

CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Wednesday 13 December 2017 at 2.04pm.**

Iain Summers
Chair

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings. The minutes of this Committee Meeting will be made available on the Council Website.

Acknowledgement of Traditional Ownership

I respectfully acknowledge the past and present Traditional Custodians of this land on which we are meeting, the Larrakia people. It is a privilege to be standing on Larrakia country.

1 PRESENT

Members:	Iain Summers (Chair) Mark Blackburn, Official Manager
Staff:	Cathryn Hutton, Chief Executive Officer Chris Kelly, Director of Corporate Services Shane Nankivell, Finance Manager Kylie Hendry, Minute Secretary

2 APOLOGIES

Nil.

3 CONFIRMATION OF MINUTES

Moved: Mark Blackburn
Seconded: Iain Summers

THAT the minutes of the Risk Management and Audit Committee Meeting held Monday, 23 October 2017 pages 72 to 73, be confirmed.

CARRIED RMA/0120 - 13/12/2017

4 FINANCIAL REPORTING

4.1 Draft FIN28 Finance Accounting Policy RMA/065

Moved: Iain Summers
Seconded: Mark Blackburn

1. THAT the Committee receives Report Number RMA/065.
2. THAT the Committee recommends Council rescinds the following Policies, and where applicable, includes the content into the Accounting Policy and Procedure Manual under Section 9 of the Regulations:
 - FIN01 Finance Policy
 - FIN03 Annual Financial Statements Policy
 - FIN11 Financial Recognition of Employee Entitlements Policy
 - FIN12 Asset Capitalisation Policy
 - FIN13 Asset Depreciation Policy
 - FIN14 Asset Revaluation Policy
 - FIN16 Computer Based Account Policy
 - FIN24 Chart of Accounts Policy
3. THAT the Committee recommends Council adopt FIN28 but renumbered as FIN03 and renamed Annual Financial Statements Policy.

CARRIED RMA/0121 - 13/12/2017

5 INTERNAL CONTROLS AND RISK MANAGEMENT

5.1 Risk Management and Internal Audit Framework RMA/062

Moved: Mark Blackburn
Seconded: Iain Summers

1. THAT the Committee receives Report Number RMA/062.
2. THAT the Committee recommends Council adopts the Draft Risk Management and Internal Audit Framework with amendments as recommended by the Committee.

CARRIED RMA/0122 - 13/12/2017

6 WHISTLE BLOWING

Nil.

7 INTERNAL AUDIT

Nil.

8 EXTERNAL AUDIT

Nil.



9 WORK PLAN

9.1 Action Report RMA/064

Moved: Iain Summers
Seconded: Mark Blackburn

3. THAT the Committee receives Report Number RMA/064.
4. THAT the Committee request target completion dates be identified in the status column of the register.

CARRIED RMA/0123- 13/12/2017

9.2 Risk Management and Internal Audit Committee 2018 Schedule RMA/063

Moved: Iain Summers
Seconded: Mark Blackburn

1. THAT the Committee receives Report Number RMA/063.
2. THAT the Committee adopts the 2018 Risk Management and Audit Committee Meeting Schedule as amended by the Committee to include the external Auditor appointment and any other matters in the Committees Term of Reference.

CARRIED RMA/0124 - 13/12/2017

10 OTHER BUSINESS

Nil.

11 CORRESPONDENCE

11.1 Audit Management Letter from UHY Haines Norton

Moved: Mark Blackburn
Seconded: Iain Summers

THAT the Committee receives correspondence from UHY Haines Norton regarding the External Audit Management Report for the year ended 30 June 2017 and requests the management responses be provided to the next meeting of the Committee.

CARRIED RMA/0125 - 13/12/2017

12 CONFIDENTIAL REPORTS

Nil.

13 CLOSURE

Meeting closed at 3.38pm.

