
Strategic Risk and Assurance Committee

Komiti Whakamauru Tuuraru

OPEN MINUTES

Minutes of a meeting of the Strategic Risk and Assurance Committee held in Council Chamber and Audio-Visual Link, Municipal Building, Garden Place, Hamilton on Thursday 28 March 2024 at 1.05pm.

PRESENT

Chairperson Ms Keiran Horne
Heamana

Deputy Chairperson Mr Bruce Robertson
Heamana Tuarua

Members Mayor Paula Southgate
Deputy Mayor Angela O’Leary (via Audio Visual Link)
Cr Maxine van Oosten
Cr Kesh Naidoo-Rauf
Cr Ewan Wilson
Cr Sarah Thompson (via Audio Visual Link)
Cr Mark Donovan
Cr Kesh Naidoo (via Audio Visual Link)

In Attendance: Maangai Jaydene Kana
Lance Vervoort – Chief Executive
David Bryant – General Manager Business Services
Andrew Parsons – General Manager Infrastructure and Assets
Blair Bowcott – General Manager Strategy, Growth & Planning
Sean Hickey – General Manager People, Performance & Culture
Tracey Musty – Finance Director
Marie Snowball – Safety and Wellness Lead
Nicholas Whittaker – Senior Risk and Resilience Advisor
Charlotte Chatmur - Sustainability & Climate Change Manager

Governance Team: Bineeta Nand and Murtaza Ali - KPMG representatives
Clarence Susan and Naude Kotze – Audit NZ representatives

Michelle Hawthorne – Governance and Assurance Unit Manager
Keryn Phillips and James Winston II – Governance Advisors
Charlotte Mitchell – Governance and Assurance Graduate

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- 1. Apologies – Tono aroha**
Resolved: (Ms Horne/Mr Robertson)
That the apologies for absence from Cr Tauariki and for lateness from Cr Naidoo-Rauf are accepted.
 - 2. Confirmation of Agenda – Whakatau raarangi take**
Resolved: (Ms Horne/Mr Robertson)

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 koorero*

No members of the public wished to speak.

5. Confirmation of the Strategic Risk and Assurance Committee Open Minutes - 7 December 2023

Resolved: (Cr Wilson/Mayor Southgate)

That the Strategic Risk and Assurance Committee confirm the Open Minutes of the Strategic Risk and Assurance Committee Meeting held on 7 December 2023 as a true and correct record.

Item 13 (Chief Executive Report) was taken after item 5 (Confirmation of the Strategic Risk and Assurance Committee Open Minutes - 7 December 2023).

6. Chief Executive Report

The Chief Executive spoke to his report in particular the restructure that was being undertaken.

Resolved: (Ms Horne/Cr Wilson)

That the Strategic Risk and Assurance Committee receives the report.

Item 14 (Safety and Wellbeing Report - 1 November 2023 to 31 January 2024) was taken after item 13 (Chief Executive Report).

7. Safety and Wellbeing Report - 1 November 2023 to 31 January 2024 (Recommendation to the Council)

Safety and Wellness Lead took the report as read. Staff responded to question from Members concerning how health and safety incidents are measured.

Resolved: (Cr Wilson/Cr van Oosten)

That the Strategic Risk and Assurance Committee:

- a) receives the report; and
- b) recommends that the Council receives the report.

Item 9 (Risk Management Report) was taken after Item 14 (Safety and Wellbeing Report - 1 November 2023 to 31 January 2024).

8. Risk Management Report

Senior Risk and Resilience Advisor spoke the report in particular the changes made to the Risk Management Policy. Staff responded to question from Member concerning the risks posed by political changes, the increased risk to elected members, our preparedness for emergencies, funding for climate change risks, and the Draft Risk Management Policy.

Resolved: (Mr Robertson/Cr Wilson)

That the Strategic Risk and Assurance Committee recommends that the Council:

- a) receives the report; and

- b) approves the Risk Management Policy, subject to the inclusion of contractors being added to scope section of the policy.

Item 7 (Internal Audit Update) was taken after Item 9 (Risk Management Report).

9. Internal Audit Update

The Finance Director and KPMG representatives spoke to the report and responded to questions from Members concerning regulatory compliance, and the climate change maturity review in 2025.

Motion: (Ms Horne/Mr Robertson)

That the Strategic Risk and Assurance Committee receives the report.

Amendment: (Deputy Mayor O'Leary/Cr Thomson)

That the Strategic Risk and Assurance Committee:

- a) receives the report;
- b) requests that a review of communication effectiveness be included as part of the 2024/25 Internal Audit Plan; and
- c) that the review should assess current communication processes for the following:
 - i. Misinformation identification - assessing the prevalence and sources of misinformation and false narratives externally that are affecting Council's reputation;
 - ii. Communication gap analysis - what gaps in external communication processes are occurring to allow misinformation to spread;
 - iii. Crisis/incidents communication readiness - evaluate Council's readiness to respond, what are the current communication plans for this and what are the gaps;
 - iv. Public perception - gauge public perception of Council in the light of misinformation and the effect on policy and/or decision making;
 - v. Social media monitoring - what is the effect on Council's ability to disseminate information in the current climate of mis and disinformation and the impact on effective decision making;
 - vi. Evaluate the effectiveness of fact-checking on Council channels including response times;
 - vii. Review Council's overall external communication strategy to identify opportunities for improvement.

The Amendment was put and declared CARRIED.

Those for the Amendment: Mayor Southgate, Mr Robertson, Deputy Mayor O'Leary, Crs van Oosten and Wilson.

Those against the Amendment: Ms Horne and Cr Donovan

The Amendment was declared CARRIED.

The Amendment as the Substantive Motion was then put and declared CARRIED.

Resolved: (Deputy Mayor O'Leary/Cr Thomson)

That the Strategic Risk and Assurance Committee:

- d) receives the report;
- e) requests that a review of communication effectiveness be included as part of the 2024/25 Internal Audit Plan; and
- f) that the review should assess current communication processes for the following:
 - i. Misinformation identification - assessing the prevalence and sources of misinformation and false narratives externally that are affecting Council's reputation;

- ii. Communication gap analysis - what gaps in external communication processes are occurring to allow misinformation to spread;
- iii. Crisis/incidents communication readiness - evaluate Council's readiness to respond, what are the current communication plans for this and what are the gaps;
- iv. Public perception - gauge public perception of Council in the light of misinformation and the effect on policy and/or decision making;
- v. Social media monitoring - what is the effect on Council's ability to disseminate information in the current climate of mis and disinformation and the impact on effective decision making;
- vi. Evaluate the effectiveness of fact-checking on Council channels including response times;
- vii. Review Council's overall external communication strategy to identify opportunities for improvement.

Dissenting Ms Keiran Horne.

The meeting was adjourned 1.47pm to 2.00pm during the discussion of the above item.

Cr Naidoo-Rauf joined the meeting (2.40pm) at the conclusion of the above item. She was not present when the matter was voted on.

Item 11 (Organisational Improvement Report) was taken after Item 7 (Internal Audit Update).

10. Organisational Improvement Report

The Finance Director outlined the report.

Resolved: (Cr Donovan/Cr van Oosten)
That the Strategic Risk and Assurance Committee receives the report.

11. Annual Report 2023/2024 Planning and Accounting Technical Review

The report was taken as read.

Resolved: (Ms Horne/Mr Robertson)
That the Strategic Risk and Assurance Committee receives the report.

12. Audit New Zealand Update

Representatives from Audit NZ took the report as read. They responded to questions from Members concerning the Hot Review date, the ability to deliver on time, the inefficiencies of Council that were mentioned in the engagement letter, and the increase in cost and how it was effected by inflation.

Staff Action: *Staff undertook to circulate information to Members regarding the cost increase as a result of the audit adjustment.*

Resolved: (Cr Wilson/Cr Donovan)
That the Strategic Risk and Assurance Committee receives the report.

Item 12 (2024 Council and Committees Schedule of Reports) was taken after Item 8 (Audit New Zealand Update).

13. 2024 Council and Committees Schedule of Reports

The report was taken as read.

Resolved: (Mayor Southgate/Ms Horne)
That the Strategic Risk and Assurance Committee receives the report.

14. Compliance Reporting Update

The report was taken as read.

Staff Action: *Staff undertook to investigate if the review of any policies could be deferred and that this would be included in future reports on the matter.*

Resolved: (Ms Horne/Mr Robertson)
That the Strategic Risk and Assurance Committee receives the report.

15. 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 Strategic Risk and Assurance Committee Public Excluded Minutes - 7 December 2023) Good reason to withhold) information exists under) Section 7 Local Government) Official Information and) Meetings Act 1987	Section 48(1)(a)
C2. Organisational Improvement Register - Public Excluded		
C3. Legal Risks - Committee Update		
C4. SR4 Loss of Information or Access to Systems and Services		

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 maintain legal professional privilege	Section 7 (2) (g)
	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
	to enable Council to carry out negotiations	Section 7 (2) (i)
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) (ii)
	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)

The meeting moved into a public excluded session at 3.01pm.

The meeting was declared closed at 3.30pm.