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# Strategic Risk and Assurance Committee

## OPEN MINUTES

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Minutes of a meeting of the Strategic Risk and Assurance Committee held by Audio Visual Link on Thursday 3 September 2020 at 12.41am.

### PRESENT

**Chairperson**                      Keiran Horne  
*Heamana*

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

**Membership:**                      Mayor Paula Southgate  
   Cr Rob Pascoe  
   Cr Dave Macpherson  
   Cr Angela O’Leary  
   Cr Mark Bunting  
   Maangai Hemi Rau

**In Attendance:**                      Cr Maxine van Oosten  
   Cr Martin Gallagher  
   Richard Briggs – Chief Executive  
   David Bryant – General Manager Business Services  
   Eeva-Liisa Wright – General Manager Infrastructure Operations  
   Sean Murray – General Manager Venues and Major Events  
   Lance Vervoot – General Manager Community  
   Blair Bowcott – Executive Director Special Projects  
   Lousie Lukin – Director, Chief Executives Office  
   Dan Finn – People, Safety and Wellness Manager  
   Cerice DeLacy – Project and Performance Co-ordinator  
   Dan Silverton – Communication and Engagement Advisor  
   Heather Burden – Risk Manager  
   Irene James – Finance and Commercial Director  
   Julie Sanderson – Group Business Manager  
   Karen Saunders – Growth Programmes Manager  
   Katy Nudd – Business Planning Analyst  
   Kelvin Powell – City Safe Unit Manager  
   Maire Porter – City Waters Manager  
   Julie Ambury – Corporate Planning Manager  
   Julie Clausen – Unit Manager Strategy and Corporate Planning  
   Morva Kaye – Internal Auditor  
   Murray Heke – Chief Information Officer  
   Mothla Majeed – Legal Services Manager

Nicholas Whittaker – Risk & Insurance Advisor  
Tracey Musty – Financial Controller  
Matt White – PricewaterhouseCoopers  
Aaron Steele – PricewaterhouseCoopers  
Naude Kotze – Audit NZ

**Governance Staff:** Amy Viggers – Governance Team Leader  
Ian Loiterton, Narelle Waite, Carmen Fortin – Governance Advisors

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**1. Apologies – *Tono aroha***

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

That the apologies for absence from Cr Macpherson for lateness are accepted.

**2. Confirmation of Agenda – *Whakatau raarangi take***

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

That agenda is confirmed.

**3. Declarations of Interest – *Tauaakii whaipanga***

No members of the Council declared a Conflict of Interest.

**4. Public Forum – *Aatea koorero***

No members of public wished to speak.

**5. Confirmation of the Open Strategic Risk and Assurance Committee Minutes - 23 June 2020**

**Resolved:** (Ms Horne/Cr Pascoe)

That the Committee confirm the open Minutes of the Strategic Risk and Assurance Committee meeting held on 23 June 2020 as a true and correct record.

**6. Chief Executive Report - Verbal Update**

The Chief Executive presented his verbal report. Committee Members had no questions related to the report.

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

That the Strategic Risk and Assurance Committee receives the verbal report.

*Mayor Southgate joined the meeting (12.43pm) during the above item. She was present when the matter was voted on.*

*Cr Macpherson joined the meeting at (12.49pm) during the above item. He was present when the matter was voted on.*

**7. Safety and Wellbeing Report - 1 May 2020 to 30 July 2020**

The People, Safety and Wellness Manager spoke to the report and informed Members about recent safety and wellness key performance indicators and notable events. Staff responded to questions from Committee Members regarding health and safety at council facilities, the downward trend of injury in the safety performance charts, contractor incident actions and responsibilities, near misses, processes for monitoring corrective actions, safety management plan assessment processes; and legal and governance requirements for noting and acting on lead indicators.

**Resolved:** (Ms Horne/Cr Bunting)

That the Strategic Risk and Assurance Committee receives the report.

**8. Risk Management Report**

The Risk Manager took the report as read and responded to questions from Committee Members relating to deferral risks, reporting timelines of physical security review findings, work training schemes, mitigations of risk when related to finance constraints; and emerging risk identification and management relating to water reform.

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

That the Strategic Risk and Assurance Committee receives the report.

**9. 2020/21 Internal Audit Update PwC**

The PricewaterhouseCoopers (PwC) representatives spoke to their internal audit report, discussing the summary of findings and associated management actions and recommendations. Members asked questions relating to the risk ratings as it related to data integrity, data quality and the IBIS project assessment.

**Resolved:** (Ms Horne/Mayor Southgate)

That the Strategic Risk and Assurance Committee:

- a) receives the report; and
- b) notes the Hamilton City Council PwC Internal Audit work undertaken.

**10. 2020/21 Internal Audit Update**

The Internal Auditor provided an update including additional documentation as requested at the previous Strategic Risk and Assurance Committee 23 June 2020. Members asked questions relating to city infrastructure, and the approved Internal Audit report.

**Resolved:** (Ms Horne/Cr Pascoe)

That the Strategic Risk and Assurance Committee:

- a) receives the report; and
- b) notes the progress against the Hamilton City Council Internal Audit Plan for internal Council staff.

**11. Interim Audit of Hamilton City Council - 30 June 2020**

The Financial Controller and Audit NZ representative spoke to the report noting that due to the timing of the Committee Meeting the report is somewhat out of date and some of the issues identified have already been addressed; the Financial Controller also highlighted the review of the new accounting system. Committee Members asked questions regarding business continuity plans, resource consents, progress against recommendations and the impact of Covid-19.

**Resolved:** (Ms Horne/Cr Pascoe)

That the Strategic Risk and Assurance Committee:

- a) receives the report; and
- b) notes Audit New Zealand's recommendations.

**12. Organisational Improvement Register as at 30 June 2020**

The Internal Auditor took the report as read and responded to questions from Members regarding the absence of the Psoda review recommendations from this report.

**Resolved:** (Ms Horne/Cr Bunting)

That the Strategic Risk and Assurance Committee receives the report.

**13. Draft Annual Report 2019/20**

The Financial Controller and Audit NZ representative took the report as read.

**Resolved:** (Ms Horne/Mayor Southgate)

That the Strategic Risk and Assurance Committee receives the report.

**14. Resolution to Exclude the Public**

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

**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 the Public Excluded Strategic Risk and Assurance Committee Minutes - 23 June 2020	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Verbal update on any legal issues or risk	)	
C3. Fraud and Protected Disclosures Update		
C4. Cyber Risks/Issues - Verbal Report		

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	Section 7 (2) (j)
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	advantage	
Item C2.	to maintain legal professional privilege	Section 7 (2) (g)
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)
	to protect information which is subject to an obligation of confidence where disclosure would likely damage the public interest	
Item C4.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)

**The meeting went into a public excluded session at 1.58pm**

**The meeting was declared closed at 3.18pm**