

**MINUTES OF CARTERTON DISTRICT COUNCIL  
RISK AND ASSURANCE COMMITTEE MEETING  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON  
ON WEDNESDAY, 14 AUGUST 2024 AT 9:30 AM**

**PRESENT:** Philip Jones (Chair), Deputy Mayor Steve Cretney, Mayor Ron Mark, Cr Dale Williams, Cr Steve Laurence, Cr Grace Ayling, Marty Sebire (Hurunui-o-Rangi Marae representative)

**IN ATTENDANCE:** Elected members

Cr Lou Newman, Cr Robyn Cherry-Campbell, Cr B Deller, Cr S Gallon

Staff

Geoff Hamilton (Chief Executive), Karon Ashforth (Corporate Services Manager), Geri Brooking (People and Wellbeing Manager), Glenda Seville (Community Services and Facilities Manager), Solitaire Robertson (Planning and Regulatory Services Manager), Marcus Anselm (Communications and Engagement Manager) via videoconference, Sara Renall (Communications and Engagement Advisor), Robyn Blue (Democratic Services Officer)

**1 KARAKIA TIMATANGA**

The meeting opened with a karakia by Marty Sebire.

**2 APOLOGIES**

There were no apologies received.

**3 CONFLICTS OF INTERESTS DECLARATION**

There were no conflicts of interest declared.

**4 PUBLIC FORUM**

There was no public forum.

**5 CONFIRMATION OF THE MINUTES**

**5.1 MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 22 MAY 2024**

**MOVED**

1. That the Minutes of the Risk and Assurance Committee Meeting held on 22 May 2024 are true and correct.

Cr D Williams / Cr S Cretney

**CARRIED**

## 6 REPORTS

### 6.1 ANNUAL REPORT TIMELINE

#### 1. PURPOSE

To update the Committee on the timeline for the preparation and adoption of the 2023/24 Annual Report.

#### MOVED

That the Committee:

1. **Receives** the report.
2. **Notes** the proposed amended 2023/24 Annual Report timeline.
3. **Agrees** that a revaluation of the manuka crop is not required for the 2024 year.
4. **Endorses** the proposal to not complete a Resident's Survey in the 2024 year.

Deputy Mayor S Cretney / Cr D Williams

**CARRIED**

### 6.2 HEALTH, SAFETY AND WELLBEING UPDATE

#### 1. PURPOSE

This report updates the Risk and Assurance Committee on recent health, safety and wellbeing (HS&W) activities.

#### MOVED

That the Committee:

1. **Receives** the report.

Cr D Williams / Deputy Mayor S Cretney

**CARRIED**

### 6.3 TERMS OF REFERENCE RISK AND ASSURANCE COMMITTEE

#### 1. PURPOSE

For the Committee to provide advice on amendments to the Terms of Reference of the Risk and Assurance Committee.

#### MOVED

That the Committee:

1. **Recommends** to Council that Clause 8 of the Terms of Reference is removed and consideration is given to the creation of a Chief Executive Employment Committee.
2. **Notes** that a review of the Chief Executive's Performance will be scheduled for Thursday 19 September 2024.

Mayor R Mark / Cr D Williams

#### **CARRIED**

## 7 EXCLUSION OF THE PUBLIC

### RESOLUTION TO EXCLUDE THE PUBLIC

#### MOVED

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>7.1 - IT Security and Data Management Update</b>	s7(2)(e) - the withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public  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)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>7.2 - Waste Water Reservoir Project Update</b>	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	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

	supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	withholding would exist under section 6 or section 7
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Cr D Williams / Deputy Mayor S Cretney

**CARRIED**

**MOVED**

That Council moves out of Closed Council into Open Council.

Deputy Mayor S Cretney / Cr D Williams

**CARRIED**

**8 KARAKIA WHAKAMUTUNGA**

The meeting closed with a karakia by Marty Sebire.

**The Meeting closed at 11.54 am**

**Minutes confirmed: .....**

**Date: .....**