

Rangitikei District Council

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Audit/Risk Committee Meeting Order Paper

Monday, 14 August 2017, 2.00 pm

Council Chamber, Rangitikei District Council
46 High Street, Marton

Website: www.rangitikei.govt.nz Email: info@rangitikei.govt.nz

Chair

Mr Craig O'Connell

Membership

Councillors Nigel Belsham, Angus Gordon and Dean McManaway His Worship the Mayor, Andy Watson (ex-officio)

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



Rangitikei District Council

Audit and Risk Committee Meeting Agenda – Monday 14 August 2017 – 2:00 PM

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1 Welcome

2 Council prayer

3 Apologies

4 Members' conflict of interest

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

5 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

6 Confirmation of minutes

The Minutes of the Audit/Risk Committee meeting held on 12 June 2017 are attached.

File ref: 3-CT-17-2

Recommendation

That the Minutes of the Audit/Risk Committee meeting held on 12 June 2017 be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's report

A report will be provided at the meeting.

Recommendation

That the Chair's report to the Audit/Risk Committee meeting held on 14 August 2017 be received.

8 Committee Review

The Chair will comment on the review forms received from members.

9 Work Programme Matrix – Further consideration

A revised matrix is attached, addressing comments made at the last meeting

File: 3-CT-17-5

Recommendation

That the Audit/Risk Committee's proposed work programme [as amended/without amendment] for the 2016-19 triennium be accepted, subject to alignment with the agreed Internal Audit programme.

10 Internal Audit Programme

The programme developed for 2016/17 is attached for discussion. MW LASS has appointed internal audit staff which will be available for Rangitikei

File: 5-EX-2-6

Recommendation

That the internal audit programme for 2017/18 address the following issues:

11 Interim Audit Management report for 2016/2017

File: 5-EX-2-4

The draft interim management report has been received from the Council's Audit Director. It is intended to table this, with the suggested management comments, at the meeting.

12 Risk management framework – considering vulnerability and extrinsic risks

A memorandum is attached.

File: 5-PO-1-3

Recommendation

That the memorandum 'Risk management framework – considering vulnerability and extrinsic risks' be received.

13 Request from Edale Trust Board for Interest-free loan

Council is unable to consider the request for an interest-free loan before receiving audited full-year accounts. Council is aware that Edale is investigating other options.

14 Aftermath of Havelock North drinking water contamination

As a result of the outbreak of gastroenteritis in Havelock North in August 2016, 5,500 of the town's 14,000 residents are estimated to have become ill with campylobacteriosis, and 45 were hospitalised. The contamination was traced to two bores in Brookfield Road, on the outskirts of the town.

In September 2016, the Government established an inquiry into the outbreak. The Inquiry has proceeded in two stages. The Stage 1 report focuses on identifying what happened, what caused the outbreak, and assessing the conduct of those responsible for providing safe drinking water to Havelock North. Stage 2 of the Inquiry will address lessons learned for the future and steps to be implemented to reduce the likelihood of such an outbreak occurring again.

Separate from this, Cabinet has approved a review of three waters services which will focus on financial incentives, asset management practices and compliance and monitoring. The review is to be completed by June 2018.

15 Late items

16 Future items for the agenda

October 2017

Understanding Council's risk appetite – possible framework for exercising discretion (This will progress the discussion at the Committee's June meeting.)

17 Next meeting

Monday 9 October 2017, 2.00 pm

18 Meeting closed

Attachment 1



Rangitikei District Council

Audit and Risk Committee Meeting Minutes – Monday 12 June 2017 – 2:00 pm

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The quorum for the Audit and Risk Committee is 3.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Present: Mr Craig O'Connell (Chair)

His Worship the Mayor, Andy Watson

Cr Nigel Belsham Cr Angus Gordon Cr Dean McManaway

In attendance: Mr Ross McNeil, Chief Executive

Ms Debbie Perera, Audit Director, Audit New Zealand

Mr Michael Hodder, Community & Regulatory Services Group Manager Mr George McIrvine, Finance & Business Support Group Manager

Mr Hamish Waugh, Infrastructure Group Manager Ms Linda Holman, Governance Administrator

Tabled documents: Item 8: Work Programme for the 2016-2019 Triennium

Item 9: Understanding Council's Risk Appetite – notes from Mr McNeil with

schedule 1 and sections 114 and 115 of the Building Act 2004

Item 10: Auditing the 2018-2028 Long Term Plan **Item 13:** Revising the risk management framework

1 Welcome

The meeting opened at 2.00 pm. The Chair welcomed everyone to the meeting.

