



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 3 September 2019 at 2.30pm

Present	Iain Summers	Chairperson
	Doug Barden (Councillor)	Committee Member
	Kirsty Sayers-Hunt (Councillor)	Committee Member
	Maree Bredhauer	Mayor

Staff

Daniel Fletcher	Chief Executive Officer
Silke Maynard	Director Community and Corporate Services
David Jan	Governance and Risk Adviser

Presenters Nil

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
Natalie Dreibergs	Manager Infrastructure and Operations
Wendy Smith	Acting Director of Infrastructure and Operations

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 20 May 2019, 6 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT

1. RMAC receives and notes the Action Sheet and accepts management responses to updates of actions.
2. The findings of the interim audit by Merit Partners were assessed by RMAC and found to be satisfactory subject to the presentation of the management response.
3. Subject to amending the control ratings RMAC is happy to amend the internal audit plan.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Contract Management Internal Audit

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT

1. RMAC notes the Contract Management audit report and management response to recommendations.
2. Recommended treatments are included in the risk register as actions and management responses reported via the risk dashboard

8.2 Procurement Improvement Committee

RMAC were informed that staff resourcing issues were slowing down the intended progress of implementation of actions

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT the RMAC

1. Note the updated Procurement Improvement Committee Terms of Reference but that the frequency of the meetings has not been achieved in the last three months
2. Note the minutes from the Procurement Improvement Committee meeting on 13 May 2019
3. Note the Procurement Improvement Committee action list
4. Requests a report at the next RMAC meeting on the status of the action items
5. Recommends referring to the procurement improvement actions in Risk Profile 14

8.3 Risk Register

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT RMAC,

1. Note the updated strategic risk register; 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 updated due dates for actions in the Risk Dashboard

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 Thorak Regional Cemetery – Cash Management Audit

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.

10.2 Final Internal Audit Payroll Report and Management Response

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 3.30pm.

11. CLOSE OF MEETING

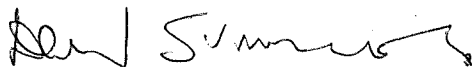
The Chair closed the meeting at 4.30pm.

12. NEXT MEETING

Tuesday 8 October 2019, 10.00am.

MINUTES TO BE CONFIRMED

Tuesday 8 October 2019, 10.00am.



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Chair Person
Iain Summers