



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting
held in the Executive Meeting Room, Litchfield
on Tuesday, 8 May 2018 at 10.00am

Present	Iain Summers Councillor Barden	Chairperson Committee Member
Staff	Kaylene Conrick Silke Maynard David Jan Karina Gates	Chief Executive Officer Director Community and Corporate Services Governance and Risk Adviser Finance Manager

Presenters

1. OPENING OF THE MEETING

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

2. APOLOGIES AND LEAVE OF ABSENCE

Deputy Mayor Hunt 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 6 February 2018, 3 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden
Seconded: Iain Summers
Carried

THAT the RMAC notes the response that the work permit audit is on hold due to the procurement review, and expects a report on the progress of the work permit audit at the next meeting

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Risk Register Review

Chair noted the need to develop a method of reporting progress that highlighted items that are due or overdue. Suggested to keep the original due date but strike through and add new due date. The full risk register including all controls are to be presented to the RMAC every second meeting.

Resolution:

THAT the RMAC:

1. note the completed treatment items to be moved into the key controls of the respective risk profiles where applicable;
2. notes and accepts the explanations for the overdue items;
3. requests the full Risk Register and controls to be presented at the next meeting; and
4. requests the inclusion of updated due dates and status comments as part of the risk dashboard report.

MOVED: Cr Barden
SECONDED: Iain Summers
CARRIED

8.2 Internal Audit Plan

Suggested that a column be added in the plan to show the risk and control ratings from the Risk Register, which are being addressed by the audit.

Resolution:

THAT the RMAC:

1. note and endorse the change to the internal audits recommended to the 2018-2019 year;
2. endorse the proposed three-year internal audit plan;
3. review the plan annually to confirm the next three years internal audits in accordance with the RMAC terms of reference, and

4. request the three-year internal audit plan is presented at the next RMAC meeting with the associated risk and control ratings.

MOVED: Cr Barden
SECONDED: Iain Summers
CARRIED

8.3 Records Management Improvement Plan

Resolution:

THAT the RMAC note the shared services agreement with West Arnhem Regional Council and consequently the progress on the records management improvement plan.

MOVED: Cr Barden
SECONDED: Iain Summers
CARRIED

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 Waste Transportation Contract – Tender Report

Regulation 8(c) - information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person

10.2 External Auditor Engagement Letter

Regulation 8(c) - information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person

The meeting was closed to the public at 11.10am.

20. CLOSE OF MEETING

The Chair closed the meeting at 12.00pm.

21. NEXT MEETING

Tuesday 6 August 2018

MINUTES TO BE CONFIRMED

Tuesday 6 August 2018

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External Chair RMAC
Iain Summers

unconfirmed