2 Council prayer

The Chair read the Council prayer.

3 Apologies

Nil.

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda. No conflicts were declared.

5 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, the Committee agreed that an update on Edale be dealt with as a late item at this meeting.

6 Confirmation of minutes

Resolved minute number 17/ARK/008 File Ref 3-CT-17-2

That the Minutes of the Audit/Risk Committee meeting held on 18 May 2017 be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr McManaway. Carried

7 Chair's report

The Chair did not make a report.

8 Work Programme Matrix

Mr Hodder spoke to the tabled d discussion document, explaining the individual sections and drawing a distinction between periodic reports and regular reports.

The Committee requested five refinements for reconsideration at the August meeting:

add targets and timelines;

- note the nature of the decision expected from the Committee (to ensure no crossing boundaries of Council's other committees);
- suggest priorities (Bay of Plenty LASS could be a helpful example of this);
- clarify tools in particular who is briefing the Committee; and
- align with Internal Audit programme.

The Committee also wondered whether shared services with Manawatu District should be included – i.e. it was more important for the Committee to consider Council's performance than to evaluate risks from government policy setting. It was likely that the assessment from the Local Government Excellence Programme would provide additional perspective, but this might not be available by the time of the Committee's next meeting.

Resolved minute number 17/ARK/009 File Ref

That the document "Work Programme for the 2016-2019 Triennium" be received.

Cr Belsham / Cr Gordon. Carried

9 Understanding Council's Risk Appetite – 'Consenting philosophy'

The Chief Executive provided a verbal update and tabled three documents — a commentary together with schedule 1, and sections 114 and 115 of the Building Act 2004. He explained the difference between the Building Consenting Authority (BCA) and the Council in terms of the building consenting process and the Building Code. Mr Mc Neil noted that, as the Chief Executive, he has discretionary powers, but what is missing is a consistent framework within which that discretion can be exercised, similar to the framework around the Resource Management Act. A possible framework will be presented to the next Committee meeting

Resolved minute number 17/ARK/010 File Ref

That the verbal update to the Audit/Risk Committee meeting held on 12 June 2017 on "Understanding Council's risk appetite – 'Consenting philosophy'" be received.

Cr Gordon / Cr Belsham. Carried

10 Overview of intended process for auditing the 2018-28 Long Term Plan (following the office of the Auditor General's methodology)

Ms Perera provided a presentation on the intended process for auditing the 2018-28 Long Term Plan (following the office of the Auditor General's methodology). She noted the two separate audits — on the Consultation Document (the extent to which it met the purpose outlined in the Local Government Act and that it was clear about choices being presented for the community to consider) and on the Long Term Plan proposed for adoption (when the focus of audit was how Council's decisions were reflected in the document).

Resolved minute number 17/ARK/011 File Ref

That the verbal update and presentation to the Audit/Risk Committee meeting held on 12 June 2017 on the intended process for auditing the 2018-28 Long Term Plan (following the office of the Auditor General's methodology) be received.

His Worship the Mayor / Cr Belsham. Carried

11 Audit planning letters for 2016/18

The Committee briefly discussed the methodology of setting audit fees.

Resolved minute number 17/ARK/012 File Ref 5-EX-2-3

That the Audit planning letters for 2016/18 be received.

Cr McManaway / Cr Belsham. Carried

12 Risk management framework for the 2018-28 Long Term Plan

Mr Hodder spoke to the memorandum, highlighting the important points. Mr Hodder also pointed out the fact that it is a *long* term plan - this is what the project team is working to develop.

Resolved minute number 17/ARK/013 File Ref 1-LTP-4-5

That the memorandum 'Risk management framework for the 2018-28 Long Term Plan' be received.

Cr Gordon / Cr Belsham. Carried

13 Proposed revision to risk management framework

Mr Hodder narrated a presentation to the Committee.

