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**MINUTES**  
of the  
**AUDIT AND RISK COMMITTEE MEETING**  
**Komiti Tatari me te Tuponotanga**  
held  
**1.00pm, Thursday, 12 June 2025**  
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 (Zoom), Ms A Elstob (Deputy Chair Presiding), Deputy Mayor S Bryant, Councillors C Butler and C Mackenzie

**In Attendance:** Chief Executive (L Rae), Chief Operating Officer (S Manners) and Senior Governance Advisor (K McLean)

**1 KARAKIA, OPENING, WELCOME**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Councillor Mackenzie/Councillor Butler**  
**FNAU25-06-1**

**That the apology from Councillor T Walker be accepted .**

**CARRIED**

### **3 PUBLIC FORUM**

Mathias Shaeffner spoke regarding Item 7.1 - the Quarterly Risk and Assurance Report. He noted community support, community engagement, understanding of Local Government, unconsented issues and fraud and tabled supporting information.

### **3 DECLARATIONS OF INTEREST**

Nil

### **4 LATE ITEMS**

Nil

### **5 CONFIRMATION OF MINUTES**

**Moved Councillor Butler/Councillor Mackenzie  
FNAU25-06-2**

**That the minutes of the Audit and Risk Committee meeting held on Thursday, 20 March 2025, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**Moved Deputy Mayor Bryant/Councillor Butler  
FNAU25-06-3**

**That the confidential minutes of the Audit and Risk Committee meeting held on Thursday, 20 March 2025, be confirmed as a true and correct record of the meeting.**

**CARRIED**

### **6 REPORTS**

#### **6.1 Risk and Assurance**

Risk and Assurance Advisor, Amy Clarke, presented the report.

**Action:** Amy Clarke to liaise with Jamie McPherson about the NZTA technical audit report and when this would be received.

**Action:** Amy Clarke to consider options for reframing risks, to ensure time to respond.

**Moved Councillor Mackenzie/Deputy Mayor Bryant  
FNAU25-06-4**

**That the Audit and Risk Committee**

**1. receives the Risk and Assurance report RFNAU25-06-1.**

**CARRIED**

## 6.2 Health and Safety

Team Leader – Health and Safety, Ian Abbott and Ms Clarke, presented the report.

**Action:** Ian Abbott to ask the People & Wellbeing team to provide an overview of the strategies and tools outlined in the Council’s Anti-Bullying, Harassment, and Discrimination Policy for inclusion in the next Audit and Risk Committee report.

**Moved Deputy Mayor Bryant/Councillor Butler**  
**FNAU25-06-5**

**That the Audit and Risk Committee**

1. receives the Health and Safety report RFNAU25-06-2.

**CARRIED**

## 7 CONFIDENTIAL SESSION

### 7.1 Procedural motion to exclude the public

**Moved Deputy Mayor Bryant/Councillor Butler**  
**FNAU25-06-6**

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 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.

### 7.3 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,	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.

	<p>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>	
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#### 7.4 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.

#### 7.5 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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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**

#### RESTATEMENTS

It was resolved while the public was excluded:

#### 7.2 Legal Services Report

That the Audit and Risk Committee

2. agrees that the report and attachments remain confidential at this time.

### **7.3 Risk and Assurance Confidential Attachments**

**That the Audit and Risk Committee**

- 2. agrees that the attachments remain confidential at this time.**

### **7.4 Cybersecurity Update**

**That the Audit and Risk Committee**

- 3. agrees that the report and attachment remain confidential at this time.**

### **7.5 External Audit Matters**

**That the Audit and Risk Committee**

- 2. agrees that the report and attachment remain confidential at this time.**

The meeting concluded at 3.25pm.

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