



# 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, 5 February 2019 at 10.00am

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<b>Present</b>	Iain Summers	Chairperson
	Kirsty Sayers-Hunt (Councillor)	Committee Member
	Doug Barden (Councillor)	Committee Member
<b>Staff</b>	Kaylene Conrick	Chief Executive Officer
	David Jan	Governance and Risk Adviser
	Karina Gates	Finance Manager

### 1. OPENING OF THE MEETING

The Chairperson, Iain Summers opened the Meeting at 10.00am.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Nadine Nilon	Director of Infrastructure and Operations
Maree Bredhauer	Mayor

### 3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

### 4. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden  
Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held 2 October 2018, 6 pages, be confirmed.

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## **5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the RMAC

1. Notes the completed items in the actions sheet.
2. Notes that a full report on the procurement roadmap will be presented at the May 2019 RMAC meeting.
3. Requests meeting invites be sent out for all 2019 RMAC meetings

## **6. PRESENTATIONS**

Nil.

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

Nil.

## **8. OFFICERS REPORTS**

### **8.1 Update on Internal Works Permit Audit**

Discussion regarding the difference between works and maintenance in relation to the requirements to obtain a permit. The committee was informed that the mowing of verges did not require a permit as it considered maintenance.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT the RMAC:

1. Note the update on the Works Permit Audit and
2. Accept that the management response will be finalised once the Director Infrastructure and Operations approved the minor amendments to Litchfield Council's Development and Subdivision Standards and email confirmation of these amendments is sent out to staff and the relevant public.
3. Requests evidence for items 4,5 and 11 of the works permit audit recommendations.

## **8.2 Risk Register**

A review of the risk rating will be conducted in 2019.

Noted that the ICT improvement plan has been finalised and as such the action is complete in RP6. Actions from the plan will be incorporated into the risk register as per the report.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC

1. Note the updated strategic risk register with due dates modified for risk profiles RP12 and RP15 were received; and
2. Note the completed actions in the Risk Dashboard of the Strategic Risk Register, to will be removed from the action list with controls to be added where required.
3. Requests that the municipal plan key outputs be included as controls in the appropriate risk profiles.
4. Requests a report on how controls in RP8 are going to be improved.
5. Supports an earlier due date for actions in RP12 and suggests completion by July 2019.
6. Noted that id.Consult economic and social data be included as a control for RP13
7. Requests completion dates against each of the asset categories for the development of asset management plans in RP15 actions and attention be given to where playgrounds and skate parks are considered in the asset management plans.

## **8.3 Management Response from External Auditor's Closing Report**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the RMAC

1. Receive and note management responses to the External Auditor's Closing Report for the financial year ended 30 June 2018 as attached to this report.
2. Note that no further follow up is required by the RMAC
3. Requests that the management response is provided to the external auditor with the RMAC endorsement.

#### **8.4 2018/19 Internal Audit update**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the RMAC,

1. Request a full report at its next meeting on the payroll audit final report and management response.
2. Notes the progress on the implementation of the contract management and traffic control process audits.
3. That future internal audits provide an opinion of control adequacy as part of the scope of works

#### **8.5 Review of 2017/18 Annual Report in relation to Municipal Plan**

RMAC enquired into the process as to how actual KPI reporting is included in the annual report and are satisfied that the quarterly reporting to Council provides that information.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the RMAC.

1. Recommends management examines implementing a summary budget reporting format in the annual report that mirrors the municipal plan budget format for the purpose of ease of comparison.

#### **8.6 2018 Local Government Compliance Review Close Out Letter**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the RMAC notes the close out letter from the Department of Housing and Community Development: Local Government Division for the 2018 Litchfield Council Compliance Review

### **9. OTHER BUSINESS**

Nil.

**10. CONFIDENTIAL ITEMS**

Nil.

**11. CLOSE OF MEETING**

The Chair closed the meeting at 12.02pm.

**12. NEXT MEETING**

Wednesday 8 May 2019 at 10am, Executive Conference Room

**MINUTES TO BE CONFIRMED**

Monday 20 May 2019



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Chair Person  
Iain Summers