The Committee agreed that the framework be expanded to include extrinsic risks and requested modelling a small selection of scenarios using model 3 in the Local Government New Zealand sector discussion paper (November 2016) to understand the value of doing this (and the work involved). The revised framework would come to the August meeting.

Resolved minute number 17/ARK/014 File Ref

That the Committee receive the presentation 'Revising the risk management framework - preparing for a sector-wide approach', and consider a revised framework at its August 2017 meeting.

Chair / Cr Gordon. Carried.

14 Committee review

This item was not presented to the meeting.

15 Late items

His Worship the Mayor updated the Committee on the situation at Edale Rest Home. He still intended asking Council for possible provision for the loan.

16 Future items for the agenda

Interim audit management report for the year ended 30 June 2017 (with draft management comment)

The second interim audit visit is taking place during the week beginning 12 June 2017. The interim management report (which is planned to be with Council by 26 June 2017) will incorporate the findings from both interim audits and from Robin Dearlove's recent Information Systems review.

Request from Edale for an interest-free loan

Havelock North stage one report

17 Next meeting

Monday 14 August 2017, 2.00 pm

18 Meeting closed

4:15 pm

Confirmed/Chair:				
Date:				

Attachment 2

Tonic	What	Why	Who/How	Priority	Committee decision/action
Topic	wnat	Why	Who/How	Priority	Committee decision/action
Annual Audit review	Interim management report	Ensure Council operating procedures and policies are appropriate and managed	Council management and Audit Director	Very high	Review Audit comment and Council response; recommendation to Council
	Final management report	Ensure Council operating procedures and policies are appropriate and managed	Council management and Audit Director	High	Review Audit comment and Council response; recommendation to Council
Other reviews of Council operations		Ensure recommendations are well-founded and there is a robust plan of action	Chief Executive	Medium	As required. Consideration of interest-free loan to Edale has been flagged once relevant information is received.
Natural disaster events	Annual insurance reviews	Ensure accurate, appropriate and cost- effective cover for all built assets	GM Finance & Business Support	Medium	Review periodic updates from GM (Finance and Business Support) Committee has already reviewed whether to continue membership of LAPP.
	Business continuity	Ensure Council can maintain business operations	GM Finance & Business Support	High	Review periodic updates from GM (Finance and Business Support)
	Disaster recovery	Ensure robust processes aligned with MCDEM requirements	Chief Executive	Very high	Review six-monthly updates on development of internal capability and external liaison, periodic MCDEM reviews, and recommend any changes or enhancements
	Areas of unstable ground	Ensure awareness where land and buildings may be at risk		Low	to be determined
Community facilities	Bulls community centre	Ensure robust project management for construction and fit-out	Chief Executive	High	Review and comment on project plan and exception reporting to each meeting
	Marton civic centre	a) Ensure cost-effective option for new Civic Centre design	Chief Executive	High	Review and comment on project plan and exception reporting to each meeting
		b) Ensure robust project management for construction and fit-out	Chief Executive	High	Review project plan and exception reporting to each meeting
	Taihape community facilities (on Memorial Park) and community centre (town hall site)	a) Ensure Memorial Park facility has external funding and community support		High	Review and comment on project plan and exception reporting to each meeting
		b) Ensure cost-effective and community support for new Civic Centre design		High	Review project plan and exception reporting to each meeting
Risk management framework	Alignment with national/sector approach	Ensure framework reflects sector good practice	GM Community & Regulatory Services		Understand and give effect to LGRA expectations in the framework and follow-up actions
	Biennial reviews	Ensure framework reflects changing risk environment	GM Community & Regulatory Services	Very high	Review proposed changes to framework and recommend to Council
	Half-year management actions to reduce risk	Ensure identified risks are being reduced	GM Community & Regulatory Services	High	Review adequacy of management action and recommend any changes to actions at August and February meetings
Ongoing analysis of capital expenditure	Capacity	Ensure that the projected capital work programme is realistic (i.e. affordable and achievable)	GM Finance & Business Support	Very high	Review proposed capital programme at October or December meetings. Recommend changes to Council if warranted.
	Consenting requirements and timelines	Ensure that consenting requirements are reflected in capital programme		High	Examine briefing on consenting requirements at October meetings
	Carry-overs	Ensure that carry-overs are minimised and validated against external factors.	GM Finance & Business Support and GM Infrastructure	Medium	

