

CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
1 Chung Wah Terrace, Civic Plaza, Palmerston
on Tuesday 10 August 2021 at 5:00pm**

COMMITTEE MEMBERS

Clare Milikins, Independent Member (Chair)
Steve Bartlett, Independent Member
Mayor Athina Pascoe-Bell
Alderman Sarah Henderson

STAFF

Chief Executive Officer, Luccio Cercarelli
Director City Growth and Operations, Nadine Nilon
Director Organisational Services, Silke Maynard
Finance Manager, Gayu Sivaraj
Governance and Strategy Manager, Manu Pillai
City Assets Manager, Jarrad Crawley
Minute Secretary, Chloe Hayes

GALLERY

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 5:01pm.

Initials: 

RISK MANAGEMENT & AUDIT COMMITTEE

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3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett, Independent Member

THAT the apology received from Deputy Mayor Garden for 10 August 2021 be received and noted.

CARRIED RMA9/0128 - 10/08/2021

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: Alderman Henderson
Seconded: Mayor Pascoe-Bell

THAT the minutes of the Risk Management and Audit Committee Meeting held on Tuesday, 25 May 2021 pages 163 to 168, be confirmed.

CARRIED RMA9/0129 - 10/08/2021

Initials: 

5.2 Business Arising from Previous Minutes

Nil.

6 CONFIDENTIAL ITEMS

6.1 Moving Confidential Items into Open

Nil.

6.2 Moving Open Items into Confidential

Nil.

6.3 Confidential Items

Nil.

7 WORK PLAN

Work Plan Workshop

Moved: Steve Bartlett, Independent Member
Seconded: Mayor Pascoe-Bell

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

THAT the Risk Management and Audit Committee hold a planning workshop to consider how it will fulfill its responsibilities under the committee terms of reference on 23 November 2021 at 5:00pm.

CARRIED RMA9/0130 – 10/08/2021

8 FINANCIAL REPORTING

Nil.

Initials:



9 INTERNAL CONTROLS AND RISK MANAGEMENT

9.1 Order of Business Review

Moved: Clare Milikins, (Chair) Independent Member
Seconded: Mayor Pascoe-Bell

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

1. THAT Report number RMA/050 entitled Order of Business Review be received and noted.
2. THAT the Risk Management and Audit Committee recommend that Council endorse Attachment B to report number RMA/050 entitled Order of Business Review as its Order of Business to commence at its next Risk Management and Audit Committee Meeting with the addition that section 9 officers reports will reflect the key elements of the terms of reference reporting requirements.

CARRIED RMA9/0131 - 10/08/2021

9.2 Asset Management Plan Update

Moved: Steve Bartlett, Independent Member
Seconded: Mayor Pascoe-Bell

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

1. THAT Report Number RMA/051 entitled Asset Management Plan Update be received and noted.
2. THAT Public Lighting, Land and Improvements, and Fleet Asset Management Plans presented in report entitled Asset Management Plan Update are endorsed for finalisation and implementation.

CARRIED RMA9/0132 - 10/08/2021

Initials: 

9.3 Asset Management Plan Implementation Progress – August 2021

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

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

1. THAT Report number RMA/052 entitled Asset Management Plan Implementation Progress – August 2021 be received and noted.

CARRIED RMA9/0133 – 10/08/2021

9.4 Business Continuity Plan Update

Moved: Steve Bartlett, Independent Member
Seconded: Mayor Pascoe-Bell

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

1. THAT Report number RMA/053 entitled Business Continuity Plan Update be received and noted.

CARRIED RMA9/0134 – 10/08/2021

9.5 Management Response to External Audit Observations 2020

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

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

1. THAT Report number RMA/054 entitled Management Response to External Audit Observations 2020 be received and noted.

CARRIED RMA9/0135 – 10/08/2021

Initials: 

RISK MANAGEMENT & AUDIT COMMITTEE

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9.6 Policy Revision Report – July 2021

Moved: Mayor Pascoe-Bell
Seconded: Steve Bartlett, Independent Member

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

1. THAT Report number RMA/055 entitled Policy Revision Report – July 2021 be received and noted.

CARRIED RMA9/0136 – 10/08/2021

10 WHISTLE BLOWING

Nil.

11 INTERNAL AUDIT

Nil.

12 EXTERNAL AUDIT

Nil.

13 INFORMATION AND CORRESPONDENCE

Nil.

14 OTHER BUSINESS

Nil.

15 NEXT MEETING

Moved: Steve Bartlett, Independent Member
Seconded: Alderman Henderson

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 20 October 2021 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 RMA9/0137 – 10/08/2021

Initials: 

16 CLOSURE OF MEETING TO PUBLIC

Nil.

17 ADJOURNMENT OF MEETING

The Chair declared the meeting closed at 6:11 pm.



Chair

CLARE MILIKINS

Print Name

20/10/2021

Date

Initials:

