

**MINUTES OF THE RISK MANAGEMENT AND AUDIT
COMMITTEE MEETING OF THE LITCHFIELD COUNCIL
HELD ON TUESDAY 10 OCTOBER 2017
AT COUNCIL CHAMBERS, BEES CREEK ROAD, FRED'S PASS**

Present:	Iain Summers	Chairperson
	Kirsty Hunt (Councillor)	Committee Member
	Doug Barden (Councillor)	Committee Member
Staff:	Kaylene Conrick	Chief Executive Officer
	Silke Maynard	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 5.00 p.m.

2. APOLOGIES AND LEAVE OF ABSENCE:

Nil

3. CONFLICT OF INTEREST:

Nil

4. CONFIRMATION OF MINUTES:

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

MOVED: Cr Hunt

SECONDED: Iain Summers

CARRIED

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Iain Summers
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CHAIRPERSON

5. BUSINESS ARISING FROM THE MINUTES:

07/03/2017 Item 9.3 Internal Audit plan

The Committee noted progress on internal audit plan and expects a plan to be presented at the February RMAC meeting.

08/08/2017 Item 10.2 Audit Committee term of appointment

The Committee noted that the appointment letter for the independent chair needs to be in effect from prior to this meeting

Recommendation

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

MOVED: Cr Hunt

SECONDED: Cr Barden

CARRIED

6. PRESENTATIONS:

Nil

7. ACCEPTING OR DECLINING LATE ITEMS:

Nil

8. NOTICES OF MOTION:

Nil

9. INTERNAL AUDIT ACTION PLANS

Nil

10. EXTERNAL AUDIT ACTION PLAN

Nil

11. OFFICERS REPORTS AND ITEMS FOR DISCUSSION

11.1 Risk Management and Audit Committee Performance Evaluation.

Discussion regarding how to best keep Elected Members informed as to the activities of the committee.

Resolution: THAT the Risk Management and Audit Committee

- 1. Note the analysis of and the management response to the RMAC evaluation survey
- 1. Recommend Council maintains the same survey participants and survey questions

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Fain Sumner
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CHAIRPERSON

2. Recommend that Council receive at least an annual update presentation from the Chair of the RMAC on actions of the RMAC.

MOVED: Cr Hunt
SECONDED: Cr Barden
CARRIED

11.2 Risk Management Framework

Noted that items with low risk and adequate controls will drive the internal audit plan to provide assurance that systems are being maintained.

The committee is satisfied with the development of the model

Resolution: THAT the Risk Management and Audit Committee

1. Endorse the Risk Management Framework, including the dashboard summary and individual themed profiles methodology.
1. Request that the dashboard report and theme profiles be presented to the RMAC at the February meeting
2. Request a report at the next RMAC meeting as to alignment of the Municipal Plan to the risk management framework.

MOVED: Cr Hunt
SECONDED: Cr Barden
CARRIED

11.3 Management Response to Interim Management Letter

Resolution: THAT the RMAC
THAT the RMAC receive and are satisfied with Council's response to the 2017 Interim Management Letter as attached to this report.

MOVED: Cr Hunt
SECONDED: Cr Barden
CARRIED

11.4 2016/17 Annual Financial Statements

Members noted the change of the figure in N8 of the statements from \$32,700 to \$11,654.

The draft financial narrative for the 2016/2017 annual report was tabled

The Committee examined the links to the Municipal Plan and provided feedback to inform and confirm the narrative regarding the financial information in the annual report.

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CHAIRPERSON

Discussion was had regarding,

- Depreciation and asset revaluation
- Useful lives (N17) and the impact on the long term financial plan.
- The Chair made the recommendation to move values under AASB 116.41 from asset revaluation reserve to accumulated surplus for better reporting.

Resolution: THAT the RMAC

1. Notes the narrative analysis for the 2016/2017 annual report.
2. Notes the feedback from the auditor identifying that there are no significant matters.
3. Confirms that subject to consideration of its feedback the draft 2016/17 Financial Statements are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report presented to Council.
4. Recommends a KPI report be included in the 2017/2018 annual report.

MOVED: Cr Hunt

SECONDED: Cr Barden

CARRIED

11.5 2018 RMAC Meeting Schedule

THAT the RMAC,

1. Endorse the 2018 meeting schedule and workplan.
2. Endorse the updating of section 4.7.3 of FIN09 Risk Management and Audit Committee Policy to read

The committee shall meet four times per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle.

MOVED: Cr Barden

SECONDED: Cr Hunt

CARRIED

12 OTHER BUSINESS

Nil

That the RMAC meeting be moved into confidential at 7.05pm

MOVED: Cr Hunt

SECONDED: Cr Barden

CARRIED

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CHAIRPERSON

13 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

13.2 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.

13.3 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.

That the RMAC meeting be moved into confidential at 7.05pm

MOVED: Cr Hunt

SECONDED: Cr Barden

CARRIED

The meeting was closed to the public at 7.05pm

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.

That the RMAC meeting be moved into confidential at 7.05pm

MOVED: Cr Barden

SECONDED: Cr Hunt

CARRIED

Meeting moved to open session at 7.10pm

12 CLOSE

Next meeting 6 February 2018 at 5.00pm in the Executive meeting room.

The meeting closed at 7.13pm.

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Fain Sumner

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CHAIRPERSON