

CITY OF PALMERSTON

**Minutes of Risk Management & Audit Committee Meeting  
held in Council Chambers  
1 Chung Wah Terrace, Civic Plaza, Palmerston  
on Tuesday 28 July 2020 at 5:00pm**

**COMMITTEE MEMBERS**

Iain Summers, Independent Member (Chair)  
Mark Blackburn, Independent Member  
Steve Bartlett, Independent Member  
Mayor Athina Pascoe-Bell  
Deputy Mayor Amber Garden  
Alderman Sarah Henderson

**STAFF**

Chief Executive Officer, Luccio Cercarelli  
Deputy Chief Executive Officer/Director Lifestyle and  
Community Services, Amelia Vellar  
Director Organisational Services, Richard Iap  
Director City Growth and Operations, Nadine Nilon  
Finance Manager, Maxie Smith  
Acting Manager Information and Technology, Mark Bradbury  
Manager Projects, Alex Douglas  
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 5.02pm.

Initials:



**3 APOLOGIES AND LEAVE OF ABSENCE**

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3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

**4 DECLARATION OF INTEREST**

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4.1 Committee Members

Nil

4.2 Staff

Nil

**5 CONFIRMATION OF MINUTES**

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5.1 Confirmation of Minutes

Moved: Mr Mark Blackburn  
Seconded: Alderman Henderson

THAT the minutes of the Risk Management & Audit Committee Meeting held on Tuesday, 30 June 2020 pages 123 to 128 be confirmed.

CARRIED RMA9/0073 - 28/07/2020

5.2 Business Arising from Previous Minutes

Nil

Initials:



**6 CONFIDENTIAL ITEMS**

6.1 Moving Confidential Items into Open

Nil

6.2 Moving Open Items into Confidential

Nil

6.3 Confidential Items

Moved: Mayor Pascoe-Bell  
Seconded: Acting Mayor Garden

THAT pursuant to Section 65(2) of the *Local Government Act 2008* 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
18.1	8(c)(iii)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act 2008</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.
18.2	8(c)(iii)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act 2008</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 RMA9/0074 - 28/07/2020

Initials: 

### 7 WORK PLAN

#### 7.1 Action Report

Moved: Mr Steve Bartlett  
Seconded: Mayor Pascoe-Bell

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

1. THAT Report entitled Action Report – 28 July 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 October 2020.
3. THAT the Risk Management and Audit Committee approves the removal of item RMA/0106 from the Action Plan – Outstanding Items as it is considered complete.

CARRIED RMA9/0075 - 28/07/2020

### 8 FINANCIAL REPORTING

Nil

Initials: 

### 9 INTERNAL CONTROLS AND RISK MANAGEMENT

#### 9.1 Review of Council Policy *FIN09 - Risk Management & Audit Committee*

Moved: Mayor Pascoe-Bell  
Seconded: Deputy Mayor Garden

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

1. THAT Report entitled Review of Council Policy *FIN09 - Risk Management & Audit Committee* be received and noted.
2. THAT draft *FIN09 - Risk Management & Audit Committee Terms of Reference* being **Attachment A** to Report entitled Review of Council Policy *FIN09 - Risk Management & Audit Committee* be presented to Council for adoption with the following amendments:
  - Principles 2 amend to include the *Local Government Act 2019* section 87 (a), (b) and (c).
  - Amend 4.1.2 (g) to 4.1.3 entitled Review of Annual Report.
  - 4.1.2 (a) remove the word continuously.
  - 4.4.3 amend the required quorum from two to three, consisting of a minimum of one independent and two Elected Members.
  - 4.5.1 and 4.5.2 remove the word Council from Conflict of Interest and amend wording to reflect compliance to the Act.

CARRIED RMA9/0076 - 28/07/2020

Initials:



9.2 Asset Management Plan Update

Moved: Alderman Henderson

Seconded: Mayor Pascoe-Bell

THAT the Risk Management and Audit Committee recommends to Council:

1. THAT Report entitled Asset Management Plan Update be received and noted.
2. THAT the Asset Management Plans presented in Report entitled Asset Management Plan Update being **Attachment A, B and C** are endorsed for finalisation and implementation.
3. THAT a report be provided to the Risk Management and Audit Committee on an annual basis, no later than August each year, to provide an update of the implementation and achievement of the performance measures, and improvements of the Asset Management Plans.
4. THAT a report be provided to the Risk Management and Audit Committee meeting in October 2020 providing a program for the preparation of Asset Management Plans for the remaining asset classes.
5. THAT the Asset Management Policy is reviewed and presented to the Risk Management and Audit Committee for comment in October 2020 prior to presentation to Council.
6. THAT the Asset Management Plans are considered as part of the development of future Council budgets and Long Term Financial Plan, including consideration of progressive increases of capital renewal budgets and reserves to progressively reduce the funding shortfall and increase the financial sustainability of Council assets with consideration of the impacts on the Council's risk profile.
7. THAT the Executive Summary portion of each Asset Management Plan, once finalised, is made available for the community to view through Council's website.
8. THAT the Committee congratulates the Director City Growth and Operations and their team for the quality of the Asset Management Plans.

CARRIED RMA9/0077 - 28/07/2020

**10 WHISTLE BLOWING**

Nil

Initials: 

### 11 INTERNAL AUDIT

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Nil

### 12 EXTERNAL AUDIT

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#### 12.1 Interim External Audit 2019-2020

Moved: Mr Mark Blackburn

Seconded: Mr Steve Bartlett

THAT Report entitled Interim External Audit 2019-2020 be received and noted, and that there are no matters to be referred to the Council.

CARRIED RMA9/0078 - 28/07/2020

### 13 INFORMATION AND CORRESPONDENCE

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Nil

### 14 OTHER BUSINESS

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Nil

### 15 NEXT MEETING

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Moved: Mayor Pascoe-Bell

Seconded: Deputy Mayor Garden

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 25 August 2020 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 RMA9/0079 - 28/07/2020

Initials: 



A Place for People

# RISK MANAGEMENT & AUDIT COMMITTEE

## MINUTES

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### 16 CLOSURE OF MEETING TO PUBLIC

Moved: Mr Steve Bartlett  
Seconded: Deputy Mayor 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 RMA9/0080 - 28/07/2020

### 17 ADJOURNMENT OF MEETING

The open section of the meeting adjourned at 6:49pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7:13 pm.

Chair

Print Name

Date

Initials: \_\_\_\_\_