

I hereby give notice that an extraordinary meeting of the Grey District Council will be held:

Date: Wednesday 14 April 2021
Time: 4:30 pm
Venue: Council Chambers, 105 Tainui Street, GREYMOUTH

Paul Morris
Chief Executive

FULL COUNCIL AGENDA

Members:

Mayor: Her Worship the Mayor Tania Gibson
Deputy Mayor: Councillor Allan Gibson
Members: Councillor Anton Becker
Councillor Rosemary Green
Councillor Peter Haddock
Councillor Murray Hay
Councillor Rex MacDonald
Councillor Patrick McBride
Councillor Timothy Mora
Kaiwhakahaere Francois Tumahai

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The information in this document is provided to facilitate good competent decisions by Council and does in no way reflect the views of Council. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

EXTRAORDINARY MEETING OF THE GREY DISTRICT COUNCIL

to be held in the Council Chambers, Grey District Council, 105 Tainui Street, Greymouth on Wednesday 14 April 2021 commencing at 4:30 pm

A G E N D A

COUNCIL IN OPEN MEETING

GENERAL BUSINESS AND TABLED ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Council members are reminded that if he/she has a direct or indirect interest in any item on the agenda be it pecuniary or on grounds of bias and predetermination, then he/she must declare this interest and refrain from discussing or voting on this item.

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[1] Apologies and Declarations of Interests

1 APOLOGIES

2 UPDATES TO THE INTERESTS REGISTER

- 2.1 Elected members to please advise if there are any changes to be made to the current Interests Register.

3 IDENTIFY ANY CONFLICTS OF INTEREST IN THE AGENDA

- 3.1 Notwithstanding that an elected member may declare an interest at any later stage in this Agenda (prior to taking part in the deliberation of a particular item) those items where an interest will be declared may wish to be disclosed now.

[2] Agenda reports

2.1 LONG TERM PLAN SUPPORTING DOCUMENTS PART II

Report To: Council
Meeting Date: 14 April 2021
Report Author: Community Development Manager
Executive Sponsor: Chief Executive
Reference: Long Term Plan 2021-2031

1 REPORT PURPOSE

- 1.1 To seek that Council adopt a number of supporting documents to the 2021-2031 Long Term Plan.

2 EXECUTIVE SUMMARY

- 2.1 The Local Government Act sets out a prescribed process for Councils in developing their Long Term Plans. One of the required steps is that Council adopt relevant supporting information prior to notifying its Consultation Document for public submissions. The Council is asked to adopt a number of plans and strategies which underpin the Consultation Document as part of its Long Term Plan process.

3 SUGGESTED RECOMMENDATION FOR HER WORSHIP THE MAYOR

That -

1. The report "Long Term Plan Supporting Documents Part II" from the Community Development Manager be received; and
2. Council adopt the following supporting documents as attached to the agenda report, subject to audit changes:
 - a. Draft Infrastructure Strategy;
 - b. Draft Financial Strategy;
 - c. Draft Grey District Council 2021-2031 Long Term Plan.; and
 - d. Treasury Management Policies contained with the Draft Long Term Plan.
3. Council agrees to the Chief Executive approving any further minor editorial amendments to these documents prior to them being published and made available for public consultation.

4 BACKGROUND

Financial and Infrastructure Strategies

- 4.1 The Financial Strategy and the Infrastructure Strategy are mandatory documents under sections 101A and 101B of the LGA.

Process Requirements

- 4.2 Section 93G of the LGA requires that this supporting information is adopted prior to the adoption of the consultation document, as follows:

93G Information to be adopted by local authority in relation to long-term plan and consultation document

Before adopting a consultation document under section 93A, the local authority must prepare and adopt the information that—

(a) is relied on by the content of the consultation document adopted under section 93A; and

(b) is necessary to enable the Auditor-General to give the reports required by sections 93C(4) and 93D(4); and

(c) provides the basis for the preparation or amendment of the long-term plan.

- 4.3 Council is therefore asked to adopt these documents at the meeting. The Draft Financial Strategy and Draft Infrastructure Strategy are subject to audit as part of the LTP process, by Audit NZ.

