

Risk and Assurance Committee

Open Minutes

Commencing: Thursday 2 December 2021, 09:30 am

Venue: via Zoom (Audio Visual Meeting)

Chairperson: Cr David Love

Deputy Chairperson: Bruce Robertson

Members: Cr Andrew von Dadszen
Cr Stuart Crosby
Cr Bill Clark
Cr Te Taru White
Chairman Doug Leeder (Ex Officio)

In Attendance: Councillors: Norm Bruning, Paula Thompson, Jane Nees, Matemoana McDonald, Lyall Thurston, Kevin Winters
Staff: Fiona McTavish – Chief Executive; Mat Taylor – General Manager Corporate; Sarah Omundsen – General Manager Regulatory Services; Chris Ingle – General Manager Integrated Catchments; Steven Slack – Risk & Assurance Manager; Aaron Huggins – Principal Internal Auditor; Merinda Pansegrouw – Committee Advisor

Declaration of Public Recording

Committee members and the public were reminded that the public section of the meeting was being recorded and would be made available on the Bay of Plenty Regional Council website following the meeting and archived for a period of three years as noted on page 4 of the agenda.

Recording of Meeting: [BOPRC Risk and Assurance Committee - 2 December 2021 - YouTube](#)

1. Declaration of Conflicts of Interest

None.

2. Minutes

Minutes to be Confirmed

2.1 Risk and Assurance Committee Minutes - 21 October 2021

Resolved

That the Risk and Assurance Committee:

- 1 Confirms the Risk and Assurance Committee Minutes - 21 October 2021 as a true and correct record.**

**von Dadelszen/White
CARRIED**

3. Reports

Information Only

3.1 Committee Chairperson's Report

General Manager, Corporate Mat Taylor presented the report, updating members on the Risk and Assurance Committee's activities during 2021 and the updated Work Programme for 2022.

Items for Staff Follow Up:

- To include the following item on the Risk and Assurance Committee Work Programme for 2022:
 - Report to Risk and Assurance Committee on proposed draft terms of reference for a possible future report to Council reviewing the efficiency and effectiveness of Bay of Plenty Regional Council from a financial perspective.
- To provide the Independent Member of the Risk and Assurance Committee an opportunity to comment on the Quayside Statement of Investment Policy and Objectives (SIPO) review.

Resolved

That the Risk and Assurance Committee:

- 1 Receives the report, Committee Chairperson's Report.**

**White/Crosby
CARRIED**

3.2 Internal Audit status update

Presented by Principal Internal Auditor Aaron Huggins.

Key Points:

- Scoping for reviews still to be undertaken was nearing completion
- The ICT Security Review (from the 2020/21 Internal Audit Plan) was scheduled to be presented to the Committee next year.

- The remaining open Health & Safety improvement action related to a monitoring and checking process which would be implemented once the critical risk project roll-out had been completed.

Item for Staff Follow Up:

- Future reports to identify the percentage of progress required for items to be completed.

Resolved

That the Risk and Assurance Committee:

- 1 Receives the report, Internal Audit status update.**

**Crosby/Clark
CARRIED**

3.3 Key Risk Register

Presented by Risk & Assurance Manager Steven Slack.

Key Points:

- Following recommendations by the Risk and Assurance Committee at its Workshop held in October 2021, the following key changes to the Risk Register and the ways of reporting risks had been incorporated:
 - Risk velocity - identifying risks that could escalate quickly
 - Opportunities - identifying positive impacts that risks and issues could lead to
 - Revolving emerging and operational risks - to keep risks current and fresh.

Key Points - Members:

- Following the recent national transition from Alert Levels to the COVID-19 Protection Framework (Traffic Light System), commended Toi Moana Chief Executive for the development of clear guidelines for the organisation
- Acknowledged that the velocity of mitigating actions and controls, i.e. the speed at which actions would take effect to reduce the impacts of a risk, was directly related to the frequency of monitoring
- In the current dynamic Covid-19 environment, Toi Moana's essential services teams were continuously reviewing their business continuity plans to adapt as and when required.

Resolved

That the Risk and Assurance Committee:

- 1 Receives the report, Key Risk Register**

**White/Crosby
CARRIED**

4. Public Excluded Section

Resolved

Resolution to exclude the public

- 1 Excludes the public from the following parts of the proceedings of this meeting as set out below:

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 are as follows:

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
4.1	Public Excluded Risk and Assurance Committee Minutes - 21 October 2021	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.

von Dadelszen/Crosby
CARRIED

10:27 am – the meeting closed.

CONFIRMED 14 APRIL 2022

Cr David Love
Chairperson, Risk and Assurance Committee