

# DRAFT MINUTES

**MINUTES OF THE RISK MANAGEMENT AND AUDIT  
COMMITTEE MEETING OF THE LITCHFIELD COUNCIL  
HELD ON TUESDAY 6 December 2016  
AT COUNCIL CHAMBERS, BEES CREEK ROAD, FRED'S PASS**

Present:           Iain Summers                           Chairperson  
                  Kirsty Hunt (Councillor)           Committee Member  
                  Letchimi Wright (Councillor)   Committee Member

Staff:             Kaylene Conrick                        Chief Executive Officer  
                  David Jan                                Acting Director Community and Corporate  
  Services  
                  Karina Gates                         Finance Manager

**1. OPENING OF MEETING:**

The Chairperson, Iain Summers opened the Meeting at 5.00 p.m.

**2. APOLOGIES AND LEAVE OF ABSENCE:**

Maree Bredhauer (Mayor)

**3. CONFIRMATION OF MINUTES:**

THE COMMITTEE resolved that the minutes of the Risk Management and Internal Audit Committee Meeting held Tuesday 24 October 2016, 4 pages, are confirmed.

MOVED:        I. Summers

SECONDED:    Cr Hunt

CARRIED

.....  
This is page **1** of **4** of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

.....  
CHAIRPERSON

# DRAFT MINUTES

## 4. BUSINESS ARISING FROM THE MINUTES:

*29/10/2015 Item 9.3 – Internal Audit Committee Evaluation.*

ACTION: RMAC evaluation procedure to be developed in early 2017.

*11/05/2016 Item 9.3 - Internal Audit and Compliance Plan.*

Committee is still looking for how the internal audit and compliance plan is linked to controls in the risk register. Requested an update for next meeting, while noting that this has been delayed pending the appointment of the Director of Community and Corporate Services. There is a need to ensure a fraud control plan is included into the risk register and, when appropriate, that this is reviewed through the internal audit plan.

*24/10/2016 Item 9.3 – Audit Management Letter.*

Need more informative narrative about the audit recommendations that are outstanding.

ACTION: Draft agenda needs to be run past chair prior to distribution

ACTION: Deadlines for actions to be shown for uncompleted items (for example, include in the amber shaded section), and more content and evidence on completed items.

ACTION: Litchfield CEO is to enquire into the status of the confidential KPMG forensic report.

The committee noted that two high risk items regarding procurement and payment procedures are shown as not addressed.

ACTION: Status of these items to be more fully reported to the Committee at its next meeting.

ACTION: Secretariat is to work with the Chair to prepare a key highlights paper for the next council meeting.

*24/10/2016 Item 9.4 – 2015/2016 Financial Statements*

The annual report including the audited financial statements will be presented to a special council meeting on 13 December, 2016

### Recommendation

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

.....  
This is page 2 of 4 of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

.....  
CHAIRPERSON

# DRAFT MINUTES

MOVED: I Summers

SECONDED: Cr Wright

CARRIED

5. **CONFLICT OF INTEREST:**

Nil

6. **PRESENTATIONS:**

Nil

7. **ACCEPTING OR DECLINING LATE ITEMS:**

Chair requested discussion of Audit completion process, see item 9.1

8. **NOTICES OF MOTION:**

Nil

9. **OFFICERS REPORTS AND ITEMS FOR DISCUSSION**

**9.1 AUDIT COMPLETION PROCESS.**

Final close out letter for the 15/16 audit is still to be received and was expected by the committee for this meeting. Committee recognized the need to provide feedback to UHY regarding its expectations for the earlier finalisation of the closing letter. The Committee expects to see the audit closing letter and management's responses at its next meeting, together with management's assessment regarding tendering the audit service for the 2016/17 year, or extending the UHY appointment for that year.

**10 OTHER BUSINESS**

Nil

.....  
This is page **3** of **4** of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

.....  
CHAIRPERSON

# DRAFT MINUTES

## 11 CONFIDENTIAL ITEMS

Meeting closed at 1847

### 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.

#### Litchfield Council DRAFT Long Term Financial Plan

Regulation 8(c)(iv) Reason - information that would, if publicly disclosed, be likely to prejudice the interest of the council or some other person.

Meeting reopened 1915

## 12 CLOSE

The next meeting was scheduled for the morning of 7 March 2017 with.

Future meetings set for

11 July 2017

10 October 2017

5 December 2017

The meeting closed at 7.20pm.

.....  
This is page 4 of 4 of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

.....  
CHAIRPERSON