5 OPTIONS

- 5.1 (a) **Option 1:** that the Council adopt the supporting information as attached, subject to any required changes from the audit process.
- (b) **Option 2:** that the Council make amendments to the supporting information and adopt the documents as amended.

Consideration of Options

- 5.2 The Council has held a number of workshops and meetings on the LTP, including consideration of budgets, priorities, and key issues. The Infrastructure and Financial Strategies reflect the outcomes of those workshops and meetings.
- 5.3 The audit engagement letter was approved on 28 January 2021 for the formal audit of the consultation document and LTP. That letter contains timeframes within which the audit process must occur. If the supporting documents were not to be adopted at this meeting or significant changes were proposed, then audit timeframes may not be met.
- 5.4 As the audit process is worked through, minor changes may be made to the documents for consistency and clarity, if flagged by Audit staff. Council staff may make these changes to the documents. Significant or material changes will not be made to the documents following Council adoption at this meeting.

- 5.5 The LGA requires that the Council adopt supporting information prior to adopting the Consultation Document. The Council will adopt the Consultation Document later at this meeting. It is therefore necessary to consider the adoption of these documents now.
- 5.6 For the reasons outlined above, Option 1 is recommended.

6 COMMUNITY WELLBEINGS & OUTCOMES

- 6.1 Under the LGA, community outcomes are defined as the outcomes that a local authority aims to achieve in order to promote the social, economic, environmental, and cultural well-being of its district, in the present and for the future. The Council's Community Outcomes are as follows:

ECONOMIC:	SOCIAL:	CULTURAL:	ENVIRONMENTAL:
Strong	Safe	Proud	Bold
Diverse	Inclusive	Unique	Practical
Sustainable	Connected	Inter-connected	Resilient
Prosperous	Enabled	Vibrant	Strategic

- 6.2 These underpin all of our functions and activities. In terms of the Long Term Plan process, each of the supporting documents identify how the community outcomes are to be achieved.

7 NEXT STEPS

- 7.1 Once adopted, these documents will form part of the information made publicly available when the Consultation Document is notified for public submissions.

8 FIT WITH PURPOSE OF LOCAL GOVERNMENT STATEMENT.

8.1 Section 10 of the LGA provides as follows:

The purpose of local government is—

(a) to enable democratic local decision-making and action by, and on behalf of, communities; and

(b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

8.2 These supporting documents will form part of a significant public consultation around the Council's long term planning. They provide detailed information on Council's proposals which will enable and enhance community engagement on the Council's plans for the next ten years. Adoption of the documents as part of public consultation is therefore consistent with the purpose of local government.

9 MĀORI IMPACT STATEMENT

9.1 The Iwi Representative for Council has been available for workshops and meetings that have contained information on the Long Term Plan. There have been no significant issues raised by the Iwi Representative regarding any contents of these. Council is satisfied through this process that there are no issues and the contents of these documents do not detract from any signed agreements with Iwi.

10 FINANCIAL OR BUDGETARY CONSIDERATIONS

10.1 The LTP process is provided for within existing budgets.

11 POLICY AND LEGISLATIVE IMPLICATIONS

11.1 The LGA states that the Council must adopt the supporting information prior to adopting the Consultation Document.

11.2 There is no applicable Council policy on this matter. It is a statutory process only.

12 STRATEGIC FIT

12.1 This paper provides an important step in the mandated process of developing the Long Term Plan.

13 RISKS AND OPPORTUNITIES

13.1 The adoption of these documents is required by statute.

14 SIGNIFICANCE AND ENGAGEMENT

- 14.1 In accordance with Council's Significance and Engagement Policy, these matters have been assessed as significant because the decisions relate to supporting information for the Consultation Document and the Long Term Plan 2021-2031. The information adopted will form part of the supporting information to the Consultation Document which will undergo public consultation in April/May 2021.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	High	These documents form part of the Council's long term planning and they underpin the LTP. This will be widely consulted on using the Special Consultative Procedure specified in the LGA.
Is there a significant impact arising from duration of the effects from the decision?	High	Refer above.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	High	Council's infrastructure assets are strategic assets.
Does the decision create a substantial change in the level of service provided by Council?	Low	The decision to adopt the documents as part of a significant consultation process is a statutory requirement and does not itself alter levels of service.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	High	Refer paragraph one above.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	Low	No.
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	Low	No.
Does the proposal or decision involve Council exiting from or entering into a group of activities?	Low	No.

