

Assurance, Risk and Infrastructure Committee

Reports To: The Council

Chairperson: Appointed by the Mayor

Ngā Mematanga / Membership: Full Council
Independent (Financial/Infrastructure) Advisor/s
- Advisor/s appointed as required

Te Kōrama / Quorum: The Chairperson and any three elected members

Ngā Wā Hui / Meeting Frequency: Every 3rd Tuesday of the month

Te Kaupapa / Purpose:

To monitor overall financial management and the performance of the Council; and act as a liaison point with the Council's auditors in order to ensure robust financial audits and reviews of Wairoa District Council.

To provide strategic direction on Council's ageing infrastructure, and the infrastructure climate change mitigation and adaptation programme of works.

To provide strategic direction on Council's procurement framework and related documentation and to finalise procurement for contracts under \$100,000.

Ngā Kawenga / Responsibilities

- Ensure that the work of the Committee is carried out in a way that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district
- Monitor the Council's external and internal audit work programmes and processes.
- Provide a communication link between management, internal/external auditors and the Council.
- Receive the Auditor's Management Report and consider any suggested actions by the Auditor.
- Monitor the response to audit reports and the implementation of recommendations made by auditors.
- Monitor integrity and reliability of financial and other measures of performance and service levels.
- Monitor existing corporate policies and consider development and implementation of new corporate policies to prohibit unethical, questionable or illegal activities.
- Oversee the Health & Safety work programme
- Determine the sufficiency, quality and results of assurance activity on the adequacy and functioning of the Council's risk management, control and governance frameworks and processes.
- Oversee the compilation and adoption of the Annual Report.
- Review the development of financial strategies and policies as required by the long-term plan.
- Monitor the financial and non-financial performance and governance of Council Controlled Organisations – annual report and statement of intent.
- To provide strategic direction on Council's procurement framework and related

documentation to ensure that contracts are procured to meet the current and future needs of communities in the Wairoa district.

- To make a decision on procurement for contracts under \$100,000.
- Monitor the implementation of the Council's Asset Management Plans and Infrastructure Strategy
- To provide direction on strategic priorities and resourcing on Council's infrastructure climate change mitigation and adaptation programme of works for the current and future needs of communities in the Wairoa district
- To provide direction on strategic priorities and resourcing on Council's ageing infrastructure programme of works for the current and future needs of communities in the Wairoa district

Ngā Tuku Mana / Delegated Authority

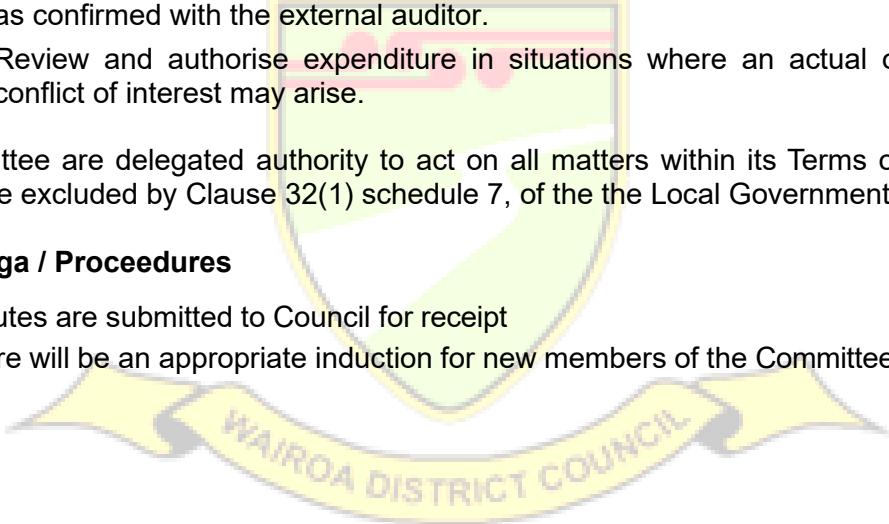
The Committee is delegated the following powers to act:

- Determining the scope, terms, and arrangements of the external audit programme, as confirmed with the external auditor.
- Review and authorise expenditure in situations where an actual or perceived conflict of interest may arise.

The Committee are delegated authority to act on all matters within its Terms of Reference except those excluded by Clause 32(1) schedule 7, of the the Local Government Act 2002.

Ngā Tukunga / Procedures

- Minutes are submitted to Council for receipt
- There will be an appropriate induction for new members of the Committee



WAIROA DISTRICT COUNCIL

INDEPENDENT ADVISOR/S – Assurance, Risk and Infrastructure Committee

Purpose

The independent Advisor/s of the Assurance, Risk and Infrastructure Committee provides/provide independent technical and specialist advice on matters that the Committee has responsibility for.

Expectations

- Conduct is consistent with the Council's Code of Conduct
- Ability to act independently and objectively
- Work constructively with management to achieve improvements
- A no surprises approach with other Committee members and Council staff
- Regular attendance at meetings (via audiovisual/audio or in person)
- Appropriate diligence, time, effort and commitment
- Carrying out the work of the committee in a timely manner
- Proactive approach to advising the committee and Chief Executive Officer of matters that require further attention

Experience Required

- Financial reporting (particularly in public entities with more complex financial reporting requirements)
- Broad governance
- Familiarity with risk management disciplines (identification, evaluation and management)
- Understanding of internal control and assurance frameworks
- A good understanding of the roles of internal and external audit
- Industry or sector expertise
- Local government experience in finance, risk, management, audit
- The ability to explain technical matters in their field to other Committee members
- Advocate for and experience in managing climate change related infrastructure responses