
Audit & Risk Committee

OPEN MINUTES

Minutes of a meeting of the Audit & Risk Committee held in Committee Room 1, Municipal Building, Garden Place, Hamilton on Tuesday 3 September 2019 at 1.00pm.

PRESENT

Chairperson	Keiran Horne
Deputy Chairperson	Bruce Robertson
Membership	Mayor Andrew King Cr Garry Mallett Cr Paula Southgate Cr Dave Macpherson Cr Rob Pascoe Cr James Casson

In Attendance:

Richard Briggs - Chief Executive
Sean Murray - General Manager Venues, Tourism and Major Events
Eeva-Liisa Wright - General Manager Infrastructure Operations
Sean Hickey - General Manager Strategy and Communications
Lance Vervoort – General Manager Community
Jen Braid – General Manager City Growth
Mark Wagstaffe - Health & Safety Assurance Lead
Karin Barclay – Safety Engagement Lead
Maire Porter - City Waters Manager
Andrew Parsons – Strategic Development Manager
Morva Kaye – Internal Auditor
Mothla Majeed – Legal Services Manager
Dan Finn - People, Safety and Wellness Manager
Mike Lamb – Chief Information Manager
David Grace - Organisational Security Manager
Emily Botje – Facilities Manager
Christie Harger – Corporate Business Manager
Nicole Nooyen – Team Leader Best in Business Communications
Tracey Musty – Financial Controller
Andre Chatfield – Risk and Assurance Manager
Cory Lang – Building Compliance Manager
Julie Clausen – Programme Manager Strategy
Liz Tuck Corporate Planning Manager

Aaron Steele and Callum White – Pricewaterhouse Cooper Representatives
James Macgillivray - Tompkins Wake Representative

Governance Staff:

Amy Viggers – Committee Advisor

1. Apologies

Resolved: (Ms Horne/Mr Robertson)

There were no apologies.

2. Confirmation of Agenda

Resolved: (Ms Horne/Cr Pascoe)

The Committee confirmed the agenda.

3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

4. Public Forum

There were no member of the public that wished to speak.

5. Confirmation of Audit and Risk Committee Minutes - Open - 16 May 2019

Resolved: (Ms Horne/Mr Robertson)

That the Committee confirm the Open Minutes of the Audit and Risk Committee Meeting held on 16 May 2019 as a true and correct record.

6. Chief Executive Report - Verbal Update

Resolved: (Ms Horne/Mr Robertson)

That the Audit and Risk Committee receives the verbal report.

Cr Southgate joined the meeting (1.10pm) during the discussion of the above item. She was present when the matter was voted on.

7. Safety and Wellness Report - 1 May 2019 to 31 July 2019

Resolved: (Ms Horne/Cr Southgate)

That the Audit and Risk Committee receives the report.

8. Risk Management Report

Resolved: (Ms Horne/Mr Robertson)

That the Audit and Risk Committee receives the report.

Cr Macpherson joined the meeting (1.54pm) at the conclusion of the above item. He did not take part in the vote.

9. Building Warrants of Fitness (BWOs) Current Process and BWOs - Verbal Update

Staff Action: Staff undertook to provide further assurance to Elected Members concerning the BWO process prior to reporting back to the Council.

Resolved: (Ms Horne/Mr Robertson)

That the Audit and Risk Committee receives the report.

10. Organisational Improvement Register Report - 31 July 2019

Resolved: (Ms Horne/Cr Pascoe)

That the Audit and Risk Committee receives the report.

11. 2019/20 Internal Audit Update

Resolved: (Ms Horne/Mr Robertson)

That the Audit and Risk Committee:

- a) receives the report; and
- b) notes the progress against the Pricewaterhouse Cooper and Hamilton City Council Internal Audit Plans

12. Audit NZ Interim Management Report 2018/19

Resolved: (Ms Horne/Mayor King)

That the Audit and Risk Committee receives the report.

Cr Casson retired from the meeting (2.32pm) during the discussion of the above item. He was not present when the matter was voted on.

Cr Southgate retired from the meeting (2.40pm) during the discussion of the above item. She was not present when the matter was voted on.

13. Updated Management Policies: Protected Disclosure and Fraud & Corruption

Resolved: (Ms Horne/Mayor King)

That the Audit and Risk Committee note the proposed changes to the Protected Disclosure Management Policy and the Fraud and Corruption Management Policy.

14. Audit & Risk Committee Self Review

Resolved: (Mayor King/Mr Robertson)

That the Audit & Risk Committee receives the report.

15. Resolution to Exclude the Public

Resolved: (Ms Horne/Mayor King)

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of Audit and Risk Committee Minutes - Public Excluded - 16 May 2019) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Update on the Tax Compliance Review)	
C3. Update on Protected Disclosures		
C4. Update on any Material Instances of Fraud or Corruption		
C5. Cyber Risks/Issues - Verbal Report		
C6. Verbal Update on any Legal Issues and/or Risks		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C3.	to protect information which is subject to an obligation of confidence and disclosure would likely prejudice continual supply of similar information where it is in the public interest for that information to continue to be available	Section 7 (2) (c) (i) Section 7 (2) (c) (ii)
Item C4.	to protect information which is subject to an obligation of confidence where disclosure would likely damage the public interest	Section 7 (2) (c) (i) Section 7 (2) (c) (ii)
	to protect information which is subject to an obligation of confidence where disclosure would likely damage the public interest	

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| Item C5. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C6. | to maintain legal professional privilege | Section 7 (2) (g) |

The meeting went in to a public excluded session at 2.55pm.

The meeting was declared closed at 4.03pm.