

CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
1 Chung Wah Terrace, Civic Plaza, Palmerston
on Tuesday 27 October 2020 at 5:01pm**

COMMITTEE MEMBERS	Iain Summers, Independent Member (Chair) Mark Blackburn, Independent Member Steve Bartlett, Independent Member Mayor Athina Pascoe-Bell Alderman Amber Garden
STAFF	Chief Executive Officer, Luccio Cercarelli Deputy Chief Executive Officer, Director Lifestyle & Community, Amelia Vellar Director City Growth and Operations, Nadine Nilon Finance Manager, Maxie Smith Governance Lead, Caroline Hocking Acting Manager ICT, Mark Bradbury Minute Secretary, Jessica Eves
GALLERY	Nil

1 ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the traditional owners of the land on which we are meeting - the Larrakia People - and pay my respects to their elders, past, present and future.

2 OPENING OF MEETING

The Chair declared the meeting open at 5:01pm.

3 APOLOGIES AND LEAVE OF ABSENCE

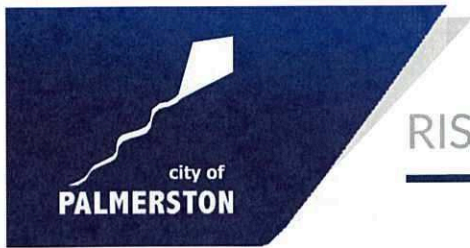
3.1 Apologies

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT the apology received from Alderman Henderson for the Risk Management and Audit Committee on 27 October 2020 be received and noted.

CARRIED RMA9/0092 - 27/10/2020

Initials: *MOB*



A Place for People

RISK MANAGEMENT & AUDIT COMMITTEE

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3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Mark Blackburn, Independent Member

Seconded: Steve Bartlett, Independent Member

THAT the minutes of the Risk Management and Audit Committee Meeting held on Tuesday, 25 August 2020 pages 139 to 143, be confirmed.

CARRIED RMA9/0093 - 27/10/2020

5.2 Business Arising from Previous Minutes

Nil.

6 CONFIDENTIAL ITEMS

6.1 Moving Confidential Items into Open

19.1 Draft Annual Financial Statements 2019/20

Moved: Mayor Pascoe-Bell

Seconded: Mark Blackburn, Independent Member

Initials: *NDB*



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19.1 Draft Annual Financial Statements 2019/20 (continued)

1. THAT report entitled Draft Annual Financial Statements 2019/20 be received and noted.
2. THAT the Risk Management & Audit Committee recommend to the Council:
 - a. THAT the Committee deems the Draft Financial Statements for the year ended 30 June 2020 at **Attachment A** and the accompanying financial review at **Attachment B** to report entitled Draft Annual Financial Statements 2019/20 suitable for consideration by the Chief Executive Officer for certification and inclusion in the 2019/2020 Annual Report, with consideration of the committee's feedback.
3. THAT the Risk Management & Audit Committee resolves:
 - a. THAT these Committee recommendations and **Attachment A** and **Attachment B** relating to Report entitled Draft Annual Financial Statements 2019/20 be moved to the open minutes of the 27 October 2020 meeting.

CARRIED RMA9/0098 - 27/10/2020

6.2 Moving Open Items into Confidential

Nil.

6.3 Confidential Items

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT pursuant to *Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations* the meeting be closed to the public to consider the following confidential items:

ITEM	REGULATION	REASON
19.1	8(e)	<i>8(e) information provided to the council on condition that it be kept confidential.</i>

CARRIED RMA9/0094 - 27/10/2020

Initials: *MSB*

Procedural Motion

Moved: Mayor Pascoe-Bell

Seconded: Alderman Garden

THAT pursuant to Palmerston (Procedures for Meetings) By-Law 7, the Risk Management & Audit Committee approves to alter the order of business to consider confidential items prior to Item 7 Work Plan in the open agenda at 5:11pm.

CARRIED RMA9/0095 - 27/10/2020

16 CLOSURE OF MEETING TO PUBLIC

Moved: Mark Blackburn, Independent Member

Seconded: Steve Bartlett, Independent Member

THAT pursuant to *Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations*, the meeting be closed to the public to consider the Confidential item of the Agenda.