15 ENGAGEMENT - EXTERNAL

15.1 The supporting documents attached underpin the Long Term Plan's Consultation Document, which will undergo extensive public consultation as required under the LGA.

16 ENGAGEMENT - INTERNAL

16.1 Each of the supporting documents have been reviewed internally across relevant staff and the management team.

17 OTHER CONSIDERATIONS

17.1 N/A.

18 CONCLUSION

18.1 Council is asked to adopt the Draft Financial and Infrastructure Strategies, Draft Long Term Plan 2021-2031 and Treasury Management Policies as contained within the Draft Long Term Plan as supporting documents to the LTP. This will then enable the next steps in the LTP process to be undertaken.

19 ATTACHMENTS - PROVIDED SEPARATE FROM THIS AGENDA

19.1 Draft Financial Strategy

19.2 Draft Infrastructure Strategy 2021-2051

19.3 Draft Grey District Council 2021-2031 Long Term Plan (includes the Treasury Management Policies)

2.2 CONSULTATION DOCUMENT – 2021-2031 LONG TERM PLAN

Report To:	Council
Meeting Date:	14 April 2021
Report Author:	Community Development Manager
Executive Sponsor:	Chief Executive
Reference:	Long Term Plan 2021-2031

1 REPORT PURPOSE

- 1.1 Adoption of the Draft 2021-2031 Long Term Plan (LTP) Consultation Document for public consultation pursuant to sections 83 and 93 of the Local Government Act (LGA).

2 EXECUTIVE SUMMARY

- 2.1 The LGA sets out a prescribed process for Councils in developing their Long Term Plans. Council is required to approve and adopt a final LTP before 30 June 2021 – the Consultation Document is used as the tool for receiving community input on the key issues/major matters.

3 SUGGESTED RECOMMENDATION FOR HER WORSHIP THE MAYOR

That -

1. The report “Consultation Document – 2021-2031 Long Term Plan” from the Community Development Manager be received; and
2. Council receives the Audit opinion from Audit New Zealand on the Consultation Document that is to be included within the Consultation Document;
3. Council adopts the following consultation documents and supporting information as attached to the agenda report:
 - a. Draft Consultation Document as the statement of proposal for public participation in decisions on the content of the Draft Long Term Plan;
 - b. Draft Revenue & Financing Policy contained within the Draft Long Term Plan for public submissions;
4. Council approves the list of proposed fees and charges contained within the Draft Long Term Plan; and
5. Council approves the consultation period that runs from Thursday 15 April 2021 to 5pm on Monday 17 May 2021.
6. Council agrees to the Mayor and the Chief Executive approving any further minor editorial amendments to these documents prior to them being published and made available for public consultation.

4 BACKGROUND

- 4.1 The draft Consultation Document (CD) is included under separate cover.
- 4.2 The information has been audited by Audit New Zealand and the Audit Report is to be included in the Consultation Document (Audit Report to be tabled at the meeting).
- 4.3 Council has, for a number of months now, been working on the development of its 2021 – 2031 Long Term Plan (LTP). Since 2015, the Consultation Document is now the only legal basis for consultation on the LTP. Local authorities cannot use the 'full LTP' during consultation.
- 4.4 The required content of a CD includes:
 1. Key issues (as determined with reference to the Significance and Engagement Policy and which other issues are important to the community).
 2. Key matters from the Financial Strategy and Infrastructure Strategy.
 3. Any proposals for significant changes to the funding system, including changes to rating system (note not applicable for Grey District Council for the 2021-2031 LTP).
 4. The impact of the proposals in the LTP on rates and debt (shown using graphs or charts).
 5. The impact of the proposals in the LTP on levels of service (using graphs or charts if practicable).
 6. Information describing the impacts of the rating proposals across different categories of rating unit, with different property values.
 7. A report from the auditor.
- 4.5 Council is required to approve and adopt a final LTP before 30 June 2021 and hence the CD is used as the tool for receiving community input on the key issues/major matters.
- 4.6 Council can approve a draft LTP as it is the basis of the underlying information that feeds into the CD. Council has taken this approach and as part of this meeting and the meeting on 29 March 2021, adopted supporting information for the Consultation Document, namely draft 2021-2031 Long Term Plan, Activity Management Plans, Financial Strategy, Infrastructure Strategy and Revenue & Financing Policy.
- 4.7 The Consultation Document is based on the Draft LTP and all of the asset and activity management plans (AMPS) for Council's activities. Council has made some assumptions about the future, which are detailed within the Draft LTP and in the AMPS. Significant assumptions are summarised in the Consultation Document. The Draft Plan contains the full Financial Strategy and Infrastructure Strategy, which are summarised in the Consultation Document. All other policies required by legislation form part of the Draft Plan.
- 4.8 Also note the first year of the ten year plan serves as the 2021/2022 Annual Plan.
- 4.9 Council is therefore required to approve and adopt the Grey District Council 2021-2031 Long Term Plan Consultation Document.
- 4.10 Council is also requested to approve the Draft Revenue & Financing Policy contained with the Draft LTP for public submissions.

