



# RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

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## LITCHFIELD COUNCIL COMMITTEE MEETING

### Minutes of Meeting

held in the Executive Meeting Room, Litchfield  
on Tuesday, 2 October 2018 at 10.00am

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<b>Present</b>	Iain Summers Kirsty Sayers-Hunt (Councillor) Doug Barden (Councillor)	Chairperson Committee Member Committee Member
<b>Staff</b>	Silke Maynard Diana Leeder  Nadine Nilon David Jan Karina Gates	Acting Chief Executive Officer Acting Director Community and Corporate Services Director of Infrastructure and Operations Governance and Risk Adviser Finance Manager
<b>Presenters</b>	Mathew Kennon Adam White	Merit Partners Merit Partners

### 1. OPENING OF THE MEETING

The Chairperson, Iain Summers opened the Meeting at 10.02am.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Kaylene Conrick                      Chief Executive Officer

### 3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

Meeting moved to Items 8.4 and 8.5 to accommodate the attendance of Merit Partners.

### 4. CONFIRMATION OF MINUTES

Moved:              Cr Barden

Seconded:        Iain Summers

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held 7 August 2018, 6 pages, be confirmed with the following amendment,

- Silke Maynard left the meeting for item 10.1 prior to the remainder of staff except Kaylene Conrick.

**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT RMAC receives and notes the Action Sheet.

**6. PRESENTATIONS**

Nil.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. OFFICERS REPORTS**

**8.1 Procurement Continuous Improvement Update**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the RMAC,

1. notes the report on progress to date of implementing the Procurement Maturity Roadmap and requests an updated timeline, and
2. notes the report on the development of the procurement manual.

**8.2 FIN03 DRAFT Procurement Policy**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT based on review and questions to management, the RMAC endorse the DRAFT FIN03 Procurement policy for presentation to Council, subject to correction of minor formatting issues.

### **8.3 2019 Meeting Schedule and Workplan**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT the RMAC endorse the meeting schedule and workplan for 2019 with adjusted dates to be confirmed.

### **8.4 2017/18 Financial Summary – Annual Report**

The committee noted that;

- Due to the asset revaluation dominating the story the day to day result is missed.
- Council had not drawn down on the financial reserves as budgeted due to an operating surplus.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the RMAC recommends that the narrative for the financial summary includes a clearer analysis of the results compared to the budget included in the 2017/18 Municipal Plan.

### **8.5 2017/18 Annual Financial Statements**

The committee noted that;

- Officers are still working though some items prior to audit clearance, with the asset revaluation being the main challenge.
- There is \$1.5million in funding to be recouped from the National Disaster Relief Fund.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the RMAC confirms the draft 2017/18 Financial Statements, subject to final adjustments as discussed, are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presentation to Council.

**9. OTHER BUSINESS**

Nil.

**10. CONFIDENTIAL ITEMS**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

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:

- 10.1** NTG Department of Housing and Community Development, Local Government Compliance Audit – Department reply to Council response

Local Government (Administration) Regulation 8(a) - information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;

The meeting was closed to the public at 11.50am.

**20. CLOSE OF MEETING**

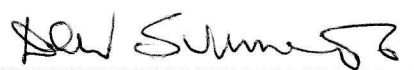
The Chair closed the meeting at 11.55am.

**21. NEXT MEETING**

Tuesday 5 February 2018, 10.00am, Executive Conference Room

**MINUTES TO BE CONFIRMED**

Tuesday 5 February 2019



Chair Person  
Iain Summers