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**MINUTES**  
of the  
**AUDIT AND RISK COMMITTEE MEETING**  
**Komiti Tatari me te Tuponotanga**  
held  
**1:00pm, Thursday, 3 October 2024**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Independent Member Mr G McGlinn (Chair), Deputy Mayor S Bryant, Councillors C Mackenzie, T Walker and Independent Member A Elstob

**In Attendance:** Chief Executive (L Rae), Chief Operating Officer (S Manners), Chief Financial Officer (M Drummond), Finance Performance Manager (M McGlinchey), Cybersecurity Manager (F Weingartner), General Counsel (L Townshend),

**1 OPENING, WELCOME**

Chief Operating Officer (S Manners) offered the opening karakia.

Chair McGlinn introduced and welcomed Independent Member Analisa Elstob.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Mr McGlinn/Councillor Walker**  
**FNAU24-10-1**

**That apologies from Councillor Butler be accepted.**  
**CARRIED**

**3 DECLARATIONS OF INTEREST**

Nil

**4 LATE ITEMS**

Nil

## **5 CONFIRMATION OF MINUTES**

**Moved Councillor Mackenzie/Deputy Mayor Bryant  
FNAU24-10-2**

**That the minutes of the Audit and Risk Committee meeting held on Wednesday, 10 July 2024, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**Moved Deputy Mayor Bryant/Councillor Walker  
FNAU24-10-3**

**That the confidential minutes of the Audit and Risk Committee meeting held on Wednesday, 10 July 2024, be confirmed as a true and correct record of the meeting.**

**CARRIED**

## **6 REPORTS**

### **6.1 2024-34 Long Term Plan Audit Report Update**

Finance Performance Manager (M McGlinchey) and Team Leader – Community Policy (A Bywater) and Audit Director – Audit NZ (J Mackey) took the report as read and answered questions, discussion included:

- Audit Fee – there has been a resolution on the outstanding fee.
- Asset management systems, the audit recommended we improve the level of integration across these systems, this is included in the scope of the Digital Improvement Programme.

Chair McGlenn thanked the team for all their work on this Long Term Plan.

**Moved Deputy Mayor Bryant/Ms Elstob  
FNAU24-10-4**

**That the Audit and Risk Committee**

- 1. receives the 2024-34 Long Term Plan Audit Report Update report; and**
- 2. notes Audit New Zealand's feedback on the Long-Term Plan 2024-2034 process; and**
- 3. notes that staff will organise a workshop to discuss how the Audit and Risk Committee could best contribute to future Long-Term Plan and Annual Plan processes.**

**CARRIED**

### **6.2 Risk Appetite**

Assurance and Risk Advisor (A Clarke) took her report as read and answered questions.

Independent Member Elstob and Cr Mackenzie commended Amy on her work, looking forward to the next steps and how it is embedded into the way we work.

**Moved Councillor Mackenzie/Councillor Walker  
FNAU24-10-5**

**That the Audit and Risk Committee**

- 1. receives the Risk Appetite report; and**
- 2. recommends to Council the adoption of the Risk Appetite Statement.**
- 3. requests that the Audit and Risk Committee receives further reports on how the Risk Appetite Statement will be implemented by Council.**

**CARRIED**

**6.3 Audit and Risk Committee Terms of Reference**

Assurance and Risk Advisor (A Clarke) spoke to her report and answered questions, discussion included:

- Amendments are to be made to the Audit and Risk Committee Terms of Reference as listed in the resolution.
  - a) *amending paragraph 2.1.3 to “Monitor the progress of internal audit recommendations”*
  - b) *to make it clear that a quorum comprises three members, two of whom must be elected members, and one independent member.*
  - c) *to make provision for a Deputy Chair to be appointed to the Audit and Risk Committee by Council.*
- Work plan to come to future Audit and Risk Committee Meetings which will be based on the Terms of Reference and set out what we are doing at each meeting.

**Moved Councillor Mackenzie/Deputy Mayor Bryant  
FNAU24-10-6**

**That the Audit and Risk Committee**

- 1. receives the Audit and Risk Committee Terms of Reference report; and**
- 2. recommends to Council the adoption of the revised Audit and Risk Committee Terms of Reference subject to staff making the following minor amendments:**
  - a) amending paragraph 2.1.3 to “Monitor the progress of internal audit recommendations”**
  - b) to make it clear that a quorum comprises three members, two of whom must be elected members, and one independent member.**
  - c) to make provision for a Deputy Chair to be appointed to the Audit and Risk Committee by Council.**

**CARRIED**

## 7 CONFIDENTIAL SESSION

### 7.1 Procedural motion to exclude the public

Moved Deputy Mayor Bryant/Councillor Walker  
FNAU24-10-7

That the Audit and Risk Committee confirms, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that Yvonne Yang, Audit New Zealand be permitted to remain after the public has been excluded, as they have knowledge related to Audit New Zealand that will assist the meeting in its decision-making.

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:

### 7.2 Risk and Audit Report

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### 7.3 Cybersecurity Update

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### 7.4 Draft Annual Report 2024

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of

reason for withholding exists under section 7.	unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.  In particular, financial information for Waimea Water Ltd, and Infrastructure Holdings Ltd has not yet been made publicly available. The attached Marsh Valuations report contains personnel details	information for which good reason for withholding exists under section 7.
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### 7.5 Legal Services Report

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### CARRIED

Chief Operating Officer (S Manners) offered the closing karakia.

The meeting concluded at 3.27 pm

Confirmed as a correct record of proceedings by resolution on 12 December 2024.

### FNAU24-12-8

**That the minutes of the Audit and Risk Committee meeting held on Thursday, 3 October 2024, be confirmed as a true and correct record of the meeting.**