

## CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Monday 2 October 2017 at 5.00pm.**

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 Council 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
Staff:	Mark Spangler, Chief Executive Officer Shane Nankivell, Finance Manager Charisse Gallagher, Internal Auditor Alyce Breed, Minute Secretary

## 2 APOLOGIES

Nil.

## 3 CONFIRMATION OF MINUTES

Moved: Iain Summers  
Seconded: Mark Blackburn

THAT the minutes of the Risk Management and Audit Committee Meeting held Monday, 26 April 2017 pages 65 to 68, be confirmed.

CARRIED RMA/0111 – 02/10/2017

#### 4 FINANCIAL REPORTING

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##### 4.1 Financial Report RMA/056

Moved: Mark Blackburn  
Seconded: Iain Summers

1. THAT the Committee receives Report Number RMA/056.
2. THAT policies mentioned in report RMA/056 be referenced in the Risk Register.

CARRIED RMA/0112 – 02/10/2017

##### 4.2 Draft Annual Financial Statements 2016-2017 RMA/057

Moved: Iain Summers  
Seconded: Mark Blackburn

1. THAT the Committee receives Report Number RMA/057.
2. THAT the Committee notes the draft financial statements Note 23 – Related Party Transactions.
3. THAT subject to any material adjustments required on receiving the audited observations, the draft financial statements for the year ended 30 June 2017 are suitable for consideration by the Chief Executive Officer for certification and inclusion in the annual report and presentation to Council.

CARRIED RMA/0113 – 02/10/2017

#### 5 INTERNAL CONTROLS AND RISK MANAGEMENT

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Nil.

#### 6 WHISTLE BLOWING

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##### 6.1 Whistle Blowing Report RMA/058

Moved: Mark Blackburn  
Seconded: Iain Summers

THAT the Committee receives Report Number RMA/058.

CARRIED RMA/0114 – 02/10/2017

#### 7 INTERNAL AUDIT

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Nil.

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**8** EXTERNAL AUDIT

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8.1 External Audit Report RMA/059

Moved: Iain Summers  
Seconded: Mark Blackburn

1. THAT the Committee receives Report Number RMA/059.

CARRIED RMA/0115 – 02/10/2017

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**9** WORK PLAN

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9.1 Action Report RMA/060

Moved: Iain Summers  
Seconded: Mark Blackburn

THAT the Committee receives Report Number RMA/060.

CARRIED RMA/0116 – 02/10/2017

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**10** OTHER BUSINESS

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10.1 Response to Audit Management Letter – UHY Haines Norton from Chair of Risk Management and Audit Committee

Moved: Mark Blackburn  
Seconded: Iain Summers

THAT the Committee notes the response letter Item 10.1 was sent to UHY Haines Norton on 24 February 2017.

CARRIED RMA/0117 – 02/10/2017

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**11** CORRESPONDENCE

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Nil.

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**12** CONFIDENTIAL REPORTS

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Nil.

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**13** CLOSURE

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Meeting closed at 6.29pm

