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**MINUTES**  
of the  
**AUDIT AND RISK COMMITTEE MEETING**  
**Komiti Tatari me te Tuponotanga**  
held  
**1:00pm, Thursday, 12 December 2024**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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The [video recording](#) of this meeting is available on the Council's YouTube channel.

**Present:** Independent Members Mr G McGlinn (Chair), and Ms A Elstob (Deputy Chair), Councillors C Butler, C Mackenzie, and T Walker.

**In Attendance:** Chief Executive (L Rae), Chief Operating Officer (S Manners), Chief Financial Officer (M Drummond), Assurance and Improvement Manager (D Hemara), Finance Performance Manager (M McGlinchey), Cybersecurity Manager (F Weingarter), General Counsel (L Townshend), Risk and Assurance Advisor (A Clarke), and Governance Advisor (G Dawson).

**1 OPENING, WELCOME**

The Chair invited Deputy Chair Elstob to open the meeting with a karakia.

**2. APOLOGIES AND LEAVE OF ABSENCE**

**Moved Mr McGlinn/Councillor Mackenzie  
FNAU24-12-1**

**That the apology from Deputy Mayor Bryant for absence be accepted.**

**CARRIED**

**3 DECLARATIONS OF INTEREST**

Nil

#### **4 LATE ITEMS**

Nil

#### **5 CONFIRMATION OF MINUTES**

**Moved Mr McGlinn/Councillor Walker  
FNAU24-12-2**

**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.**

**CARRIED**

**Moved Councillor Walker/Councillor Mackenzie  
FNAU24-12-3**

**That the confidential 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.**

**CARRIED**

#### **6 REPORTS**

##### **6.1 Update - September Quarterly Financial Results**

Financial Performance Manager, Matthew McGlinchey, and Chief Financial Officer, Mike Drummond, presented this report which was taken as read.

Questions and discussions included:

- Financial planning for the coming financial year – there was a need for a clear and measured approach to finding a way forward.
- A Whole of Council perspective was required to ensure that an accurate assessment and solution could be developed, which meets the statutory obligations of Council and manages the expectations of the community.
- Proposals to be workshopped in the first part of 2025, to align with the annual plan process.
- Staff wellbeing was a major focus of the process and measures would be taken to ensure that staff felt as comfortable as possible through the process.
- Central Government reform programmes may have an impact on future budgets and work programmes.

**Moved Ms Elstob/Councillor Butler  
FNAU24-12-4**

**That the Audit and Risk Committee**

- 1. receives the Update - September Quarterly Financial Results Report RFNAU24-12-6.**

**CARRIED**

## **6.2 Audit and Risk Committee Workplan**

Risk and Assurance Advisor, Amy Clarke, and Assurance and Improvement Manager, Deidre Hemara, presented this report which was taken as read.

Questions and discussions included:

- The workplan provided a framework and guide for the ongoing work of the Committee and aligns with the new Terms of Reference.
- Unplanned matters could be dealt with through the Committee as they arose.
- External contract management and monitoring – contracts were structured to include Council's ability to check on its performance and other obligations such as health and safety.

### **Moved Councillor Mackenzie/Councillor Butler FNAU24-12-5**

**That the Audit and Risk Committee**

- 1. receives the Audit and Risk Committee Workplan report RFNAU24-12-7; and**
- 2. approves the Audit and Risk Committee workplan with the requested changes.**

**CARRIED**

## **6.3 Health, Safety and Wellbeing Report**

Team Leader - Health and Safety, Karen Harper, and Assurance and Improvement Manager, Deidre Hemara, presented this report which was taken as read.

Questions and discussions included:

- Health and safety frameworks and processes were being reviewed and amended to make it robust and accountable.
- A centralised Council wide risk register was being developed to create one source of information.
- Staff wellbeing to be included in the report to provide a holistic view of the Council. Data from the EAP and other sources would be used to achieve this aim.

### **Moved Councillor Butler/Ms Elstob FNAU24-12-6**

**That the Audit and Risk Committee**

- 1. receives the Health and Safety report RFNAU24-12-8.**

**CARRIED**

## **6.5 Risk and Assurance Policy**

Risk and Assurance Advisor, Amy Clarke, and Assurance and Improvement Manager, Deidre Hemara, presented this report which was taken as read.

Questions and discussions included:

- Different policy approaches and definitions compared in relation to the proposed policy, including how independent members were engaged through review or investigative processes.

**Moved Councillor Mackenzie/Ms Elstob  
FNAU24-12-7**

**That the Audit and Risk Committee**

1. receives the Risk and Assurance Policy report; and
2. recommends the Risk and Assurance Policy (Attachment 1 to the agenda report) to Council.

**Recommendation to Council**

**That the Tasman District Council**

1. approves the Tasman District Council Risk and Assurance Policy in Attachment 1 to the agenda report.

**CARRIED**

**6.4 Risk and Assurance Report**

Ms Clarke, and Ms Deidre Hemara, presented this report which was taken as read.

Questions and discussions included:

- The current financial risk rating was appropriate at the time of the meeting and the situation was monitored on a regular basis. A change in rating would occur where a situation warranted it. Council staff were working with the Office of the Auditor General to ensure any actions taken were accurate and public sector aligned. Interactions had been constructive and positive.

**Moved Councillor Mackenzie/Ms Elstob  
FNAU24-12-8**

**That the Audit and Risk Committee**

1. receives the Risk and Assurance Report

**CARRIED**

**7 CONFIDENTIAL SESSION**

**7.1 Procedural motion to exclude the public**

**Moved Councillor Butler/Councillor Mackenzie  
FNAU24-12-9**

**That the public be excluded from the following part(s) of the proceedings of this meeting. 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.

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 Nelson Tasman Civil Defence and Emergency Management Group Capability Assessment

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)(d) - The withholding of the information is necessary to avoid prejudice to measures protecting the health and safety of members of the public.	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 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.

## 7.4 External Audit Matters

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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.

**7.5 Risk and Assurance Report Confidential Attachments**

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.	<p>s7(2)(c)(ii) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.</p> <p>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.</p>	<p>s48(1)(a)</p> <p>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.</p>

**7.6 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.	<p>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.</p> <p>Certain cybersecurity details are withheld to ensure threat actors can't obtain an advantage or intelligence that can be used by them to attack the Council systems</p>	<p>s48(1)(a)</p> <p>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.</p>

**CARRIED**

The Public was excluded at 2.33 pm.

The open session was resumed at 4.05 pm.

The meeting concluded at 4.05pm with a karakia.

## **RESTATEMENTS**

### **7.4 External Audit Matters**

This report remains confidential.

### **7.2 Nelson Tasman Civil Defence and Emergency Management Group Capability Assessment**

This report remains confidential.

### **7.5 Risk and Assurance Report Confidential Attachments**

These attachments remains confidential.

### **7.3 Legal Services Report**

This report remains confidential.

### **7.6 Cybersecurity Update**

This report remains confidential.

Confirmed as a correct record of proceedings by resolution on Enter date .