



Otorohanga

District Council

*Otorohanga - where kiwi can fly
A dynamic, inclusive and unique district*

OPEN AGENDA

Notice is hereby given that an extra-ordinary meeting of the Risk and Assurance Committee will be held in the Council Chambers, Otorohanga District Council, 17 Maniapoto Street, Otorohanga on Monday, 6 March 2023 commencing at 10.00am.

Tanya Winter
CHIEF EXECUTIVE

28 February 2023

Risk and Assurance Committee

Independent Chairperson
Deputy Chairperson
His Worship to Mayor
Councillor
Councillor

Vacant
Kit Jeffries
Max Baxter
Steve Hughes
Cathy Prendergast

Quorum: A majority of members (including any vacancies)

Meeting frequency: Monthly or as required

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy; however, attendees are advised they may be recorded as part of the general meeting proceedings.

ORDER OF AGENDA

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DECISION REPORTS	
No reports.	
INFORMATION ONLY REPORTS	
No reports.	
PUBLIC EXCLUDED	
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OTHER BUSINESS	
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WORKSHOPS	
<i>Please note that workshops will not be livestreamed but are open to the public to attend in the Council Chambers where indicated. Workshops may not be held in the order indicated below due to changes on the day.</i>	
There are no workshops planned.	

PLEASE NOTE

The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council's Risk and Assurance Committee policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

COMMENCEMENT OF MEETING

The Chairperson will declare the meeting open.

APOLOGIES

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

At the finalisation of this agenda, no apologies had been received. If an apology is tendered to the meeting the following resolution is recommended:

That the Risk and Assurance Committee receive and accept the apology from Committee Member xxx for ... (non-attendance/early departure/late arrival).

LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

If a late item is required, the following recommendation is made: *That Risk and Assurance Committee accept the late item due to*

Should the Committee resolve to discuss a late item, the following recommendation is made: *That the Risk and Assurance Committee confirm the order of the meeting as indicated in the agenda.*

DECLARATION OF CONFLICTS OF INTEREST

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

Should any conflicts be declared the following recommendation is made:

That the Risk and Assurance Committee receive the declaration of a conflict of interest from councillor ... for item ... and direct the conflict to be recorded in Council's Conflicts of Interest Register.

ITEM 10: RESOLUTION TO EXCLUDE THE PUBLIC**TO: THE CHAIRPERSON AND MEMBERS OF THE RISK AND ASSURANCE COMMITTEE****FROM: MANAGER GOVERNANCE****DATE: 6 MARCH 2023****Relevant Community Outcomes**

Engaged

Empowered

Responsible

**1 PURPOSE**

1.1 The purpose of this report is to exclude the public from parts of the proceedings of the Risk and Assurance Committee meeting.

2 EXECUTIVE SUMMARY

2.1 All formal meetings are open to the public however, there are some parts of the meeting where the public can be excluded. Council must provide a good reason if to exclude the public from a Council or committee meeting - this also includes the media.

2.2 A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, and the grounds on which the resolution is based.

2.3 Resolutions to exclude the public are made under Section 48 of the Local Government Official Information and Meetings Act 1987. Reasons for 'public excluded' parts of a meeting include:

- Disclosing trade secrets.
- Prejudicing the maintenance of the law (including the right to a fair trial).
- Protecting the privacy of any person.
- Commercial confidentiality or legal privilege.

2.4 Public excluded agenda and minutes are not available to the public.

2.5 Where possible, Council will release public information which has been considered during the public excluded part of a meeting.

3 STAFF RECOMMENDATION

3.1 That the Risk and Assurance Committee:

a **Exclude** the public from the following parts of the proceedings of this meeting namely,

The general subject 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(1) 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(1) for the passing of this resolution
Appointment of Independent Chairperson	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987.	Section 9(2)(a)

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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Item Number	Section	Interest
PE2	9(2)(a)	Protect the privacy of natural persons, including that of deceased natural persons

Kaia King
MANAGER GOVERNANCE

MEETING CLOSURE

The Chairperson will declare the meeting closed.