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**MINUTES**  
of the  
**AUDIT AND RISK COMMITTEE MEETING**  
**Komiti Tatari me te Tuponotanga**  
held  
**1.03pm, Thursday, 20 March 2025**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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The [video recording Part 1](#) of this meeting is available on the Council's YouTube channel

The [video recording Part 2](#) of this meeting is available on the Council's YouTube channel

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

**In Attendance:** Chief Executive Officer (L Rae), Chief Operating Officer (S Manners), Chief Financial Officer (M Drummond), Finance Performance Manager (M McGlinchey), Cybersecurity Manager (F Weingarter), General Counsel (L Townshend), Risk and Assurance Advisor (A Clarke) (Zoom), Financial Accountant (S Weerakoon) and Senior Governance Advisor (K McLean)

**1 OPENING, WELCOME**

The Chairperson opened the meeting and invited Chief Operating Officer, Steve Manners, to offer the karakia.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Mr McGlinn/Councillor Mackenzie**  
**FNAU25-03-1**

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

### **3 DECLARATIONS OF INTEREST**

The Chairperson, Graeme McGlinn, declared that he had been appointed as an independent member to the Audit and Risk Committee at West Coast Regional Council, and asked that this be added to the interests register.

### **4. PUBLIC FORUM**

Mathias Schaeffner spoke regarding two reports in the public agenda (Health, Safety & Wellbeing and External Audit Matters).

**Action:** The Chairperson to respond to Mr Shaeffner regarding the matters raised.

### **5 LATE ITEMS**

Nil

### **6 CONFIRMATION OF MINUTES**

**Moved Councillor Mackenzie/Ms Elstob  
FNAU25-03-2**

**That the minutes of the Audit and Risk Committee meeting held on Thursday, 12 December 2024, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**Moved Councillor Mackenzie/Councillor Walker  
FNAU25-03-3**

**That the confidential minutes of the Audit and Risk Committee meeting held on Thursday, 12 December 2024, be confirmed as a true and correct record of the meeting.**

**CARRIED**

### **6 REPORTS**

**Moved Councillor Mackenzie/Councillor Walker  
FNAU25-03-4**

**Confirms that, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that, Matt Meacham from Marsh, be permitted to remain after the public has been excluded, for Item 7.2 of the Confidential agenda, Assets Insurance, as they have knowledge that will assist the meeting in its decision-making.**

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:

#### Item 7.2 – Assets Assurance

| 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)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)<br>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

The meeting was adjourned at 1.42pm and reconvened at 1.51pm.

#### 6.1 External Audit Matters

Financial Accountant, Shashini Weerakoon, and Appointed Auditor, Yvonne Yang, presented the report and answered questions around the Dam, assets, management change, performance measures and communication channels.

**Moved Deputy Mayor Bryant/Ms Elstob**  
**FNAU25-03-5**

**That the Audit and Risk Committee**

1. receives the External Audit Matters report, RFNAU25-03-2.

#### CARRIED

#### 6.2 Risk and Assurance

Risk and Assurance Advisor, Amy Clarke, presented the report which was taken as read and answered questions.

**Moved Councillor Butler/Councillor Mackenzie**  
**FNAU25-03-6**

**That the Audit and Risk Committee**

1. receives the Risk and Assurance report, RFNAU25-03-1.

**CARRIED**

**6.3 Health, Safety and Wellbeing Report**

Chief Operating Officer, Steve Manners, presented the report. Questions and discussion included:

- The Health and safety programme was in development/evolving
- The Well-being ambassadors programme had been established
- The Wellbeing working group had been established
- Staff and Elected Member mental health indicators in the workplace and gauge assessment/lens.

**Action:** Mr Manners to include the 'ask your team survey' results trend over time in the next Health, Safety and Wellbeing report.

**Moved Ms Elstob/Councillor Mackenzie**  
**FNAU25-03-7**

**That the Audit and Risk Committee**

1. receives the Health, Safety and Wellbeing Report, RFNAU25-03-3.

**CARRIED**

**7 CONFIDENTIAL SESSION**

**Moved Councillor Butler/Deputy Mayor Bryant**  
**FNAU25-03-8**

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:

**7.3 Waimea Community Dam Financial Overview**

| 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 | s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the | s48(1)(a)  |

|   |  |  |
|---|--|--|
| information for which good reason for withholding exists under section 7. | 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. | 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 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)<br><br>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 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. | 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.<br><br>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)<br><br>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. |

#### 7.6 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. | 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)<br><br>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**

The public was excluded at 3.20pm.

The open session was resumed at 4.35pm.

## **RESTATEMENTS**

It was resolved while the public was excluded:

### **7.2 Assets Insurance**

**That the Audit and Risk Committee**

- 2. agrees that the Assets Insurance report and attachments will remain confidential at this time.**

### **7.3 Waimea Community Dam Financial Overview**

**That the Audit and Risk Committee**

- 5. agrees that the Waimea Community Dam Financial Overview report and attachments will remain confidential at this time.**

### **7.4 Legal Services Report**

**This report remains confidential.**

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

**This report remains confidential.**

### **7.6 Cybersecurity Update**

**This report remains confidential.**

The meeting concluded at 4.37pm.

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