



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting
held in the Executive Meeting Room, Litchfield
on Monday, 20 May 2019 at 10.00am

Present	Iain Summers Doug Barden (Councillor)	Chairperson Committee Member
Staff	Kaylene Conrick Silke Maynard Nadine Nilon David Jan Karina Gates	Chief Executive Officer Director Community and Corporate Services Director of Infrastructure and Operations Governance and Risk Adviser Finance Manager
Presenters	Nil	

1. OPENING OF THE MEETING

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

2. APOLOGIES AND LEAVE OF ABSENCE

Kirsty Hunt (Councillor) Committee Member.

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held Tuesday 5 February 2019, 5 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

RMAC is satisfied that all the actions regarding the works permit audit have been finalised.

Roads asset management plan will be presented at July Council meeting in order to link with the updated long term financial plan.

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT

1. RMAC receives and notes the Action Sheet and accepts management responses to updates of actions.
2. Receives a report at the February 2020 RMAC meeting with the revised dates for the development of asset management plans scheduled for completion by June 2021 including example of an asset management plan.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Procurement Improvement Committee

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT

1. RMAC notes the report on the Procurement Improvement Committee (PIC) and the progress made on the procurement roadmap, and requests management's consideration of the feedback provided by RMAC.
2. In particular, that the PIC terms of reference be amended to include reporting to RMAC on PIC's monitoring of procurement audit recommendations, by providing minutes of its meetings.

8.2 External Audit Plan

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT the RMAC notes the expected timeline for the external audit of Litchfield Council's 2018/2019 Financial Statements, and requests the Merit Partners audit plan to be presented to the next RMAC meeting.

8.3 Internal Audit Plan

Moved: Cr Barden

Seconded: Iain Summers

Carried

THAT RMAC,

1. Notes the scope of the Contract Management Practices internal audit.
2. Requests that future internal audit scope of works are to include a list of relevant policies for which the audit should be assessing operational compliance and effectiveness.
3. Recommends that the internal audit budget is maintained at the current level and that the internal audit KPI in the 2019/20 Municipal plan is set at a minimum of two per year.
4. Requests an updated internal audit plan that is informed by the risk dashboard be presented to the RMAC meeting in July 2019.

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Barden

Seconded: Iain Summers

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 DRAFT Internal Audit Payroll Report and Management Response

Regulation 8(a) reason - 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 10.45am.

11. CLOSE OF MEETING

On behalf of RMAC, the Chair thanked Kaylene Conrick (CEO) for her contributions Litchfield Council, particularly in supporting the work of RMAC.

The Chair closed the meeting at 11.00am.

12. NEXT MEETING

Tuesday 30 July 2019, 10.00am.

MINUTES TO BE CONFIRMED

Tuesday 30 July 2019, 10.00am.



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Chairperson
Iain Summers