

CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 22 October 2019 at 5.02pm.**

COMMITTEE MEMBERS	Iain Summers (Chair) Mayor Athina Pascoe-Bell Alderman Amber Garden Alderman Sarah Henderson
STAFF	Chief Executive Officer, Luccio Cercarelli Executive Manager Finance, Shane Nankivell Financial Controller, Maxie Smith Systems and Network Administrator, Mark Bradbury Minute Secretary, Alyce Breed
GALLERY	MunLi Chee, Merit Partners Amy Britton, Merit Partners

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 5.02pm.

3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
Nil.
- 3.2 Leave of Absence
Nil.
- 3.3 Leave of Absence Request
Nil.

Initials: _____

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Alderman Garden
Seconded: Mayor Pascoe-Bell

THAT the minutes of the Risk Management and Audit Committee Meeting held on Tuesday, 25 June 2019 pages 100 to 104, be confirmed.

CARRIED 9RMA/0042 – 22/10/2019

5.2 Business Arising from Previous Meeting

Nil.

6 WORK PLAN

6.1 Action Report 9RMA/017

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

1. THAT Report Number 9RMA/017 entitled Action Report be received and noted.
2. THAT the following item be removed from the Action Report:
 - RMA9/0040 – Payroll training and leave entitlement narrative.

CARRIED 9RMA/0043 – 22/10/2019

Initials: _____

7 FINANCIAL REPORTING

7.1 Draft Annual Financial Statements 2018/19 9RMA/018

Moved: Alderman Henderson
Seconded: Mayor Pascoe-Bell

1. THAT Report Number 9RMA/018 entitled Draft Annual Financial Statements 2018/19 be received and noted.
2. THAT the Committee deems the draft financial statements for the year ended 30 June 2019 at **Attachment A** and the accompanying financial review at **Attachment B** to Report Number 9RMA/018 entitled Draft Annual Financial Statements 2018/2019 suitable for consideration by the Chief Executive Officer for certification and inclusion in the 2018/2019 Annual Report, to include minor amendments and feedback provided by the Committee to the Management Team.
3. THAT the Committee receives and notes the tabled Draft Audit Closing Report to the Council, year ended 30 June 2019, received from Merit Partners.
4. THAT the Committee congratulates the Finance Team for the favourable audit report and timely preparation of the financial statements.

CARRIED 9RMA/0044 - 22/10/2019

8 INTERNAL CONTROLS AND RISK MANAGEMENT

Nil.

9 WHISTLE BLOWING

Nil.

10 INTERNAL AUDIT

Nil.

11 EXTERNAL AUDIT

Nil.

The Financial Controller, MunLi Chee and Amy Britton of Merit Partners, left Chambers at 6.20pm.

Initials: _____

12 CONFIDENTIAL ITEMS

12.1 Confidential Items

Moved: Alderman Garden
 Seconded: Mayor Pascoe-Bell

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
20.1	8(c)(iii)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(iii) of the <i>Local Government (Administration) Regulations</i> , which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

CARRIED 9RMA/0045 – 22/10/2019

12.2 Moving Open Items into Confidential

Nil.

12.3 Moving Confidential Items into Open

18.1 Information Technology Security Update on Outstanding Action Items C9RMA/019

1. THAT Report Number C9RMA/019 entitled Information Technology Security Update on Outstanding Action Items be received and noted.
2. THAT the IT Policy Review and Development Schedule including completion dates be provided to the 25 February 2020 meeting.
3. THAT a further update regarding the design and implementation of Council's IT disaster recovery plan be provided to the 25 February 2020 meeting.
4. THAT the decisions move to the open session.

CARRIED 9RMA/0050 – 22/10/2019

13 INFORMATION AND CORRESPONDENCE

Nil.

Initials: _____

14 OTHER BUSINESS

14.1 Complaints Handling Policy

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT complaints handling policies and procedures be identified as part of the Strategic Risk Register update to be presented at the 25 February 2020 meeting.

CARRIED 9RMA/0046 – 22/10/2019

15 NEXT COMMITTEE MEETING

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT the next Risk Management and Audit Committee meeting be held on Tuesday 25 February 2020.

CARRIED 9RMA/0047 – 22/10/2019

16 CLOSURE OF MEETING TO PUBLIC

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 Confidential item of the Agenda.

CARRIED 9RMA/0048 – 22/10/2019

Iain Summers
CHAIR
Date:
