

# Risk and Assurance Committee

## Open Minutes

<b>Commencing:</b>	Wednesday 6 March 2024, 10.00am
<b>Venue:</b>	Council Chambers, Regional House, 1 Elizabeth Street, Tauranga, and via Zoom (audio visual meeting)
<b>Chairperson:</b>	Bruce Robertson (Independent Member)
<b>Members:</b>	Cr Stuart Crosby (via Zoom) Cr Ron Scott (via Zoom) Cr Andrew von Dadelszen Cr Te Taru White Cr Kevin Winters Chairman Doug Leeder (Ex Officio)
<b>In Attendance:</b>	<p><u>Councillors:</u> Cr Matemoana McDonald (via Zoom), Cr Jane Nees, Cr Paula Thompson (via Zoom), Cr Lyall Thurston (via Zoom)</p> <p><u>Staff:</u> Fiona McTavish – Chief Executive; Mat Taylor – General Manager, Corporate; Kumaren Perumal – Chief Financial Officer; Nolene Naude – Financial Accounting Team Lead (via Zoom); Steven Slack – Risk &amp; Assurance Manager; Monique Brooks – Legal and Commercial Manager; Jenny Teeuwen – Committee Advisor</p> <p><u>External:</u> Leon Pieterse and Warren Goslett – Audit New Zealand</p>

As Chairperson Cr Stuart Crosby was unable to attend the meeting in person, the Deputy Chairperson Bruce Robertson, **assumed** the Chair for this meeting.

### 1. Chairperson's Opening Statement

The Chairperson Bruce Robertson declared the meeting open and immediately adjourned the meeting.

10.02am – the meeting **adjourned**.

10.20am – the meeting **reconvened**.

When the meeting reconvened, the Chairperson reminded members and the public that the public section of the meeting was being livestreamed and recorded and that the recording would be available on the Bay of Plenty Regional Council YouTube channel following the meeting.

Recording link: [Risk and Assurance Committee - 6 March 2024 \(youtube.com\)](#)

## 2. Declaration of Conflicts of Interest

None declared.

## 3. Minutes

### Minutes to be Confirmed

### 3.1 Risk and Assurance Committee Minutes - 7 December 2023

#### Resolved

That the Risk and Assurance Committee:

- 1 Confirms the Risk and Assurance Committee Minutes - 7 December 2023 as a true and correct record.

Robertson/White  
CARRIED

## 4. Reports

### 4.1 Chairperson's Report

Presented by: Mat Taylor – General Manager, Corporate

#### Resolved

That the Risk and Assurance Committee:

- 1 Receives the report, Chairperson's Report.

von Dadelszen/Winters  
CARRIED

### 4.2 External Audit Engagement Letter: Audit of the Consultation Document and 2024 - 2034 Long-Term Plan (LTP)

Presented by: Kumaren Perumal – Chief Financial Officer  
Nolene Naude – Financial Accounting Team Leader (via Zoom)  
Leon Pieterse – Audit New Zealand  
Warren Goslett – Audit New Zealand

#### In Response to Questions

- Audit New Zealand advised that they were on track with the LTP audit.

#### Resolved

That the Risk and Assurance Committee:

- 1 Receives the report, External Audit Engagement Letter: Audit of the Consultation Document and 2024 - 2034 Long-Term Plan.

Robertson/Winters  
CARRIED

### 4.3 External Audit Plan 2023/24

Presented by: Kumaren Perumal – Chief Financial Officer  
Nolene Naude – Financial Accounting Team Leader  
Leon Pieterse – Audit New Zealand  
Warren Goslett – Audit New Zealand

#### In Response to Questions

- Audit New Zealand were comfortable that the Audit Plan for the Annual Report 2023/24 audit deadlines were achievable.
- Quayside's audit timeframes were not expected to delay Audit New Zealand timeframes for the BOPRC audit.
- The LTP audit was going well, although acknowledged timeframes were tight.
- Provided explanation for Audit Plan (Attachment 1) terminologies - uncorrected misstatements (Page 10 of Audit Plan), and material measures/materiality (Page 11 of Audit Plan).

### Resolved

**That the Risk and Assurance Committee:**

- 1 Receives the report, External Audit Plan 2023/24.**

**White/Robertson  
CARRIED**

10.45am – Cr Scott withdrew from the meeting.

### 4.4 Internal Audit Status Update

Presented by: Steve Slack - Risk & Assurance Manager

#### Key Points

- Noted a correction in the report for Table 1 - 2.1 Cryptography (page 63 of the agenda): the due date had been extended from 30 November 2023 to December 2024, therefore the item was not overdue for completion.

#### In Response to Questions

- No incidents of fraud had been reported within the organisation in the past year. As part of BOPRC's fraud policy, Councillors would be informed if fraud activity had been identified. Many internal audits included a fraud component, and an organisation wide fraud risk assessment review was also undertaken as part of the audit programme.
- Misinformation versus fraud was dependent on circumstances.
- Noted that following the resolution of the Strategy and Policy Committee at their meeting on 20 February 2024 to "*extend the timeframe for notifying proposed Regional Policy Statement (RPS) Change 7 (Freshwater) and proposed Regional Natural Resources Plan (RNRP) Change 19 (Freshwater) from December 2024 to September 2025*", the status of the Freshwater Management Key Risk Mitigations internal audit review was no longer on hold. Whether the item could be signed off as completed would be reported back to the June meeting of this committee.

**Resolved****That the Risk and Assurance Committee:**

- 1 Receives the report, Internal Audit Status Update.**

**Winters/White  
CARRIED**

**1. 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:**

<b>Item No.</b>	<b>Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>	<b>When the item can be released into the public</b>
1.1	Public Excluded Risk and Assurance Committee Minutes - 7 December 2023	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
1.2	Key Risk Register	Withholding the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	48(1)(a)(i) Section 7 (2)(j).	On the Chief Executive's approval.

**Robertson/Winters  
CARRIED**

**11.12am – the meeting closed.****CONFIRMED**

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Cr Stuart Crosby  
Chairperson, Risk and Assurance Committee