

 Te Kaunihera o Te Hiku o te Ika Far North District Council	Authorising Body	Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Te Miromiro Committee for Assurance, Risk & Finance Terms of Reference
	Terms of Reference Adoption	11 December 2025
	Responsible Officer	General Manager Corporate Services and Chief of Staff.

Kaupapa / Purpose

The purpose of Te Miromiro Committee for Assurance, Risk and Finance is to assist and advise the Governing Body in discharging its responsibility and ownership of finance, risk and internal control.

Committee will review the effectiveness of the following aspects:

- The robustness of financial management practices;
- The integrity and appropriateness of internal and external reports and accountability arrangements;
- The robustness of the risk management framework;
- The robustness of internal controls and the internal audit framework;
- Compliance with applicable laws, regulations, standards and best practice guidelines;
- The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets;
- Data governance framework

To perform his or her role effectively, each member must develop and maintain his or her skills and knowledge, including an understanding of the Committees responsibilities, and of the Council's business, operations and risks.

Ngā Huānga / Membership

The Council will determine the membership of the Committee including at least one independent appointment with suitable financial and risk management knowledge and experience.

The Committee will comprise of elected members, and one independent appointed member, appointed as Chair with full voting rights.

Kahika / Mayor Moko Tepania is an ex-officio member of all Committees.

External Appointee – Chairperson and Independent Member

Cr John Vujcich (Deputy Chairperson)

Cr Rachel Baucke

Cr Hilda Halkyard-Harawira

Cr Felicity Foy

Cr Davina Smolders

Kōrama / Quorum

The quorum at a meeting of the Committee is 4 members.

Ngā Hui / Frequency of Meetings

The Committee shall meet every 12 weeks.

Ngā Apatono / Power to Delegate

The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under Clause 32(1), Schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

The Committee may not delegate any of its responsibilities, duties or powers.

Ngā Herenga Paetae / Responsibilities

The Committees responsibilities are described below:

Financial systems and performance of the Council

- Review the Council's financial and non-financial performance against the Long-Term Plan and Annual Plan
- Review Council quarterly financial statements and draft Annual Report

Risk Management

- Review appropriateness of Council's risk management framework and associated procedures for effective risk identification, evaluation and treatment
- Receive and review risk management dashboard reports
- Provide input, annually, into the setting of the risk management programme of work
- Receive updates on current litigation and legal liabilities

Internal Audit and Controls

- Review whether management has in place a current and comprehensive internal audit framework
- Receive and review the internal audit dashboard reports
- Provide input, annually, into the setting of the internal audit programme of work
- Review whether there are appropriate processes and systems in place to identify and investigate fraudulent behaviour

The Committee will manage Council's relationship with external auditor.

Ngā Ture / Rules and Procedures

Council's Standing Orders and Elected Member Code of Conduct apply to all meetings.

Reporting and Review of Committee Terms of Reference

In December of each year, the Responsible Officer alongside Democracy Services will submit a report to Council. The report will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. This will look at whether the Council are meeting the full requirements of the Committee Terms of Reference and whether any amendments are required to the Committees terms of reference to increase efficient and effective decision making.

The Terms of Reference of the Committee will be reviewed as part of this report but can be amended by Council at any point throughout the term.