



COMMITTEE MINUTES

RISK MANAGEMENT & AUDIT COMMITTEE

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CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Thursday 8 February 2018 at 10.00am.**

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, Official Manager
Staff:	Luccio Cercarelli, Chief Executive Officer Chris Kelly, Director of Corporate Services Shane Nankivell, Finance Manager Alyce Breed, Minute Secretary
Gallery:	Nil.

2 APOLOGIES

Nil.

3 CONFIRMATION OF MINUTES

Moved: Mark Blackburn
Seconded: Iain Summers

THAT the minutes of the Risk Management and Audit Committee Meeting held Wednesday, 13 December 2017 pages 74 to 76, be confirmed.

CARRIED RMA/0126 - 08/02/2018

Initials: _____

4 FINANCIAL REPORTING

Nil.

5 INTERNAL CONTROLS AND RISK MANAGEMENT

5.1 Review of Terms of Reference RMA/066

Moved: Iain Summers
Seconded: Mark Blackburn

1. THAT Report Number RMA/066 entitled Review of Terms of Reference be received and noted.
2. THAT the Committee recommends to Council the amended Draft Terms of Reference of the Committee by the next Council meeting.

CARRIED RMA/0127 – 08/02/2018

6 WHISTLE BLOWING

Nil.

7 INTERNAL AUDIT

7.1 Internal Audit Update RMA/067

Moved: Mark Blackburn
Seconded: Iain Summers

THAT Report Number RMA/067 entitled Internal Audit Update be received and noted.

CARRIED RMA/0128 – 08/02/2018

8 EXTERNAL AUDIT

8.1 Appointment of External Auditor for 2017/18 – 2019/20 RMA/068

Moved: Iain Summers
Seconded: Mark Blackburn

1. THAT Report Number RMA/068 entitled Appointment of External Auditor for 2017/18 – 2019/20 be received and noted.
2. THAT the Committee recommends to Council the appointment of audit firm Merit Partners as Council's external auditor for a period of two years with an option to extend for a third.

CARRIED RMA/0129 – 08/02/2018

Initials: _____

8.2 External Audit Management Letter 30 June 2017

RMA/069

Moved: Iain Summers
Seconded: Mark Blackburn

1. THAT Report Number RMA/069 entitled External Audit Management Letter 30 June 2017 be received and noted.
2. THAT the Committee recommend the Chief Executive Officer amend and send the letter in Attachment B entitled Proposed Management Response to UHY Haines Norton to include at Section 7 Creditor Bank Details "***in writing or by email to a previously agreed address for that organisation to ensure that the change request is genuine. This will ensure that an audit trail is created***" and send as Council's response to the issues raised in the External Audit Management Letter.
3. THAT the Action Report be updated to include each item raised in the External Audit Management Letter with a target completion date.

CARRIED RMA/0130 – 08/02/2018

9 WORK PLAN

9.1 Action Report

RMA/070

Moved: Mark Blackburn
Seconded: Iain Summers

THAT Report Number RMA/070 entitled Action Report be received and noted.

CARRIED RMA/0131 – 08/02/2018

10 OTHER BUSINESS

Moved: Mark Blackburn
Seconded: Iain Summers

THAT the Committee recommends to Council the renewal of the appointment of the independent chair Mr Iain Summers for a period of 12 months from 30 May 2018.

CARRIED RMA/0132 – 08/02/2018

Moved: Iain Summers
Seconded: Mark Blackburn

THAT the Committee recommends to Council that a revised work plan for the Risk Management and Audit Committee be presented to the next Council meeting reflecting the change in meeting schedule.

CARRIED RMA/0133 – 08/02/2018

Initials: _____



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11 CORRESPONDENCE

Nil.

12 CONFIDENTIAL REPORTS

Nil.

13 CLOSURE

Meeting closed at 11.54am



Initials: _____