

**MINUTES OF CARTERTON DISTRICT COUNCIL  
COUNCIL WORKSHOP  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON  
ON WEDNESDAY, 31 JULY 2024 AT 10:00 AM**

**PRESENT:** Mayor Ron Mark, Deputy Mayor Steve Cretney, Cr Dale Williams, Cr Brian Deller, Cr Robyn Cherry-Campbell, Cr Grace Ayling, Cr Lou Newman, Cr Steve Laurence, Cr Steve Gallon

**IN ATTENDANCE:** Geoff Hamilton (Chief Executive), Karon Ashforth (Corporate Services Manager), Johannes Ferreira (Infrastructure Services Manager), Solitaire Robertson (Planning and Regulatory Services Manager), Geri Brooking (People and Wellbeing Manager), Glenda Seville (Community Services and Facilities Manager), Marcus Anselm (Communications and Engagement Manager), Robyn Blue (Democratic Services Officer)

## **1 REPORTS**

### **4.1 TERMS OF REFERENCE WORKSHOP**

#### **1. PURPOSE**

To review the Terms of Reference of Carterton District Council Committees and Advisory Groups.

An review of the Terms of Reference of all CDC Committees and Advisory Groups was undertaken.

#### Discussion

- The Terms of Reference for the Risk and Assurance Committee will be discussed at Risk and Assurance Committee on 14 August 2024 in order to consider possible amendments to the CDC Risk and Assurance Committee Terms of Reference. Best practice guidance from LGNZ and the Office of the Auditor General will also be sought.
- Council will need to decide what categories of MOUs that will need to come to the Policy & Projects Committee (for inclusion in the Terms of Reference).
- Amendments were made to the other Committee and Advisory Groups. These will come to the next Council meeting on 18 September for approval, along with any recommended changes to the Risk and Assurance Committee.
- Consideration will be given to setting up an Economic Development Advisory Group. The Terms of Reference and scope of the group will come to the next Council meeting on 18 September 2024.
- Following the Council meeting on 26 June 2024 there was discussion on elected member appointments to Council committees, advisory groups and external groups, with several further changes.

**The meeting closed at 12 pm**

