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**MINUTES**  
of the  
**AUDIT SUBCOMMITTEE MEETING**  
held  
**2.45 pm, Wednesday, 27 June 2012**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** Councillors G A Glover (Chair), T B King, T E Norriss

**In Attendance:** Corporate Services Manager (M W Staite), Finance Manager (R Holden), Financial Accountant (B Grammer), Executive Assistant (V M Gribble)

**1 OPENING, WELCOME**

**2 APOLOGIES AND LEAVE OF ABSENCE**

Moved Cr Norriss/Cr King  
FN12-06-20

**THAT apologies for absence from Crs J L Inglis, C M Maling and P F Sangster be accepted.**  
**CARRIED**

**3 DECLARATIONS OF INTEREST**

**4 CONFIRMATION OF MINUTES**

Moved Crs Norriss/King  
FN12-06-21

**THAT the minutes of the Audit Subcommittee meeting held on 29 September 2011 be confirmed as a true and complete record.**  
**CARRIED**

Cr Glover requested that an action list be included in each Audit Subcommittee agenda.

## **5 PRESENTATIONS**

Nil

## **6 REPORTS**

### **6.1 June 2011 Final Audit Management Letter Report**

Corporate Services Manager, Murray Staite, spoke to the report contained in the agenda which considered the contents of the Audit Management Letter for the year ended June 2011.

It was noted that Council's Engineering Department has a procurement policy, but other areas of Council do not.

Mr Staite would raise with the Chief Executive the need for senior staff to declare any gifts they receive.

Work is continuing on risk management.

**Moved Cr Norriss/Cr King**

**FN12-06-22**

**THAT the Audit Subcommittee receives the final 2011 Audit Management Report.  
CARRIED**

## **7 REPORTS OF COMMITTEE**

Nil

## **8 CONFIDENTIAL SESSION**

### **8.1 Procedural motion to exclude the public**

**Moved Cr Norriss/Cr King**

**FN12-06-23**

**THAT the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.**

**This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:**

**8.1 Audit Arrangement Letter 2012**

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

**CARRIED**

The meeting concluded at 3.46 pm.

Date Confirmed:

Chair:

Unconfirmed