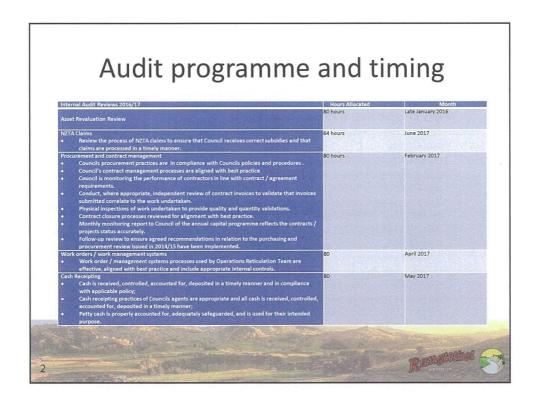
Topic	What	Why	Who/How		Committee decision/action
Water supply	Drinking-water standards compliance	Ensure Council's potable water supplies address changes from Havelock North enquiry and government's timetable for implementing them	I .	Very high	Understand government policy setting; review project plan for giving effect to this and exception reporting to each meeting, and recommend Committee's view to Council.
	Accurate billing for usage	Ensure that all water usage is paid for and that historical rights are correctly applied	GM Finance & Business Support	Medium	Review project plan and exception reporting to each meeting
Alignment with Council strategic	Progress with key priorities (reported	Ensure that the identified key priorities are	Chief Executive	High	Review draft consultation document for 2018-
framework and key priorities	monthly to relevant Council committees)	implemented or modified to give effect to the strategic direction		111511	28 LTP at December 2017 meeting and determine whether risks and uncertainties have been adequately addressed.
Information management	Progress in implementing robust, integrated and accessible electronic corporate records systems	Ensure Council meets Public Records Act and LGOIMA requirements	GM Finance & Business Support	Medium	Review periodic updates on work programme and compliance with LGOIMA. There is currently no compliance reporting undertaken by Archives New Zealand
Infrastructure Shared Services (with Manawatu District Council)	Performance under revised agreement	Ensure Rangitikei is getting value for money and minimises risk of non-compliance in levels of service or funding of infrastructure	Chief Executive	Medium	Consider half-yearly assessments from Chief Executive and determine whether a recommendation to Council is warranted in terms of perceived risks
Appetite for risk around consents	Policy and procedure for exercise of discretion and enforcement of Code requirements	Ensure Council and local building sector are clear on balance between compliance and discretion	Chief Executive	Medium	Consider periodic updates from Chief Executive and determine whether a recommendation to Council is warranted in terms of perceived risks
Infrastructure inspection regimes	Condition reporting reflects age, maintenance and incidents	Ensure that asset condition reporting is comprehensive, is reviewed against inspections, and is reflected in capital/renewal programmes	GM Infrastructure	High	Review draft infrastructure strategy at October 2017 meeting and make recommendation to Council on adequacy of risk assessment

PROPOSED DELETIONS

FENZ funding risk	Costs of levy compared with former rural fire costs	Ensure budget implications in the restructuring of rural fire are clear	Not needed now	Low	Understand likely cost of the levy structure for 2018/19 onwards at October 2017 meeting. Internal Affairs discussion document (13 March 2017) proposed to exempt roads, bridges, tunnels etc. and all water infrastructure (water/wastewater/stormwater reticulation and treatment, reservoirs etc.)
Future structure of local government	Statutory or LGC proposals over delivery of some or all services	Ensure Council understands (and applies) opportunities and risks from government policies	Chief Executive	Medium	Consider periodic updates from Chief Executive and determine whether a recommendation to Council is warranted in terms of perceived risks

Attachment 3





Details

- Asset Revaluation Review
 - Revaluations underway
- > NZTA Claims Year end process
 - Review the process of NZTA claims to ensure that Council receives correct subsidies and that claims are processed in a timely manner.
 - Important to make sure all funds are claimed.