Fees and charges:

- 4.11 The Draft LTP includes all of the proposed fees and charges for the 2021/2022 year for the main chargeable items/services.

Consultation process:

- 4.12 Consultation will be undertaken per the statutory requirements (refer to timeline outlined below). The CD will be made publicly available by:
- Electronic publishing on the website
 - Distribution to local media
 - Drop in information sessions
- 4.13 Public notices and adverts will also be placed alerting the public to the CD and associated consultation process.
- 4.14 As per previous years, Council will be accepting written submissions on the CD, either via mail or electronically.

LTP TIMETABLE	
<i>Friday 9 April 2021</i>	<i>Agenda released for Council meeting to adopt Consultation Document</i>
Wednesday 14 April 2021	Council meeting to consider adoption of Consultation Document
Thursday 15 April 2021	Submissions open
Monday 17 May 2021	Submissions close
Wednesday 2 June 2021	Council meeting to hear submissions received
Thursday 3 June 2021	Council meeting to consider submissions received and make decisions
Wednesday 30 June 2021	Council adopt final LTP

5 OPTIONS

- 5.1 (a) **Option 1:** that Council adopt the Consultation Document.
- (b) **Option 2:** that Council specify any amendments to the Consultation Document, noting that any significant changes will require new Audit approval.

Consideration of Options:

- 5.2 Council has held a number of workshops and meetings on the LTP, including consideration of budgets, priorities and key issues.
- 5.3 The audit engagement letter was approved on 28 January 2021 for the formal audit of the consultation document and LTP. That letter contains timeframes within which the audit process must occur. If the Consultation Document was not to be adopted at this meeting or significant changes were proposed, then audit timeframes may not be met.
- 5.4 The LGA requires that Council publicly consult before adopting the Long Term Plan. It is respectfully suggested that the Consultation Document complies with statutory requirements and associated processes have been followed in line with the legislative provisions.
- 5.5 For the reasons outlined above, Option 1 is recommended.

6 COMMUNITY WELLBEINGS & OUTCOMES

6.1 Under the LGA, community outcomes are defined as the outcomes that a local authority aims to achieve in order to promote the social, economic, environmental, and cultural well-being of its district, in the present and for the future. The Council's Community Outcomes are as follows:

ECONOMIC:	SOCIAL:	CULTURAL:	ENVIRONMENTAL:
Strong	Safe	Proud	Bold
Diverse	Inclusive	Unique	Practical
Sustainable	Connected	Inter-connected	Resilient
Prosperous	Enabled	Vibrant	Strategic

6.2 These underpin all of our functions and activities. In terms of the LTP process, each of the supporting documents identify how the community outcomes are to be achieved.

7 NEXT STEPS

7.1 Once adopted, the Consultation Document forms the basis for public consultation.

8 FIT WITH PURPOSE OF LOCAL GOVERNMENT STATEMENT

8.1 Section 10 of the LGA provides as follows:

The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

8.2 Adoption of the Consultation Document as the basis for public submissions is consistent with the purpose of Local Government.

9 MĀORI IMPACT STATEMENT

9.1 The Iwi Representative for Council has been available for workshops and meetings that have contained information on the LTP. There have been no significant issues raised by the Iwi Representative regarding any contents of these. Council is satisfied through this process that there are no issues and the contents of these documents do not detract from any signed agreements with Iwi.

