here with Evolution Networks investment.	Report to R&A committee	Risk Management and the system of internal controls	Other Independent Audit/ Review	Business Continuity Management Risk Management		<input type="checkbox"/>	Aileen Lawrie	Not Started	Delayed to next meeting due to Covid-19.
95											

# Risk and Assurance Action List - Total Assurance



## Open Action Items

Source	Issue
Audit NZ Management Report	Asset Management
Audit NZ Management Report	Contact Centre Module
Audit NZ Management Report	Contract Management
Audit NZ Management Report	Contract Management Policy and Guidance
Audit NZ Management Report	Demand forecasting
Audit NZ Management Report	Financial Strategy in LTP
Audit NZ Management Report	Holding accounts/historical payables balance
Audit NZ Management Report	Project Management
Audit NZ Management Report	RRC's
Council	ANZ
IANZ Audit	IANZ audit update
NZTA Investment Audit Report	Procurement Procedures
Report to R&A committee	Investment in Evolution Networks

## **REPORT**

Date : 26 August 2020

To : Risk and Assurance Committee Meeting, 7 September 2020

From : Chief Financial Officer, Greg Robertson

Subject : **DRAFT ANNUAL REPORT**

File ID : A211276

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### **EXECUTIVE SUMMARY**

**Every year Council is required to prepare an Annual Report that highlights what Council did with the public money that it collected through rates. Part of the Annual Report process includes an external audit completed by Audit New Zealand.**

**The Committee should have a level of comfort that the Annual Report that is going to Audit New Zealand for review is free from any material misstatements. This report provides a first draft of the financial statements to the committee, and highlights what aspects of the Annual Report project are yet to be completed.**

### **PURPOSE**

To seek approval from the committee that they are comfortable that the Annual Report is on track, and that staff can begin the audit process with Audit New Zealand.



## BACKGROUND

Council is required to prepare an Annual Report within four months of balance date every year, and this Annual Report must be audited externally.

Audit New Zealand are our Office of the Auditor General appointed external auditors for this process.

This report provides the draft Annual Report for the year ended 30 June 2020 to the Committee to seek approval to submit to the auditors.

## DISCUSSION AND OPTIONS SECTIONS

We have had some recent correspondence from Audit New Zealand that the audit timeframes will be pushed out, this is likely a result of Covid and the impact that it has had on the sector.

Audit NZ have indicated that their audit will likely begin on 5 October, a week later than originally planned. This means that this Committee meeting will be a month before we need to provide the Annual Report to the auditors.

Normally we would seek authorisation from the committee to provide the report in its current form to the auditors to commence their final audit on. This year we will not do that, and instead resolve that the

Committee is comfortable that by the time the auditors do arrive, the Annual Report will be in a more complete form for audit.

Circulated as a separate document is the draft Annual Report which we have put together over the last month. We do not really start this project in earnest until all of the July invoices are processed. This is to ensure that there is minimal interruption through changing figures coming from late invoices.

We still have a few things left to do to complete the Annual Report, these are:

- Revaluation of roading assets – we almost had to do this last year as the rates had moved quite a bit since the last revaluation. We definitely needed to do it this year. This process has been held up by Covid, as we went to the valuers in March to start this process, and also through contractors being exceptionally busy at the moment. This project is joint piece of work done between AON and WSP (Opus).
- Reconciliation between the General Ledger and the Asset Management System for the three waters has not been done. This is because the engineering team are extremely busy delivering projects at the moment, so haven't had a chance to dedicate significant office time to maintaining the asset management systems. The finance team will discuss with Audit NZ what the best approach is to manage this.
  - The Annual Report Summary has not been started yet, this usually happens during the course of the on-site audit, and once the full Annual Report document is substantially complete.
  - We are also still awaiting a few of the results for the non-financial performance measures to be completed before we can include in the document. We have the majority loaded into the document, but there are still a few to come from Engineering.
  - We need to review the recent funding and contracts received from government to determine the most appropriate method of revenue recognition. We need to do this on a contract by contract basis to determine if there are any conditions that would treat the grants as revenue received in advance.
  - The Annual Reports from associates and CCO's have not yet been received, these usually come in September as they need to be adopted by 30 September. We need to incorporate their results and non-financial key performance measures in our Annual Report.
  - Progress towards achieving the community outcomes needs to be updated. This usually happens towards the end of the Annual Report process as it takes into account the non-financial performance measures, satisfaction surveys, and service level changes for each activity.
  - Commitments and contingencies – these are also completed towards the end of the compilation process as it involves reviewing all of the current contracts for the subsequent year, and also

updating for any potential contingent assets and liabilities. This week we were notified that the Ministry of Education will cease their weather tightness claim in relation to the schools around the country.

