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## Strategic Risk and Assurance Committee

### *Komiti Whakamauru Tuuraru*

### OPEN MINUTES

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Minutes of a meeting of the Strategic Risk and Assurance Committee held via audio-visual link on Wednesday 29 September 2021 at 12.32pm.

#### PRESENT

**Chairperson** Keiran Horne  
*Heamana*

**Deputy Chairperson** Bruce Robertson  
*Heamana Tuarua*

**Membership** Mayor Paula Southgate  
Cr Rob Pascoe  
Cr Mark Bunting

**In Attendance** Cr Maxine van Oosten  
Cr Mark Donovan  
David Bryant – General Manager People and Organisational Performance  
Sean Murray – General Manager Venues, Tourism and Major Events  
Tracey Musty – Financial Controller  
Louise Lukin – Director of the Chief Executives Office  
Candice Swanepoel – Business Performance Accountant  
Naude Kotze (Audit NZ)  
Clarence Susan (Audit NZ)

**Governance Staff** Amy Viggers – Governance Team Leader  
Narelle Waite – Governance Advisor

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- 1. Apologies – *Tono aroha***  
**Resolved:** (Ms Horne/Cr Bunting)  
That the apologies for absence from Crs Macpherson and O’Leary are accepted.
- 2. Confirmation of Agenda – *Whakatau raarangi take***  
**Resolved:** (Ms Horne/Mayor Southgate)  
That the agenda is confirmed.
- 3. Declarations of Interest - *Tauaakii whaipanga***  
No members of the Council declared a Conflict of Interest.
- 4. Public Forum - *Aatea korero***  
No members of the public wished to speak.

**5. Draft Management Representation Letter** (*Recommendation to the Council*)

**Resolved:** (Ms Horne/Mr Robertson)

That the Strategic Risk and Assurance Committee:

- a) receives the report; and
- b) notes that the final Management Representation Letter will be delivered after the completion of the audit on the Annual Report 2020/21; and
- c) subject to the Chair's review of any non-significant amendments of the letter, recommends that the Council approves the letter of representation to Audit New Zealand be signed by the CE and the Mayor on behalf of Council.

**6. Draft Annual Report 2020/21** (*Recommendation to the Council*)

**Staff Action:** *Staff undertook to update the Annual Report to include reference to the newly appointed Chief Executive.*

**Resolved:** (Ms Horne/Mr Robertson)

That the Strategic Risk and Assurance Committee:

- a) receives the report; and
- b) subject to the Chair's review of any non-significant amendments and receipt of verbal clearance from Audit New Zealand, recommends that the Council adopts the Annual Report 2020/21

*Cr Pascoe retired from the meeting (12.55pm) during discussion of the above item. He was not present when the matter was voted on.*

**The meeting was declared closed at 1.00pm.**