

# LITCHFIELD COUNCIL



*Community effort is essential*

## **Risk Management and Audit Committee BUSINESS PAPER TUESDAY 6/12/2016**

Meeting to be held commencing 5:00pm  
In Council Chambers at 7 Bees Creek Road, Freds Pass.

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.

AGENDA		
Number	Agenda Item	Page
1	Opening of Meeting	
2	Apologies and Leave of Absence	
3	Confirmation of Minutes	
	Recommendation: THAT the minutes of the Risk Management and Internal Audit Committee Meeting held Thursday 4 October 2016, 5 pages, be confirmed.	
4	Business Arising from Previous Meetings	3
5	Conflict of Interest	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1	
10	Other Business	
11	Confidential Items	
	11.1 Long Term Financial Plan  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 following Confidential Item.  <u>Litchfield Council DRAFT Long Term Financial Plan</u>  Regulation 8(c)(iv) Reason - information that would, if publicly disclosed, be likely to prejudice the interest of the council or some other person.	
12	Close of Meeting	

Item 4 – Business Arising from Previous Meetings

Meeting Date	Agenda Item & Resolution/Action	Update
29-10-2015	<p><b>Item 9.3 - Internal Audit Committee Performance Evaluation.</b>            That the committee request a reviewed Audit Committee Performance Evaluation, incorporating adjustments making it suitable for the context of this committee, be brought to the next Committee meeting. Risk Management terms of reference</p>	<p>No action to date. Once the Director of Community and Corporate Services position is filled the Governance and Risk Advisor will be able to focus on RMAC performance evaluation.</p> <p><b>Future Action</b>            Present to next meeting.</p>
11-05-2016	<p><b>Item 9.3 – Internal Audit and Compliance Plan</b>            That the committee request the development of a draft internal audit and compliance plan for the 2016/2017 financial year to be presented at the Risk Management and Audit Committee’s next meeting.</p>	<p>A compliance check list for Litchfield Council has been adapted from the checklist available from the Department of Local Government and Community services. Reporting responsibilities have been assigned to appropriate officers.</p> <p>An internal audit of Capital Works payment of invoices process will be conducted in the coming months</p> <p>Once the Director of Community and Corporate Services position is filled the Governance and Risk Advisor will be able to focus on the development of an Internal Audit Plan.</p> <p><b>Future Action</b>            Compliance status report to be presented to the next meeting presented to the next meeting. Present results and recommendations of internal audit of Capital Works payment of invoices process at next meeting</p>

<b>Meeting Date</b>	<b>Agenda Item &amp; Resolution/Action</b>	<b>Update</b>
24-10-2016	<p><b>Item 9.1 Risk Management Framework</b>            THAT the Risk Management and Audit Committee note the progress made on the development of the risk management framework and registers and endorse the purchase of ISO 31000:2009</p>	<p>No progress since last meeting. Once the Director of Community and Corporate Services position is filled the Governance and Risk Advisor will be able to focus on progressing the continued development of the Risk Management Framework and registers.</p> <p><b>Future Action</b>            Progress for next meeting</p>
24-10-2016	<p><b>Item 9.2 2015 Audit Management Letter</b>            1. THAT the Risk Management and Audit Committee acknowledges the progress and evidence of issues addressed from the 2015 Audit Management Letter.            2. THAT the Risk Management and Audit Committee receive and note the Council's response to the 2016 Interim Audit Management Letter.</p>	<p>A spreadsheet itemising the Audit Observations has been developed and includes a status report and links to evidence to be presented to RMAC for detailed examination at this meeting.</p> <p><b>Future Action</b>            Provide updates as required</p>
24-10-2016	<p><b>Item 9.3 Berry Springs Waste Transfer Station</b>            Committee requested a tracking system to monitor progress towards implementing recommendations of the audit. This should flow on to all actionable items in audit reports. Distinction should be made between internal and external audit actions.</p>	<p>No action since last meeting. Once the Director of Community and Corporate Services position is filled the Governance and Risk Advisor will be able to focus on facilitating the development of the tracking system.</p> <p><b>Future Action</b>            Progress for next meeting</p>
24-10-2016	<p><b>Item 9.4 2015/2016 Financial Statements</b>            THAT the draft Financial Statements are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presentation to Council. once adjustments as discussed are recorded by the Finance Manager.</p>	<p>Adjustments recorded and implemented by the Finance Manager. Financial Statements included in Annual Report.</p> <p><b>Future Action</b>            No further action</p>

Meeting Date	Agenda Item & Resolution/Action	Update
24-10-2016	<p><b>Item 9.5 2015-2016 Municipal Plan Report KPI's</b> That the Risk and Audit Management Committee accept the 2015-16 Municipal Plan KPI report as tabled, while recommending that a traffic light indicator of progress be included.</p>	<p>The 2015-16 Municipal Plan KPI report was updated to include traffic light indicators and included as part of the annual report which will be tabled at the Special Council Meeting on 7 December 2016</p> <p><b>Future Action</b> No further action</p>
24-10-2016	<p><b>Item 9.6 Updated Risk Management Policy</b> 1. That the committee note the updated FIN08 Risk Management policy. 2. That the Committee endorses the updated FIN08 Risk Management policy.</p>	<p>FIN08 presented and endorsed at November Council meeting.</p> <p><b>Future Action</b> No further action</p>

Recommendation:

That the committee notes the updates for previous business and resolves to remove completed items