- Messages from the Mayor and CEO, and the project updates also need to be written. This is a result of capacity and time constraints.

### **Risks**

The risks associated with preparing the Annual Report are that there could be material misstatements included in the Annual Report that detract from the actual financial performance and position of the Council.

This risk is mitigated or minimised by having finance staff preparing the Annual Report, and also implementing appropriate processes at the time the organisation creates the transactions, to capture them in the right way.

The Annual Report is also audited by Audit New Zealand, through the audit the staff and auditors will discuss and agree any adjustments to be made to the accounts so that the auditors can be confident enough to provide their opinion.

### **RECOMMENDATIONS:**

- 1. That the report titled "Draft Annual Report" be received.**
- 2. That the Committee is comfortable with the progress made on the Annual Report, and that the additional time provided by the delayed audit will allow staff to prepare a much more complete and comprehensive document for audit.**

Greg Robertson

**CHIEF FINANCIAL OFFICER**

## REPORT

Date : 27 August 2020  
To : Risk and Assurance Committee Meeting, 7 September 2020  
From : Chief Financial Officer, Greg Robertson  
Subject : **KOHA REPORT**  
File ID : A211319

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### **EXECUTIVE SUMMARY**

**The purpose of this report is to provide details of Koha payments made from 12 May 2020 to 27 August 2020.**

### **PURPOSE**

The purpose of this report is to provide details of koha payments made from 12 May 2020 to 27 August 2020.

### **BACKGROUND**

Audit New Zealand considers koha to be sensitive expenditure. To ensure transparency of the size of koha and the occasions for giving koha, the Audit and Risk Committee receives regular reports on koha payments made, disclosing the following information:

- The amount of koha
- The purpose of the payment
- The reason or justification for the amount.



Koha payments made from 12<sup>th</sup> May 2020 to 27<sup>th</sup> August 2020.

\$50 - KOHA-MAYOR AND CEO ATTENDING FUNERAL FOR RUSSELL GEORGE'S WIFE (RUSSEL GEORGE IS THE CEO-KAWERAU DISTRICT COUNCIL)

\$50 - KOHA-HOSTING MAYORS TASKFORCE FOR JOBS TUIA WORKSHOP 24-27 JULY 2020.

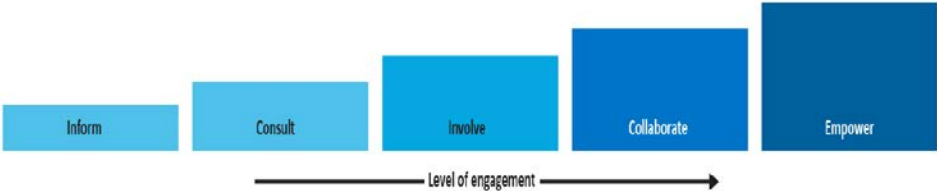
**SIGNIFICANCE ASSESSMENT**

**Assessment of significance**

Under Council’s Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance for receiving the Koha Report is considered to be low as determined by the criteria set out in section 12 of the Significance and Engagement Policy.

**Assessment of engagement requirements**

As the level of significance for receiving the Koha Report is considered to be of low the level of engagement required is determined to be at the level of inform according to Schedule 2 of the Significance and Engagement Policy.



**RECOMMENDATION:**

- 1. That the report titled "Koha Report" be received.

Greg Robertson

**CHIEF FINANCIAL OFFICER**

**REPORT**

Date : 2 September 2020

To : Risk and Assurance Committee Meeting, 7 September 2020

From : Chief Executive Officer, Aileen Lawrie

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

**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 18 May 2020.**
- 7. Health, Safety, Staff Resource and Wellbeing Report.**
- 8. Investment.**

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:

<b>Item No</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>6.</b>	<b>Confirmation of In-Committee Minutes – Risk and Assurance Committee Meeting 18 May 2020</b>	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)
<b>7.</b>	<b>Health, Safety, Staff Resource and Wellbeing Report</b>	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)

8.	<b>Investment</b>	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)
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**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	Section 7(2)(a) Section 7(2)(b)(ii) Section 7(2)(f)(ii)
7.	Protect the privacy of natural persons Protection from improper pressure or harassment	Section 7(2)(a) Section 7(2)(f)(ii)
8.	Protect the privacy of natural persons Protect information (commercial sensitivity)	Section 7(2)(a) Section 7(2)(b)(ii)