**RISK MANAGEMENT & AUDIT COMMITTEE MINUTES**

LITCHFIELD COUNCIL COMMITTEE MEETING

**Council Chambers, Litchfield**

**Wednesday, 31 August 2022 at 4.01pm**

**Present** Garry Lambert Chairperson (Electronic Attendance)

Cr Mathew Salter Committee Member

Cr Mark Sidey Committee Member

Mayor Doug Barden Ex-Officio

**Staff** Stephen Hoyne Chief Executive Officer

Nicky McMaster General Manager Community and Lifestyle

Maxie Smith A/General Manager Business Excellence

James Morgan Manager Infrastructure and Assets

Rebecca Taylor A/Manager People & Performance

Jessica Eves Executive Support

1. **OPENING OF THE MEETING**

The Chairperson, Garry Lambert opened the meeting at 4.01pm.

1. **APOLOGIES AND LEAVE OF ABSENCE**

Nil.

1. **DISCLOSURES OF INTEREST**

No disclosures of interest were declared.

1. **CONFIRMATION OF MINUTES**

Moved: Cr Salter

Seconded: Cr Sidey

THAT the minutes of the Open and Confidential Risk Management and Audit Committee meeting held 1 June 2022 be confirmed.

**CARRIED (3-0)**

1. **BUSINESS ARISING FROM THE MINUTES**

The Risk Management & Audit Committee reviewed the Action Sheet.

1. **PRESENTATIONS**

Nil.

1. **ACCEPTING OR DECLINING LATE ITEMS**

Nil.

1. **OFFICERS REPORTS**

**8.1 Audit Committee Performance Assessment**

Moved: Chairperson Garry Lambert

Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receive and note the audit committee self-assessment plan; and
2. request that all committee members of the Risk Management and Audit Committee complete the Audit Committee Self-Assessment; and
3. requests that the CEO nominates relevant Executive Team members to complete the Audit Committee Self-Assessment; and
4. requests that Litchfield Council Elected Member/s be nominated to complete the Audit Committee Self-Assessment; and
5. requests that all responses be prepared within a report to be provided to the October 2022 Risk Management and Audit Committee meeting.

**CARRIED (3-0)**

**8.2 Risk Management Governance Framework**

Moved: Cr Sidey

Seconded: Chairperson Garry Lambert

THAT Risk Management and Audit Committee approve the Risk Management Governance Framework, at Attachment A.

**CARRIED (3-0)**

**8.3 Risk Register**

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. note the updated risk register at Attachment A; and
2. note the completed action in the risk dashboard of the risk register, which will be removed from the action list and controls to be updated where required; and
3. approve the new reporting arrangements for the risk register.

**CARRIED (3-0)**

**8.4 Resignation of Independent Chair**

Moved: Chairperson Garry Lambert

Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receive and note report entitled Resignation of Independent Chair; and
2. accept Mr Lambert’s resignation and that a letter be prepared to thank Mr Lambert for his services on the Committee.
3. recommend to Council that funds be allocated to the 2023/24 budget to extend its independent membership on the Risk Management and Audit Committee to include an Independent Member.

**CARRIED (3-0)**

1. **OTHER BUSINESS**

Nil.

1. **CONFIDENTIAL ITEMS**

Moved: Chairperson Garry Lambert

Seconded: Cr Salter

THAT pursuant to Section 99(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

* 1. **Interim Audit Report – Year Ended 30 June 2022**

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed

as confidential:

*(e) subject to subregulation (3) – information provided to the council on condition that*

*it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

**CARRIED (3-0)**

The meeting was closed to the public at 4:49pm.

The meeting was re-opened at 4:54pm.

**12. CLOSE OF MEETING**

The Chair closed the meeting at 4:54pm.

**13. NEXT COMMITTEE MEETING**

Wednesday 26 October 2022

**MINUTES TO BE CONFIRMED**

Wednesday 26 October 2022

**Chair**

**Garry Lambert**