CARRIED RMA9/0096 - 27/10/2020

The Risk Management and Audit Committee resume the open section of the agenda at 6:21pm.

7 WORK PLAN

7.1 Action Report - October 2020

Moved: Alderman Garden

Seconded: Mayor Pascoe-Bell

1. THAT report entitled Action Report - October 2020 be received and noted.
2. THAT the complaints handling policies and procedures identified as part of the Strategic Risk Register update be presented to the Risk Management and Audit Committee in February 2021.
3. THAT the IT Policies and Disaster Recovery Plan be presented to the Risk Management and Audit Committee in February 2021.

CARRIED RMA9/0099 - 27/10/2020

8 FINANCIAL REPORTING

Nil.

Initials: *MDH*

9 INTERNAL CONTROLS AND RISK MANAGEMENT

9.1 Risk Management and Audit Committee Schedule 2021

Moved: Mark Blackburn, Independent Member

Seconded: Mayor Pascoe-Bell

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT report entitled Risk Management and Audit Committee Schedule 2021 be received and noted.
2. THAT the Committee adopts the proposed Risk Management and Audit Committee Schedule 2021 being:
 - Tuesday 23 February 2021
 - Tuesday 25 May 2021
 - Tuesday 27 July 2021
 - Wednesday 20 October 2021

CARRIED RMA9/0100 – 27/10/2020

9.2 Strategic Risk Register Update October 2020

Moved: Mayor Pascoe-Bell

Seconded: Steve Bartlett, Independent Member

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT report entitled Strategic Risk Register Update October 2020 be received and noted.
2. THAT the Control Improvement Plan being **Attachment A** be presented to Council for adoption and that Council's Strategic Risk Register be updated with the adopted Control Improvement Plan.
3. THAT the Risk Management and Audit Committee be provided with an update including milestone dates at the February 2021 meeting.

CARRIED RMA9/0101 – 27/10/2020

Initials: *MDB*

9.3 Asset Management Policy Review

Moved: Mark Blackburn, Independent Member

Seconded: Alderman Garden

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT report entitled Asset Management Policy Review be received and noted.
2. THAT Council adopt the draft Asset Management Policy provided as **Attachment C** to this report entitled Asset Management Policy Review including removal of 4.3 Asset Management Priorities, title only.

CARRIED RMA9/0102 - 27/10/2020

9.4 Asset Management Plan Program

Moved: Mark Blackburn, Independent Member

Seconded: Mayor Pascoe-Bell

1. THAT report entitled Asset Management Plan Program be received and noted.
2. THAT the Risk Management and Audit Committee notes that the progress of the development of asset management plans will be reported through Council's Strategic Risk Register reporting, and the Control Improvement Register.

CARRIED RMA9/0103 - 27/10/2020

10 WHISTLE BLOWING

Nil.

11 INTERNAL AUDIT

Nil.

12 EXTERNAL AUDIT

Nil.

13 INFORMATION AND CORRESPONDENCE

Nil.

Initials: *NDB*

14 OTHER BUSINESS

14.1 Chair of Risk Management and Audit Committee

Moved: Mayor Pascoe-Bell

Seconded: Alderman Garden

THAT the Council and the Risk Management and Audit Committee acknowledge and thank Mr Iain Summers for his tenure as Chair to the Risk Management and Audit Committee commencing in 2016 and wish him all the best.

CARRIED RMA9/0104 - 27/10/2020

15 NEXT MEETING

Moved: Mark Blackburn, Independent Member

Seconded: Alderman Garden

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 23 February 2021 at 5.00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston and be open to the public subject to social distancing restrictions.

CARRIED RMA9/0105- 27/10/2020

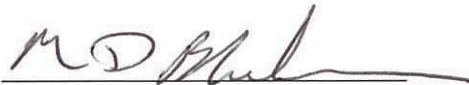
Initials: *NDB*

21 CLOSURE OF MEETING

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT the Risk Management & Audit Committee meeting, held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston on Tuesday 27 October 2020 closed at 6:49pm.

CARRIED RMA9/0106 - 27/10/2020



Chair

Mark Douglas Blackburn

Print Name

23 February 2021

Date

Initials: *MOB*