
MINUTES
of the
AUDIT SUBCOMMITTEE MEETING
held
2.30 pm, Thursday, 7 March 2013
at
Tasman Council Chamber, 189 Queen Street, Richmond

Present: Councillors G A Glover (Chair), T B King, C M Maling and P F Sangster.

In Attendance: Chief Executive Officer (L McKenzie)
Corporate Services Manager (M W Staite)
Finance Manager (R Holden)
Financial Accountant (B Grammer)
Administration Officer (G Woodgate)

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Moved Cr Maling/Cr King
FNAU13-03-1

That apologies from Crs J L Inglis and T E Norriss for absence be accepted.
CARRIED

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES

Moved Cr King/Cr Maling
FNAU13-03-2

That the minutes of the Audit Subcommittee meeting held on Thursday, 8 November 2012, be confirmed as a true and correct record of the meeting.
CARRIED

5 REPORTS OF COMMITTEE

Nil.

6 PRESENTATIONS

Nil.

7 REPORTS

7.1 Action Sheet from 8 November 2012 Meeting, Report RFN13-03-17.

Corporate Services Manager, Murray Staite, spoke to the report which was included in the agenda.

**Moved Cr King/Cr Maling
FNAU13-03-3**

**That the Audit Subcommittee receives the Action Sheet from 8 November 2012 Meeting, Report RFN13-03-17.
CARRIED**

7.2 Audit of the Tasman District Council Debenture Trust Deed, Report RFN13-03-15.

Corporate Services Manager, Murray Staite, spoke to the report which was included in the agenda.

The purpose of the report was receive a copy of the letter sent to the Trustees of Council's Debenture Trust Deed.

**Moved Cr Maling/Cr Sangster
FNAU13-03-4**

**That the Audit Subcommittee receives the letter to the Trustees of Council's Debenture Trust Deed, Report RFN13-03-15.
CARRIED**

7.3 Audit Management Report: June 2012, Report RFN13-03-16.

Corporate Services Manager, Murray Staite, spoke to the report which was included in the agenda.

The purpose of the report was to consider the contents of the Audit Management Report for the year ended June 2012.

The Corporate Services Manager advised that the matters raised in the report are taken seriously and have been actioned accordingly.

Subcommittee members discussed the following matters:-

- Rainfall and flooding events
- Accounting for damage to property, plant and equipment
- Insurance and cost recovery
 - Leaving the Management Comments on each agenda was considered useful
 - A relevant list was requested
 - Impairment versus write-off's.
- Captilisation of costs
- Doubtful debts review
- Risk management

**Moved Cr King/Cr Sangster
FNAU13-03-5**

That the risk management framework be reported to the Audit Subcommittee for discussion and finalization prior to being placed before full Council.

CARRIED

- Severance payments
 - The Chief Executive Officer advised that there was no excuse for getting this wrong.

3.20 pm: Cr Maling departed.

- Library cash receipting.

**Moved Cr King/Cr Sangster
FNAU13-03-6**

That the Audit Subcommittee receives the Audit Management Report: June 2012, Report RFN13-03-16.

CARRIED

7.4 Corporate Services Manager's Report: Status of Audit Recommendations, Report RFN13-03-18.

Corporate Services Manager, Murray Staite, spoke to the report which was included in the agenda.

The Corporate Services Manager was requested to discuss with the Audit Subcommittee Chair how to get more meaningful information into this report.

**Moved Cr King/Cr Sangster
FNAU13-03-7**

That the Audit Subcommittee receives the Corporate Services Manager's report: Status of Audit Recommendations, Report RFN 13-03-18.

CARRIED

The meeting concluded at 3.15 pm.

Date Confirmed:

Chair: