

---

## **Strategic Risk and Assurance Committee**

### ***Komiti Whakamauru Tuuraru***

### **OPEN MINUTES**

---

**Minutes of a meeting of the Strategic Risk and Assurance Committee held in Committee Room 1, Municipal Building, Garden Place, Hamilton and Audio-visual Link on Thursday 11 March 2021 at 9.31am.**

**PRESENT**

<b>Chairperson</b>	Mrs K Horne
<b><i>Heamana</i></b>	
<b>Deputy Chairperson</b>	Mr B Robertson
<b><i>Heamana Tuarua</i></b>	
<b>Membership:</b>	Mayor P Southgate (audio-visual link)
	Cr R Pascoe
	Cr D Macpherson
	Cr M Bunting (audio-visual link)
	Maangai H Rau

<b>Attendance:</b>	Cr Martin Gallagher
	Richard Briggs – Chief Executive
	Lance Vervoort – General Manager Community
	Eeva-Liisa Wright – General Manager Infrastructure Operations
	Michelle Hawthorne – Legal Services Manager
	Tracey Musty – Financial Controller
	Morva Kaye – Internal Auditor
	Dan Finn – People, Safety and Wellness Manager
	Karin Barclay – Safety Engagement Lead
	Louise Lukin – Director of the Chief Executive’s Office
	Kelvin Powell – City Safe Unit Manager
	Karen Saunders – Growth Programmes Manager
	Chris Barton – Capital Projects Manager
	Maire Porter – City Waters Manager
	Heather Burden – Risk and Insurance Manager
	Nicholas Whittaker – Risk and Insurance Advisor
	Tatyiana Tauroa – Official Information Administrator
	Matt White – PricewaterhouseCoopers
	Aaron Steele – PricewaterhouseCoopers

<b>Governance Staff</b>	Becca Brooke – Governance Manager
	Narelle Waite – Governance Advisor

---

**1. Apologies – *Tono aroha***

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

That the apologies for absence from Cr O’Leary and for early departure from Crs Bunting, Pascoe and Macpherson are accepted.

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

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

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 - 4 December 2020**

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

That the Strategic Risk and Assurance Committee confirm the Open Minutes of the Strategic Risk and Assurance Committee Meeting held on 4 December 2020 as a true and correct record.

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

The Chief Executive presented his verbal report concerning staff wellbeing, the HCC Safety Governance Committee, organisational strategy, procurement, and organisational priorities including strategic risk. He responded to questions from Members concerning housing and growth projections, and staff wellbeing.

**Resolved:** (Mrs Horne/Cr Macpherson)

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

*Cr Bunting joined the meeting (9.41am) during discussion of the above item. He was present when the matter was voted on.*

*Mayor Southgate joined the meeting (9.48am) during discussion of the above item. She was present when the matter was voted on.*

**7. Safety and Wellness Report - 1 November 2020 to 31 January 2021**

The People, Safety and Wellness Manager and the Safety Engagement Lead took the report as read. He responded to questions from Members concerning service strikes incident monitoring and mitigation, the Safety Plus report, medical events, resourcing and the safety software solution, staff wellbeing measures, hydro-excavation, and reporting to the Council.

**Staff Action:** *Staff undertook to present to the next Strategic Risk and Assurance Committee meeting of 17 June 2021 an action plan to implement the recommendations from the service strikes review.*

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

That the Strategic Risk and Assurance Committee receives the report.

**Staff Action:** *Staff undertook to provide minutes of the workshop held 10 March 2021 to Members via an appendix to the public excluded minutes.*

**8. Risk Management Report**

The Risk Manager took the report as read noting the addition of a ninth strategic risk, Climate Change. She responded to questions from Members concerning water quality, climate change, the global reinsurance market, financial response to climate events, financial risk of Central Government legislation change, and infrastructure projects and the construction sector confidence in Council.

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

*Cr Bunting (10.25am) left the meeting during the above discussion. He was not present when the matter was voted on.*

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

The Internal Auditor took the report as read and responded to questions from Members concerning mixed-use land acquisition.

**Resolved:** (Mrs Horne/Mr Robertson)  
That the Strategic Risk and Assurance Committee:  
a) receives the report; and  
b) notes progress against the Hamilton City Council Internal Audit Plan for Council staff.

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

Matt White and Aaron Steele (PricewaterhouseCoopers) introduced the report noting business case processes. They responded to questions from Members concerning benefits realisation, business case models and best practice and data governance.

**Resolved:** (Mrs Horne/Cr Pascoe)  
That the Strategic Risk and Assurance Committee:  
a) receives the report; and  
b) notes progress against the Internal Audit Plan.

*Cr Macpherson retired from the meeting (10.57am) during discussion of the above item. He was not present when the matter was voted on.*

**11. Organisational Improvement Report**

The Financial Controller took the report as read noting the Inland Revenue Department tax review, the Office of the Auditor General conflict of interest review, and the inclusion of the security review on the organisational improvement register. She responded to questions from Members concerning Committee visibility of risk recommendations, timeline for audit review recommendations, conflicts of interest guidance, and the data governance review.

**Staff Action:** Staff undertook to provide a summary of the Office of the Auditor General conflict of interest review to the Strategic Risk and Assurance Committee meeting of 17 June 2021.

**Staff Action:** Staff undertook to add recommendations from the security review to the organisational improvement register.

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

**12. Audit Engagement Letter for 2021**

The Financial Controller took the report as read.

**Resolved:** (Cr Pascoe/Mr Robertson)  
That the Strategic Risk and Assurance Committee receives the report.

**13. Annual Report 2021 Planning Update**

The Financial Controller introduced the report noting the planning and audit process. She responded to questions from Members concerning resourcing and audit timelines.

**Resolved:** (Mrs Horne/Cr Pascoe)  
That the Strategic Risk and Assurance Committee receives the report.

**14. Draft Schedule of Reports for Strategic Risk and Assurance**

The Chair introduced the schedule noting the new format. Staff responded to questions from Members concerning the planned Review of Draft Engagement Letter report.

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

That the Strategic Risk and Assurance Committee:

- a) receives the draft Schedule of Reports for Strategic Risk and Assurance 2021; and
- b) notes that the Schedule of Reports for Strategic Risk and Assurance 2021 will be updated regularly.

**15. Resolution to Exclude the Public**

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

**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 - 4 December 2020	) Good reason to withhold ) information exists under ) Section 7 Local Government ) Official Information and ) Meetings Act 1987	Section 48(1)(a)
C2. Legal Risks - Committee Update	)	

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 advantage	Section 7 (2) (j)
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 to Public Excluded session at 11.19am.**

**The meeting was declared closed at 12.28pm**