

**MINUTES OF CARTERTON DISTRICT COUNCIL  
RISK AND ASSURANCE COMMITTEE MEETING  
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY ST, CARTERTON  
ON WEDNESDAY, 13 AUGUST 2025 AT 9:30 AM**

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

**IN ATTENDANCE:** Elected members

Cr Brian Deller, Cr Robyn Cherry-Campbell, Cr Steve Gallon

Staff

Geoff Hamilton (Chief Executive), Geri Brooking (Group Manager People and Corporate), Glenda Seville (Group Manager Community and Facilities), Solitaire Robertson (Group Manager Planning and Regulatory), Anna Tulloch (Communications and Engagement Advisor) - via videoconference, David Johnson (Information Systems Manager), Stephen Watson (PWC – Acting CFO), Jody Dalziel (Health, Safety and Wellbeing Advisor), Vicki McLachlan (People and Wellbeing Manager), Katrina King (Democratic Services Officer), Robyn Blue (Democratic Services Officer)

Other

Deren Mohanlall (Audit NZ – Director Business, Planning & Performance), Simon Taylor (Manager, Emergency Management Wairarapa)

**1 KARAKIA TIMATANGA**

The meeting opened with a karakia by all members, and led by Marty Sebire.

**2 APOLOGIES**

There were no apologies received.

**3 CONFLICTS OF INTERESTS DECLARATION**

There were no conflicts on interest declared.

**4 PUBLIC FORUM**

There was no public forum.

**5 DISCUSSION ON THE PUBLIC FORUM**

Not applicable.

## 6 CONFIRMATION OF THE MINUTES

### 6.1 MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 7 MAY 2025

#### MOVED

1. That the Minutes of the Risk and Assurance Committee Meeting held on 7 May 2025 are true and correct.

Deputy Mayor S Cretney / Mayor R Mark

#### **CARRIED**

## 7 REPORTS

### 7.1 REVIEW OF THE RISK MANAGEMENT FRAMEWORK

#### 1. PURPOSE

For the Committee to review the Risk Management Framework.

#### NOTED

- The incoming Council will undertake a full review of the Framework, expected to be within 6 months after induction.

The following were recommended amendments to the Framework:

- 3.1 Role of the elected members – An important role to be included is ‘Elected members have assurance that risk management is being appropriately managed and reported within the organisation’.
- Include reporting on risks related to Human Resources.
- 3.4 – Role of staff. The second sentence should move to the front of the paragraph as being the primary role - ‘All individuals will play a part in managing risk at Council, including having access to Council’s risk management processes and risks from the risk register’.
- 3.5 – The Risk and Assurance Committee – Add that the Risk and Assurance Committee is responsible for ‘monitoring risks and gaining assurance that risk management is effective and efficient for the organisation.
- 5.3 – Risk Analysis – Under ‘Controls’ - add at the end of the sentence that controls are regularly reviewed.
  - Note - There is sentence at the bottom of page 25 that could be moved to 5.3 - “Controls that are in place need to be, from time to time, tested against assumptions. This should take place annually”.
- 5.6 Page 25 – Reporting needs to be strengthened. Consideration could be given to putting this in an appendix. On an annual basis the entire risk register needs to be

reported on. On a quarterly basis, one of the top 5/6 risks will be reported on, and this includes 'People and Capability'.

- Appendix 4 - identifies how risks are reported / escalated. Information could be included (for both elected members and staff) on the process of reporting risks e.g. Urgent risks reported to Council, lower level risks are reported to the Risk and Assurance Committee.
- Appendix 4 – needs an explanation of what 'risk acceptance' means. Does this mean receiving a report on the risk?
- The question was raised as to delegation of authority to Council to accept high risk. This could be either in the Terms of Reference or the Risk Management Framework, preferably the former.
- It was discussed that the new council needs brief training on risk appetite prior to reviewing the Risk Management Framework.

#### **MOVED**

That the Committee:

1. **Receives** the report.
2. **Endorses** the Risk Management Framework as amended.
3. **Notes** that the newly elected council will receive the Risk Management Framework as part of the Induction Programme.`
4. **Notes** the Risk Management Framework including risk appetite are reviewed by Council within 6 months of the election on 11 October 2025.

Mayor R Mark / Cr G Ayling

#### **CARRIED**

## 7.2 RISK MANAGEMENT UPDATE

### 1. PURPOSE

For the Committee to be updated with a summary on Council's identified and emerging risks.

### NOTED

- There was extensive discussion about the risks associated with the Local Water Done Well Entity option that is chosen.
- The #5 strategic risk is Health, Safety and Wellbeing. Human Resources will be separately included as one of the top 5-10 risks.

### MOVED

That the Committee:

1. **Receives** the report.

Deputy Mayor S Cretney / P Jones

### CARRIED

## 7.3 EMERGENCY MANAGEMENT UPDATE

### 1. PURPOSE

For the Committee to be updated on Emergency Management (EM) activities.

### MOVED

That the Committee:

1. **Receives** the report.

Mayor R Mark / Deputy Mayor S Cretney

### CARRIED

#### 7.4 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 Council:

1. **Receives** the report.

Deputy Mayor S Cretney / M Sebire

**CARRIED**

#### 7.5 TREASURY REPORT

##### 1. PURPOSE

To provide the Committee with an update on Council's current Treasury position.

##### MOVED

That the Committee:

1. **Receives** the report.
2. **Notes** the current Treasury position and compliance with policy limits.

P Jones / Cr G Ayling

**CARRIED**

## 8 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>8.1 - Confirmation of the minutes of the Public-Excluded Risk and Assurance Committee meeting 7 May 2025</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>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</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>	<p>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</p>
<b>8.2 - IT Security Update</b>	<p>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</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)(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</p>

<b>8.3 - Reputational Risks - Legal Claims</b>	s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
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Mayor R Mark / Deputy Mayor S Cretney

**CARRIED**

**MOVED**

That Council moves out of Closed Council into Open Council.

Cr G Ayling / Deputy Mayor S Cretney

**CARRIED**

## **9 KARAKIA WHAKAMUTUNGA**

The meeting closed with a karakia by all members and led by Marty Sebire.

**The meeting closed at 12.13pm**

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

**Date: .....**