Detail contd

- Procurement and contract management
 - Councils procurement practices are in compliance with Councils policies and procedures.
 - Council's contract management processes are aligned with best practice
 - Council is monitoring the performance of contractors in line with contract / agreement requirements.
 - Conduct, where appropriate, independent review of contract invoices to validate that invoices submitted correlate to the work undertaken.
 - Physical inspections of work undertaken to provide quality and quantity validations.
 - Contract closure processes reviewed for alignment with best practice.
 - Monthly monitoring report to Council of the annual capital programme reflects the contracts / projects status accurately.
 - Follow-up review to ensure agreed recommendations in relation to the purchasing and procurement review issued in 2014/15 have been implemented.

2

Detail

Work orders / work management systems

 Work order / management systems processes used by Operations Reticulation Team are effective, aligned with best practice and include appropriate internal controls.

Cash Receipting

- Cash is received, controlled, accounted for, deposited in a timely manner and in compliance with applicable policy;
- Cash receipting practices of Councils agents are appropriate and all cash is received, controlled, accounted for, deposited in a timely manner;
- Petty cash is properly accounted for, adequately safeguarded, and is used for their intended purpose.

5

Attachment 4



Memorandum

To: Audit/Risk Committee

From: Michael Hodder

Date: 7 August 2017

Subject: Risk management framework – considering vulnerability and extrinsic

risks

File: 5-PO-1-3

At its last meeting the Committee considered a presentation on the critique published in November 2016 by Local Government New Zealand on the management of risk and agreed that:

- the risk management framework be expanded to include extrinsic risks (e.g. hazard impacts on communities, climate change impacts and economic factors)
- a small selection of scenarios using model 3 in the Local Government New Zealand sector discussion papers (November 2016) be examined to understand the value of doing this (and the work involved). Model 3 is attached as <u>Appendix 1</u>

Extrinsic risks

Currently the only extrinsic risks in the framework are in section 8 – Natural resources and hazard. This section (attached as <u>Appendix 2</u>) has been modified to include (as examples) hazard impact n communities, climate change impacts and economic factors. However, the thresholds for this area of risk need to be defined as they have been for intrinsic risks. This may come from the next round of seminars.

There are other extrinsic risks such as resource scarcity and inequality/equity which would be included in a comprehensive framework. In addition, it may be desirable to analyse such risks in greater detail so that there is greater clarity over which should be accepted and which warrant actions to reduce.

Applying Model 3

Model 3 is specifically concerned with the risk of hazard impacting assets. It retains the conventional analysis of raw risk in terms of likelihood and consequence but adds vulnerability to each. Vulnerability analysis aims at analysing how serious and extensive an incident affects a set of assets and a defined community.

What will require refinement is the objective tests of vulnerability, for both assets and the community (as has been done for likelihood and consequence) but for the purposes of this scenario, a four point scale is used – 4 (critical), 3 (high), 2 (moderate) and 1 (low). The key

elements of this are resilience and adaptability. The essence of vulnerability is how the asset/community manages, resists and recovers from a defined set of incidents – sometimes described as shock absorbers (alternatives) and stamina (dependency).

Attached as <u>Appendix 3</u> is an extract from section 4 of the current framework – Built assets. A column has been added for vulnerability – VA for assets and VC for community. These are multiplied to get a vulnerability score. Where this is greater than the numerical score in the raw risk matrix (<u>Appendix 4</u>), consideration could be given to seeing the raw risk assessed higher (and conversely where the score is lower). This may flow on to the present risk (i.e. taking into account present systems and processes). Of course, these scores are arbitrary, but they represent a rough qualitative assessment: the exercise does show potential for gaining a deeper understanding of risk than likelihood and consequence alone.

Although the focus in this analysis is on assets, it looks feasible to substitute organisation or projects and use the same approach.

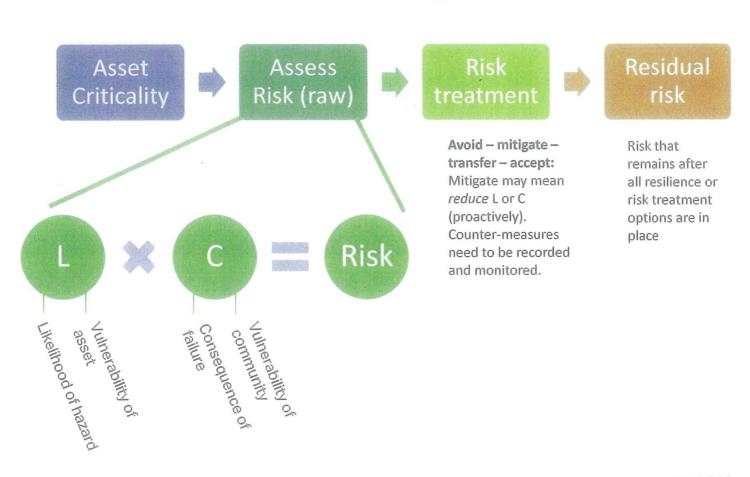
Recommendations

That the memorandum 'Risk management framework – considering vulnerability and extrinsic risks' be received.

