

**MINUTES OF THE RISK MANAGEMENT AND AUDIT
COMMITTEE MEETING OF THE LITCHFIELD COUNCIL
HELD ON TUESDAY 8 AUGUST 2017
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
	Silke Maynard	Acting Director Community and Corporate Services
	David Jan	Governance and Risk Adviser
	Karina Gates	Finance Manager

1. OPENING OF MEETING:

The Chairperson, Iain Summers opened the Meeting at 5.05 p.m.

2. APOLOGIES AND LEAVE OF ABSENCE:

3. CONFIRMATION OF MINUTES:

THE COMMITTEE resolved that the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 7 March 2017, 8 pages, are confirmed.

MOVED: Cr Hunt
SECONDED: Iain Summers
CARRIED

.....
This is page 1 of 6 of the Risk Management and Audit Committee Meeting held TUESDAY 8 August 2017

Iain Summers

.....
CHAIRPERSON

4. BUSINESS ARISING FROM THE MINUTES:

07/03/2017 Item 9.3 Internal Audit plan

The Committee noted progress on internal audit plan. To be revisited once risk registers are complete.

07/03/2017 Item 11.2 External auditor tender process

Committee noted that the tender process will commence September/October 2017

Recommendation

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

MOVED: Cr Hunt

SECONDED: Cr Wright

CARRIED

5. CONFLICT OF INTEREST:

Nil

6. PRESENTATIONS:

Nil

7. ACCEPTING OR DECLINING LATE ITEMS:

Interim Auditor letter received August 2017

Risk Management and Audit Committee term of appointment

Recommendation

That the Committee accepts the items to be included as other business.

MOVED: Cr Hunt

SECONDED: Cr Wright

CARRIED

.....
This is page 2 of 6 of the Risk Management and Audit Committee Meeting held TUESDAY 8 August 2017



.....

CHAIRPERSON

8. **NOTICES OF MOTION:**

Nil

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

9.1 Risk Management and Audit Committee Performance Evaluation.

The Committee noted that FIN09 Risk Management and Audit Committee policy refers to an evaluation 'at least once every two years' (4.5.1) and that the tool is for the whole of Committee assessment.

Governance and Risk advisor to implement the survey prior to 26 August 2017.

Resolution: THAT the Risk Management and Audit Committee s

1. endorses the use of the assessment tool to be conducted in accordance with FIN09 Risk Management and Audit Committee policy.
2. endorse FIN09 Risk Management and Audit Committee policy to be updated to remove reference to individual Committee member assessment as this is not what the Committee does.

MOVED: Cr Hunt
SECONDED: Cr Wright
CARRIED

9.2 Risk Registers

Resolution: THAT the Risk Management and Audit Committee

- receive and note the progress on the Litchfield Council Risk Register,
- request an updated risk management system by the next meeting including a staff training schedule to build an effective and efficient risk culture within Litchfield Council.

MOVED: Cr Hunt
SECONDED: Cr Wright

.....
This is page 3 of 6 of the Risk Management and Audit Committee Meeting held TUESDAY 8 August 2017



.....

CHAIRPERSON

CARRIED

9.3 Records Management – Current State Process Report

The Committee notes that the findings need to be linked to the risk register including a timeline for implementation of actions to be taken.

Action: Incorporate findings into the risk register and develop a full project plan for records management

Resolution: THAT the RMAC

1. note the Records Management–Current State Process Report, and
2. request the findings are incorporated into the risk register and a full project plan for records management is developed.

MOVED: Cr Wright

SECONDED: Cr Hunt

CARRIED

10 OTHER BUSINESS

10.1 Interim Auditor letter

The interim management letter was recently received by Council and was tabled at the meeting with a verbal response to the recommendations.

The Committee noted

- the time from the initial auditor visit in May to receiving the interim management letter in August 2017.
- The issues being addressed or that responses will be discussed with the auditors where there is a differing viewpoint.

Resolution: THAT the RMAC request that the management response to interim letter to be presented at next meeting.

MOVED: Cr Wright

SECONDED: Cr Hunt

.....
This is page 4 of 6 of the Risk Management and Audit Committee Meeting held TUESDAY 8 August 2017



.....
CHAIRPERSON

CARRIED

10.2 Audit Committee term of appointment

The Committee noted term of appointment in the FIN09 Risk Management and Audit Committee policy and that the current timing for appointment of the independent chair is out of sync with FIN09 Risk Management and Audit Committee policy.

Resolution: THAT the RMAC recommend Council seek a further two-year appointment for the independent Chair to align with the FIN09 Risk Management and Audit Committee policy.

MOVED: Cr Wright

SECONDED: Cr Hunt

CARRIED

11 CONFIDENTIAL ITEMS

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 Items

11.1 Confidential – Procurement Audit Report

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

11.2 Project Anthe Forensic Investigation

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

MOVED: Cr Wright

SECONDED: Cr Hunt

CARRIED

The meeting was closed to the public at 6pm

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be re-opened to the public.

.....
This is page 5 of 6 of the Risk Management and Audit Committee Meeting held TUESDAY 8 August 2017

Flair Sumner

.....

CHAIRPERSON

Moved: Cr Hunt
Seconded: Cr Wright
CARRIED

Meeting moved to open session at 6.20pm

12 CLOSE

Next meeting 10 October at 5.00pm in the Executive meeting room.

The meeting closed at 6.21pm.

.....
This is page 6 of 6 of the Risk Management and Audit Committee Meeting held TUESDAY 8 August 2017

Flair Sumner

.....
CHAIRPERSON