10 FINANCIAL OR BUDGETARY CONSIDERATIONS

10.1 The LTP process is provided for within existing budgets.

11 POLICY AND LEGISLATIVE IMPLICATIONS

11.1 The LGA states that Council must adopt and publicly consult on the Consultation Document before adopting the final LTP.

11.2 There is no applicable Council policy on this matter. It is a statutory process only.

12 STRATEGIC FIT

12.1 This paper provides an important step in the mandated process of developing the LTP.

13 RISKS AND OPPORTUNITIES

13.1 The adoption of the Consultation Document is required by statute.

14 SIGNIFICANCE AND ENGAGEMENT

14.1 In accordance with Council's Significance and Engagement Policy, these matters have been assessed as significant because the decisions relate to supporting information for the Consultation Document and the Long Term Plan 2021-2031. The information adopted will form part of the supporting information to the Consultation Document which will undergo public consultation in April/May 2021.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	High	These documents form part of the Council's long-term planning and they underpin the LTP. This will be widely consulted on using the Special Consultative Procedure specified in the LGA.
Is there a significant impact arising from duration of the effects from the decision?	High	Refer above.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	High	Council's infrastructure assets are strategic assets.
Does the decision create a substantial change in the level of service provided by Council?	Low	The decision to adopt the documents as part of a significant consultation process is a statutory requirement and does not itself alter levels of service.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	High	Refer paragraph one above.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	Low	No.
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	Low	No.
Does the proposal or decision involve Council exiting from or entering into a group of activities?	Low	No.

15 ENGAGEMENT - EXTERNAL

15.1 The Consultation Document will undergo extensive public consultation as required under the LGA.

16 ENGAGEMENT - INTERNAL

16.1 The Consultation Document has been reviewed internally across relevant staff and the management team.

17 OTHER CONSIDERATIONS

17.1 N/A.

18 CONCLUSION

18.1 Council is asked to adopt the Draft Consultation Document. This will then enable the next steps in the LTP process to be undertaken.

19 ATTACHMENTS - PROVIDED SEPARATE FROM THIS AGENDA

19.1 Draft Consultation Document

19.2 Draft Revenue & Financing Policy

2.3 ADOPTION OF RISK AND ASSURANCE COMMITTEE TERMS OF REFERENCE

Report To:	Council
Meeting Date:	14 April 2021
Report Author:	Chief Executive
Executive Sponsor:	Chief Executive
Reference:	C/3

1 REPORT PURPOSE

- 1.1 The purpose of the report is for Council to discuss and adopt if appropriate the Terms of Reference for a Committee of Council that gives effect the establishment of a Risk and Assurance Committee.

2 EXECUTIVE SUMMARY

- 2.1 Council at its inaugural meeting of 31 October 2019 resolved to establish a Committee of Council mandated to deal with matters associated with Risk and Assurance.
- 2.2 The Council has also indicated that the Chair of the Committee is not a sitting elected member.
- 2.3 Council has approached Mr Rob Caldwell to Chair the Committee. Mr Caldwell has indicated his acceptance of the role.

3 SUGGESTED RECOMMENDATION FOR HER WORSHIP THE MAYOR

That -

1. the report "Adoption of Risk and Assurance Committee Terms of Reference" be received.
2. the Terms of Reference attached to the Agenda be approved and adopted.
3. Council confirm the appointment of Mr Rob Caldwell to the Committee and that he be appointed Chairperson.

4 BACKGROUND

- 4.1 All relevant information is included in the Executive Summary.

5 OPTIONS

- 5.1 Council has two options available to it:
- 5.2 **Option 1:** Adopt the draft Terms of Reference without change.
- 5.3 **Option 2:** Adopt the draft Terms of Reference with amendments determined by Council.

6 OPTION ONE

6.1 Adopt the draft Terms of Reference without change.

7 ADVANTAGES

7.1 Allows the Risk and Assurance Committee to begin operating to provide oversight to areas covered by the Terms of Reference.

