

11 December 2017

Ross McNeil
Chief Executive
Rangitikei District Council
Private Bag 1102
Marton 4741

Dear Ross

Self-Assessment: 2018 Long-Term Plan

Purpose of the self-assessment

As part of our audit of your consultation document and Long-Term Plan (LTP) and to help us to understand your LTP development systems and key risks and matters that impact on our audit planning, we are asking you to complete the attached self-assessment.

The self-assessment is an efficient way to confirm the approach you intend to use to prepare your consultation document and LTP.

It is hoped that completing this self-assessment will also assist you to identify opportunities for improvement in your own processes.

This self-assessment asks questions about the changes you have made to prior systems and processes for developing your LTP. There is no need to explain in detail systems and processes that have been examined by us in prior years.

How will the self-assessment be used?

We will review and discuss your self-assessment answers with you to help decide whether there are any particular areas of risk that require further consideration. The information obtained will assist us to prepare our audit plan and will assist us in updating our understanding of your control environment for preparing the consultation document and LTP. It also assists our understanding of the systems and processes you have in place to support the Rangitikei District Council in working within the provisions of the Local Government Act 2002 (the Act).

Process of preparation

We ask you to involve whoever you think appropriate in preparing your self-assessment response. In most cases, it is unlikely that one member of staff will be a position to respond to all the questions. We also ask you to consider the involvement you may need from elected members in preparing your response.

We ask that one person be responsible for co-ordinating the response, and that you as the Chief Executive along with the Chair of a relevant Council Committee (such as the LTP co-ordinating Committee, the Audit Committee or the Finance and Planning Committee) review it before it is sent back to us.

When completing the self-assessment, we would appreciate it if you would attach a copy of any documents (that have not been previously provided to us) you refer to in completing the self-assessment to enable us to understand the relevance/importance of the document.

We have formatted the self-assessment questions into core areas of questions. This may result in each area appearing to suggest a stand-alone process. We understand that there is an existing body of knowledge, within which each step or part of preparing the consultation document and LTP occurs as part of a much wider and iterative process. However, our intention in formatting the questions in this way is to be clear about the focus of our interest.

We do not intend the completion of the self-assessment to be a time-consuming task.

What happens next?

Please return the completed self-assessment to us by mid-January 2018 and we will arrange a time to come and meet with you and your team to go over the self-assessment. By this time we expect that the Rangitikei District Council's planning processes should be well advanced.

If you have any questions please contact me. Likewise, if there is any significant change through the process of preparing your consultation document and LTP subsequent to your completion of your self-assessment which would have impacted on your response to any of the self-assessment questions, please advise me.

We will use the information in the self-assessment to assist in planning our audit of your consultation document and LTP.

We thank you for your time and work on this part of the audit process.

Yours sincerely



Debbie Perera
Director