Michael Hodder Community & Regulatory Services Group Manager

Appendix 1

Model 3: Risk of hazard impacting assets -



AECOM

Appendix 2

EXTRACT

Risks to Rangitikei District Council: revised framework accepted by Audit/Risk Committee, 7 December 2015

Consequence and likelihood

	Consequence and likelihood									
		Vulnerability	RAW RISK	PRESENT RISK	EFFECTIVE-NESS	PRESENT SYSTEMS AND PROCESSES	Accept risk	Comment/ proposed action		
Built asset	S							-		
4.1	Inability to provide services to stakeholders following damage to assets					Relationship with suppliers [for availability of parts; work to uniformity] and neighbouring councils. Dependent on continuity of IT systems (see 2.6)				
	a. Storms and floods	VA(3)x VC(1)=3	D4 =5 (so reduce?)	C3	4	Experience in the 2004, 2006, 2010 and 2015 storm and flood emergencies showed the Council was able to continue business. Some redundancies in infrastructure. A component of asset management plans	yes			

	b. Earthquakes	VA(4)xVC(4)=16	D8 = 6 (so increase?)	D8	0	Resilience after a destructive earthquake has not been specifically considered or tested. See 2.6 above.	yes
4.2	Adverse impact from failure to assess risks to assets:	VA(2)xVC(1)=2	D7 =6 (so reduce?)	D4	4	Expertise from Shared Services with Manawatu on Assets staff, and improving Asset Management Plans (and monitoring of these); arrangements with neighbouring authorities to cover prolonged staff absence (and also local contractors with Utilities).	yes
4.3	Poor asset design/maintenance resulting in potential safety and/or environmental issues					Expertise from Shared Services with Manawatu on Assets staff, and improving Asset Management Plans (and monitoring of these)	
	a. Water	VA(2)xVC(3)=6	D5 =5 (so increase?)	D5	5	Close liaison with Horizons in planning upgrades	yes

	b. Waste-water	VA(3)xVC(4)=8	D7 =6 (so increase?)	D5	5	Close liaison with Horizons in planning upgrades	yes
	c. Buildings	VA(1)xVC(2)=2	D7 =6 (so reduce?)	D5	4	Health and safety audits	yes
	d. Recreational facilities	VA(1)xVC(1)=1	D3 =5 (so reduce?)	D3	3	Poolsafe accreditation	yes
4.4	Poor management of assets	VA(3)xVC(2)=6	E2 =6 (so unchanged?)	СЗ	4	Periodically updated Asset Management Plans and their interaction with the Long Term Plan and Annual Plan processes	yes

Appendix 3

EXTRACT

Risks to Rangitikei District Council: revised framework accepted by Audit/Risk Committee, 7 December 2015

	Consequence and likelihood								
		RAW RISK	PRESENT RISK	EFFECTIVE- NESS	PRESENT SYSTEMS AND PROCESSES	Accept risk	Comment/pr oposed actions		
8. Extrinsic risks									
8 1	rd impacts on munities	E5	D7	2	Communities have access to assessed hazards through the District Plan and information about being prepared for isolation. However, there are limits when major disasters and infrastructure failure occur.	no			
8.2 Clima impad	ate change cts	D4	B4	1	Communities have access to assessed hazards through the District Plan and information about being prepared for isolation. However, there are limits when major disasters and infrastructure failure occur	Yes (needs national guidance)			

8.3	Economic factors	E2	D4	3	Council is a participant in Accelerate 25, to invigorate the regional economy. It regularly advocates the advantages if living and doing business in the District. The rising costs of 3 waters infrastructure and earthquake-prone buildings require central government funding support which has yet to be secured.		
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