

Audit and Risk Committee

Venue - Committee Room North, First Floor, Clocktower Building



14 November 2024 02:30 PM - 05:00 PM

Agenda Topic	Presenter	Page
Agenda		1
Committee Briefing This will take place prior to the meeting and include a Committee only session.		
Opening Karakia		
Part 1 - Open Committee		
1. Minutes To confirm Part 1 of the Minutes of the meeting of the Audit and Risk Committee held on 17 September 2024.	Confirmation	2
2. Exclusion of the Public To approve a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the following parts of the proceedings.	Decision	4
3. Meetings in 2025 Dates for meetings for the Audit and Risk Committee will be scheduled and advised to Committee members.		



AUDIT & RISK COMMITTEE

Minutes of a Meeting of the Audit and Risk Committee

17 September 2024

- Present** Mr M A Wong (Convener), the Pro-Chancellor, and the Hon C E Curran
- Apologies** The Chancellor, Mr B J Boyle.
- In Attendance** Ms N E Riordan, The Vice-Chancellor, Professor R Blaike (Deputy Vice-Chancellor, Research and Enterprise), the Chief Operating Officer, the Chief Financial Officer, Mr M Cartwright (Head, Risk, Assurance and Compliance Office), Mr S Turnbull (Chief Digital Officer), Mr R Tomlinson (Audit New Zealand), the Deputy Secretary to the Council, and the Manager Copyright and Open Access (acting for the Deputy Secretary to Council). Mr K Seales (Director, Human Resources) was in attendance for item 5 on HR matters; Ms A Simmonds (General Counsel) was in attendance for item 9 to report on privacy matters.
- Welcome** Ms Riordan was welcomed, being in attendance at Audit and Risk until the establishment of the Technology Committee.
- Acknowledgements** The Convenor acknowledged the last meeting of the outgoing Chancellor and his contribution to the committee. He also acknowledged that it was the final meeting for the Head, Risk, Assurance and Compliance, as he was leaving the University.
- Opening Karakia** led by Mr A Wong

Part 1: Open Committee

- 1. Minutes** Part 1 of the minutes of the meeting of the Audit and Risk Committee held on 18 June 2024 were confirmed.
- 2. Exclusion of the Public**

The Committee

APPROVED a motion, under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to the Minutes.

2. Exclusion of the Public

The Convener moved that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

- Item 3 Part 2 of the Minutes of the meeting of the Audit and Risk Committee held on 18 June 2024
- Item 4 Committee Work Plan and Action Follow Up
- Item 5 HR matters
- Item 6 Cladding class action
- Item 7 Building access controls
- Item 8 Policies, Procedures and Frameworks
- Item 9 Risk, Assurance and Compliance
- Item 10 Corporate Records Services
- Item 11 Information Technology Reports
- Item 12 Ethics and Institutional Biological Safety Committee Reports
- Item 13 Convener’s Business
- Item 14 Committee Only Business

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: -

General Subject	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 3 - 15 Confidential minutes and reports	Good reason for withholding information under the Official Information Act 1987	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6, 7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) of the Official Information Act 1982 as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Item 3	Pt 2 of the Minutes of the meeting of the Audit and Risk Committee held on 18 June 2024	ss9(2)(a), (i), and (k)
Item 4	Committee Work Plan & Action Follow Up Register	ss9(2)(a), (i), and (k)
Item 5	HR matters	ss9(2)(a), (i), and (k)
Item 6	Cladding class action	ss9(2)(a), (i), and (k)
Item 7	Building access controls	ss9(2)(a), (i), and (k)
Item 8	Policies, Procedures and Frameworks	ss9(2)(a), (i) and (k)
Item 9	Risk, Assurance and Compliance	ss9(2)(a), (ba)
Item 10	Corporate Record Services	ss9(2)(a), (i) and (k)
Item 11	Information Technology Reports	ss9(2)(a), (i) and (k)
Item 12	Ethics and Institutional Biological Safety Committee Reports	ss9(2)(a), (ba)
Item 13	Ethics & Institutional Biological Safety Committee Reports	
Item 14	Conveners Business	ss9(2) (ba)
Item 15	Committee Only Business	ss 9(2)(a), (i), (j) and (k)

AND THAT the Vice-Chancellor, Mr S Willis, Mr B N Trott, Mr M Cartwright, Mr S Turnbull, Mr K Seales, Ms A Simmonds and Mr R Tomlinson (Audit New Zealand) be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration of the University of Otago for which these people are responsible, or to the auditing function for which these people are responsible. The Registrar and Secretary to the Council and the Manager Copyright and Open Access (acting for the Deputy Secretary to the Council) are also permitted to remain at the meeting so as to provide secretarial support and advice.

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Item 3	Part 2 of the Minutes of the meeting of the Audit and Risk Committee held on 17 September 2024
Item 4	Committee Work Plan and Action Follow Up
Item 5	Policies, Procedures and Frameworks
Item 6	Risk Appetite
Item 7	Fraud and Corruption – Management Attestation
Item 8	Risk, Assurance and Compliance Report
Item 9	Cyber Security Report
Item 10	SEIM, SOC, SOAR Project Update
Item 11	GEN AI – Advanced Technology Working Group
Item 12	Fraud and Corruption Gap Analysis
Item 13	Audit New Zealand
Item 14	Readings of Interest
Item 15	Convener’s Business
Item 16	Committee Only Business

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Item	Subject	Ground
Item 3	Pt 2 of the Minutes of the meeting of the Audit and Risk Committee held on 17 September 2024	ss9(2)(a), (i), and (k)
Item 4	Committee Work Plan & Action Follow Up Register	ss9(2)(a), (i), and (k)
Item 5	Policies, Procedures and Frameworks	ss9(2)(a), (i), and (k)
Item 6	Risk Appetite and Tolerance	ss9(2)(a), (ba)
Item 7	Fraud and Corruption – management attestation	ss9(2)(a), (i), and (k)
Item 8	Risk, Assurance and Compliance Report	ss9(2)(a), (i) and (k)
Item 9	Cyber Security Report	ss9(2)(a), (i) and (k)
Item 10	SEIM, SOC, SOAR Project Update	ss9(2)(a), (i) and (k)
Item 11	GEN AI – Advanced Technology Working Group Update	ss9(2)(a), (i) and (k)
Item 12	Fraud and Corruption Gap Analysis	ss9(2)(a), (i) and (k)
Item 13	Audit New Zealand - update	ss9(2)(a), (i) and (k)
Item 14	Readings of Interest	ss9(2)(a), (i), and (k)
Item 15	Conveners Business	ss9(2) (ba)
Item 16	Committee Only Business	ss 9(2)(a), (i), (j) and (k)

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