



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 7 August 2018 at 10.00am

Present	Iain Summers Councillor Barden Mayor Maree Bredhauer	Chairperson Committee Member Ex-officio member
Absent	Councillor Kirsty Hunt	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

1. OPENING OF THE MEETING

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

2. APOLOGIES AND LEAVE OF ABSENCE

Councillor Kirsty Hunt Committee Member Nil.

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 7 May 2018, 6 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Director of Infrastructure and Operations reported that work had commenced on the actions resulting from the internal audit of the work permit process.

RMAC discussed the connection between the updated internal audit plan presented and the risk register.

Moved: Cr Barden
Seconded: Iain Summers
Carried

THAT Council receives, notes and accepts the Action Sheet.

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.1 Presentation of the Risk Register and Controls

The RMAC discussed the movement in control ratings and the story lines presented in the dashboard comments.

Moved: Cr Barden
Seconded: Iain Summers

THAT the RMAC:

1. Notes the full risk register including the updated dashboard report now includes status comments and the control owners;
2. Notes the completed treatment items to be moved into the key controls of the respective risk profiles where applicable;
3. Notes the overdue items;
4. Request that amended due dates be included into the dashboard comments for the 1st RMAC meeting of 2019;
5. Request that the full updated register be tabled at the 1st RMAC meeting of 2019; and
6. Notes that there are no matters requiring referral to Council.

8.2 Procurement Continuous Improvement Update

Moved: Cr Barden
Seconded: Iain Summers

THAT the RMAC:

1. Receives the update report on the continuous improvement roadmap and notes the progress made to date;
2. Requests a further update on the procurement manual at its next meeting on 2 October 2018; and
3. Requests commentary with reference to the 12-month maturity road map showing the time horizons at the next meeting in October.

8.3 Interim External Audit Observations with Management Responses

A meeting with the external auditors will be scheduled for the next RMAC meeting in October

Moved: Cr Barden
Seconded: Iain Summers

THAT the RMAC

1. Receive and notes the 2018 Interim Audit Observations including Council's response as attached to this report;
2. Notes that management has responded appropriately to the external auditor comments; and
3. Notes that there are no matters to refer to Council.

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Barden
Seconded: Iain Summers

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 NTG Department of Housing and Community Development, Local Government Compliance Audit

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 11.37am.

11. CLOSE OF MEETING

12. The Chair closed the meeting at 12.05am.
NEXT MEETING

Tuesday 2 October 2018, Executive Conference Room

MINUTES TO BE CONFIRMED

Tuesday 2 October



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RMAC Chair Person
Iain Summers