
Strategic Risk and Assurance Committee

Komiti Whakamauru Tuuraru

OPEN MINUTES

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 Executive’s Office
Candice Swanepoel – Business Performance Accountant
Naude Kotze and Clarence Susan - Audit NZ

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

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*)

The Financial Controller and Clarence Susan (Audit NZ) introduced the report noting the delay to the completion of the Audit concerning valuations, that Council was unable to gain verbal clearance of the Annual Report prior to the meeting and the effect on the timeline for adoption by the Council. They noted that the letter was to be updated with non-significant changes only. They responded to questions from Members concerning proposed updates to the letter, adoption process, and CCOs representation letters and audits.

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*)

The Financial Officer took the report as read and outlined staff's recommendation that the Annual report be adopted in light of the non-significant amendments that were still required prior Audit New Zealand providing clearance. She responded to questions concerning reference to the newly appointed Chief Executive in the Draft Annual Report.

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.