8 DISADVANTAGES

8.1 Nil identified.

9 COMMUNITY WELLBEINGS & OUTCOMES

9.1 This option fits with the Grey District Council's priorities regarding the Community Wellbeing Outcomes as follows:

ECONOMIC:	SOCIAL:	CULTURAL:	ENVIRONMENTAL:
Strong	Safe	Proud	Bold
Diverse	Inclusive	Unique	Practical
Sustainable	Connected	Inter-connected	Resilient
Prosperous	Enabled	Vibrant	Strategic

10 OPTION TWO

10.1 Adopt the draft Terms of Reference with amendments determined by Council.

11 ADVANTAGES

11.1 Allows the Risk and Assurance Committee to begin operating to provide oversight to areas covered by the Terms of Reference.

12 DISADVANTAGES

12.1 Nil identified.

13 COMMUNITY WELLBEINGS & OUTCOMES

13.1 This option fits with the Grey District Council's priorities regarding the Community Wellbeing Outcomes as follows:

ECONOMIC: Strong Diverse Sustainable Prosperous	SOCIAL: Safe Inclusive Connected Enabled	CULTURAL: Proud Unique Inter-connected Vibrant	ENVIRONMENTAL: Bold Practical Resilient Strategic
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14 NEXT STEPS

14.1 Implementation of the Committee in accordance with the Terms of Reference.

Compliance Statement

15 FIT WITH PURPOSE OF LOCAL GOVERNMENT STATEMENT

15.1 Meets the purpose of local government by:

- Providing for democratic local decision-making and action by, and on behalf of, communities.

16 MĀORI IMPACT STATEMENT

16.1 N/A.

17 FINANCIAL OR BUDGETARY CONSIDERATIONS

17.1 There will additional meeting fees required, dependent on how often the Committee meets.

18 POLICY AND LEGISLATIVE IMPLICATIONS

18.1 It is considered that to be within current legislative requirements and there are no negative implications.

19 STRATEGIC FIT

19.1 This report and Terms of Reference connect to the strategic priorities of Council as follows:

	Contributes	Detracts	Not Applicable
Long Term Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library and Museum Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Corporate Communication Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memorandum of Understanding between Council and Te Rūnanga O Ngāti Waewae	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

20 RISKS AND OPPORTUNITIES

20.1 Negligible risks but creates opportunities to provide assurance to Council and the community regarding management of Councils Risks and financial operations.

21 SIGNIFICANCE AND ENGAGEMENT

21.1 Not applicable.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Not applicable	The decision to establish the Sub-committee has already been made, this report is adopting the terms of reference for the committee.
Is there a significant impact arising from duration of the effects from the decision?	No	As above.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	As above.
Does the decision create a substantial change in the level of service provided by Council?	No	As above.
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	As above.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	As above.
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	As above.
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	As above.

22 ENGAGEMENT - EXTERNAL

22.1 N/A.

23 ENGAGEMENT - INTERNAL

23.1 Not required.

24 OTHER CONSIDERATIONS

24.1 Nil.

25 CONCLUSION

25.1 The preferred option is Option One, due to this option meeting the requirements of Council's previous decision to establish the Committee and adopt the Terms of Reference.

26 ATTACHMENTS

26.1 Committee Terms of Reference Risk and Assurance Sub-committee.

Terms of Reference

Risk and Assurance Committee

Version: April 2021

Reports to:	Grey District Council
Chair:	External independent appointee.
Deputy Chair:	Mayor
Membership:	Shall consist of the Chair, the Deputy Chair and the three elected members who hold the Council portfolio's relating to Finance, Transport and CEO Obligations
Meeting frequency	At least quarterly but as required.
Quorum	Three, two of whom must be elected members
Executive Responsible	Chief Executive Officer
Establishment:	The Committee shall be established by a formal resolution at the inaugural meeting of Council after each Local Government general election.

Purpose

The purpose of the Risk and Assurance Committee is to assist the Council in discharging its responsibilities in relation to:

- the robustness of the internal control framework and financial management practices.
- the integrity and appropriateness of external reporting and accountability arrangements.
- the robustness of risk management system, processes, and practices.
- compliance with applicable laws and regulations.
- standards and best practice guidelines; and
- the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

Areas that broadly fall under the umbrella of this committee are:

- Risk management framework
- Financial risk management
- Health and safety risk management
- Compliance with legislation
- External audit or review of any Council activities, including but not limited to NZTA, Building Control, Audits.

