

**The minutes of the Audit and Risk Committee Meeting of the Carterton District Council
held in the Hurunui o Rangi Meeting Room, Carterton Event Centre,
50 Holloway Street, Carterton on Wednesday 22 March 2017.**

Present: Philip Jones (Chair)
Mayor J Booth, Crs M Ashby, R Keys, T O'Callaghan (Committee Members)
Crs B Deller, G Lang, J Greathead (Councillors)

Attendance: J Davis (Chief Executive),
D Gittings (Planning and Regulatory Manager)
Peter Rickman (Human Resource Manager)
Marty Sebire (Corporate Services Manager)
Brian McWilliams (Parks and Reserves Manager)
C Mckenzie (Community Services Manager)
H Burgess (Executive Assistant)

Meeting Started: 10.00am

1. Apologies

There were no apologies recorded.

2. Declaration of Conflict of Interest

There were no conflicts of interest declared.

3. Public Forum

No speakers for the public forum.

4. Notification of General Business or Late Items.

There were no general business or late items.

5. 1st September 2016 – 31 March 2017 Health and Safety report.

Purpose

To present to the Committee an approach for ongoing reporting of Health and Safety matters, and to update the Committee on recent health and safety activities.

Moved

That the Committee received the report.

That the Committee notes the health and safety activities described in this report.

That the Committee agrees that the reporting approach outlined in this report is acceptable for the on-going reporting of health and safety matters, including detailed information about the top 5-10 risks in health and safety.

Mayor Booth / Cr Ashby
CARRIED

6. Risk Management

Purpose

To present the draft risk management framework to the Committee and to outline the development of a risk register.

Moved

That the Committee received the report.

That the Committee adopts the risk management framework as outlined in attachment 1, subject to amendments.

That the Committee notes the development of Council’s risk register.

Cr O’Callaghan / Mayor Booth
CARRIED

7. Draft Management Letter for 2015/16 Annual Report

Purpose

To present the draft management letter form Audit New Zealand for the 2016/17 annual report and the draft response by management to their recommendations.

Moved

That the committee received the report.

Cr Keys / Mayor Booth
CARRIED

8. Management Letter for 2015-2025 Long Term Plan

Purpose

To present the Committee with the management letter from Audit New Zealand for the 2015–2025 Long Term Plan and to update the Committee on the status of their recommendations.

Moved

That the committee received the report.

Crs Ashby / Jones
CARRIED

The Meeting concluded at 1.10pm

Minutes confirmed.....

Date.....