

CITY OF PALMERSTON

**Minutes of Risk Management & Audit Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 25 February 2020 at 5.05pm.**

COMMITTEE MEMBERS	Iain Summers, Independent Member (Chair) Mark Blackburn, Independent Member Steve Bartlett, Independent Member Mayor Athina Pascoe-Bell Alderman Amber Garden Alderman Sarah Henderson
STAFF	Chief Executive Officer, Luccio Cercarelli Director Lifestyle and Community, Amelia Vellar Director City Growth and Operations, Kathy Jarrett Director Organisational Services, Richard Iap Systems and Network Administrator, Mark Bradbury City Growth Manager, Alex Douglas Minute Secretary, Lorri Dransfield
GALLERY	Nil members of the public

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 5.05pm.

3 APOLOGIES

3.1 Apologies

Nil.

Initials:



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: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT the minutes of the Risk Management & Audit Committee Meeting held on Tuesday, 22 October 2019 pages 107 to 111 be confirmed.

CARRIED 9RMA/0052 - 25/02/2020

5.2 Business Arising from Previous Minutes

Nil.

Initials:



6 WORK PLAN

6.1 Action Report 9RMA/022

Moved: Alderman Garden
Seconded: Alderman Henderson

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

1. THAT Report Number 9RMA/022 entitled action report be received and noted.
2. THAT a report outlining the details and linkages of a 3 year internal audit plan to the strategic and operational risk register be presented to the next committee meeting.
3. THAT the Committee requests that at its next meeting a workshop be included to cover:
 - a. Terms of Reference
 - b. Strategic Risk Register
 - c. Risk Management and internal audit framework

CARRIED 9RMA/0053 – 25/02/2020

7 FINANCIAL REPORTING

There are no matters to report.

8 INTERNAL CONTROLS AND RISK MANAGEMENT

8.1 Assets Management Plan Update 9RMA/021

Moved: Mr Steve Bartlett
Seconded: Alderman Henderson

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

1. THAT Report Number 9RMA/021 entitled Asset Management Plan Update be received and noted.
2. THAT a further report be submitted to the Risk Management and Audit Committee to consider the final drafts of the Asset Management Plans for Stormwater Drainage, Pathways and Transport (Roads) by the 30 June 2020 with reference to the Strategic Risk Register.

CARRIED 9RMA/0054 – 25/02/2020

Initials: 

RISK MANAGEMENT & AUDIT COMMITTEE

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8.2 Management of Outstanding Infringements Procedure

9RMA/023

Moved: Alderman Garden
Seconded: Mr Mark Blackburn

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

1. THAT Report Number 9RMA/023 entitled Management of Outstanding Infringements be received and noted.
2. THAT item 9RMA/0018 be noted as completed and be removed from the action report.

CARRIED 9RMA/0055 - 25/02/2020

9 WHISTLE BLOWING

There are no matters to report.

10 INTERNAL AUDIT

There are no matters to report.

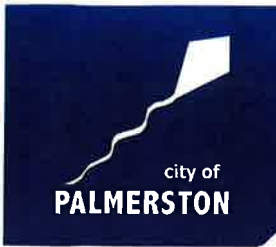
11 EXTERNAL AUDIT

Moved: Mr Steve Bartlett
Seconded: Alderman Garden

THAT Based on the performance of Merit Partners the Risk Management and Audit Committee recommends to Council the option to extend the appointment of Merit Partners for the 2019/20 year.

CARRIED 9RMA/0056 - 25/02/2020

Initials: 



12 CONFIDENTIAL ITEMS

12.1 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
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/005 - 25/02/2020

12.2 Moving Confidential Items into Open

20.1 Information Technology Security Update on Outstanding Action Items

C9RMA/020

Moved: Mayor Pascoe-Bell
 Seconded: Mr Steve Bartlett

THAT the Risk Management and Audit Committee recommend to Council:

1. THAT Report Number C9RMA/020 entitled Information Technology Security Update on Outstanding Action Items be received and noted.
2. THAT Outstanding issue RMA/0126 - Review of and update of IT permissions to modules within the financial systems be transferred to the completed actions items register.
3. THAT Mobile Device Management Software Platform Implementation be added to the Risk Management and Audit Outstanding Action Items register with a completion date of 31 December 2020.

Initials: D

4. THAT the IT Policy review and Development Schedule including completion dates be provided to the 26 May 2020 Meeting.
5. THAT this decision be moved into the open session.

CARRIED 9RMA/0061 – 25/02/2020

12.3 Moving Open Items into Confidential

Nil.

13 INFORMATION AND CORRESPONDENCE

Nil.

14 OTHER BUSINESS

Nil.

15 NEXT MEETING

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 26 May 2020 at 4.00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9RMA/0058 – 25/02/2020

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/0059 – 25/02/2020

Initials: 



A Place for People

RISK MANAGEMENT & AUDIT COMMITTEE

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17 ADJOURNMENT OF MEETING

Nil.

Iain Summers

Chair

IAIN SUMMERS

Print Name

25 August 2020

Date

Initials: *IS*