Power to Act:

Assurance

For the Council's Annual report, Consultation Document and Long term Plan Audits,

The Risk and Assurance Committee will:

- Recommend the approval of the annual external audit proposal for the Annual report and the audit of the Long Term Plan.
- agree the appropriateness of the Council's existing accounting policies and principles and any proposed changes

Heart of the West Coast

- enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above
- Satisfy itself that the financial statements and statements of service performance are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend to Council the signing of the financial statements by the Chief Executive/Mayor and adoption of the Annual report.
- Identify and recommend to the Council the external auditor's remuneration and the terms of their engagement.
- Confirm consulting services and related fees provided by the external Auditors.
- Consider and review any serious difficulties or disputes which management encountered during the audit.
- Consider and review any other matters related to the conduct of the audit.
- Consider and review any significant findings during the audit process and managements responses.
- Consider and review any matters considered appropriate, without the Chief Executive or other Council staff present in the meeting.
- Consider and review any difficulties encountered during the audit including any restrictions on the scope of the work.
- Consider and review any changes required in the planned scope of the audit plan.
- Consider and review the audit management letter prior to presentation to the Council.
- Meet with the external Auditors at any time with or without management present as deemed appropriate by the Chairman of the committee.

Risk

Council is responsible for setting the tolerance to risk and risk culture of Grey District Council. The Chief Executive is charged with implementing appropriate risk management systems within Grey District Council.

While the responsibility for risk lies with Council, oversight of the processes to manage risk within GDC is delegated to the Risk and Assurance committee. The Council will receive periodic reporting on those areas of risk identified by the Committee.

The Risk and Assurance Committee will:

- Review and approve Council's risk management framework.
- Review corporate risk assessment and internal work management practices
- Receive and review Health and Safety reports
- Oversight of the processes used to manage project risks
- Review insurance arrangement annually
- Overseeing the Council's systems, processes, and practices for risk management:
 - a. ensure that management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks (including financial and non-financial risks)
 - b. consider whether appropriate action is being taken by management in its treatment of risk to either accept, avoid or mitigate Council's significant risks.
- Reviewing insurance arrangements annually.
- Monitoring insurance claims.

Assurance - other

It is anticipated that the Council will from time to time be required by third parties to undertake an audit process. This may include but not be limited to Waka Kotahi, Building Control, MBIE.

The Risk and Assurance Committee will:

- Recommend the approval (if required) of any other external audit proposal.
- Liaising with the relevant external auditor:
 - a. at the start of each audit, confirm the terms of engagement with the external auditor including the nature and scope of the audit, timetable, and fees
 - b. approve the external audit engagement letter and letter of undertaking and any additional services to be provided by the external auditor

- c. receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within
- d. conduct a member only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the committee's attention and/or any issues of independence.

Internal Control Framework:

The Risk and Assurance Committee will

- a. review whether management's approach to maintaining an effective internal control framework is sound and effective.
- b. review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour
- c. review whether there are appropriate systems, processes, and controls in place to prevent, detect and effectively investigate fraud.

Delegations

- The Committee will make recommendations to Council on all matters requiring a decision. The Committee does not have the power or authority to make a decision in the Council's name or on its behalf.
- The Committee is authorised by the Council, at the expense of the Council to consult with such outside legal or professional advice and services as it considers necessary for carrying out its responsibilities, provided the Committee takes every step to minimise the cost to the Council. Such requests will be made through the Chief Executive.

Reporting Procedures

- After each meeting the chair will report the committee's recommendations and findings to the Council.
- The minutes of all meetings of the Committee will be presented to Council and to such other persons as Council directs.
- The Chair will present an annual report to the Council summarising the Committee's activities during the year and any significant results and findings.

Conflicts of Interest

Once per year, Committee members will provide written declarations to the Mayor, stating they do not have any conflicts of interest that would preclude them from being members of the Committee.

Standing Orders and other

The Committee will be subject to the Grey District Council Standing Orders in force at the time. The Committee will also be subject to the Local Government Official Information and Meetings Act 1987

Secretariat

The Chief Executive will appoint a person to provide secretariat support to the Committee.