



# RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

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## LITCHFIELD COUNCIL COMMITTEE MEETING

### Minutes of Meeting

held in the Chambers, Litchfield

on Thursday, 22 October 2020 at 10.00am

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<b>Present</b>	Garry Lambert Kirsty Sayers Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chairperson Committee Member Committee Member Mayor
<b>Staff</b>	Daniel Fletcher Silke Maynard Rebecca Taylor Stefan Jurkijevic Arun Dias	Chief Executive Officer Director Community and Corporate Services Research and Project Officer (WHS&Risk) Information Manager Manager Finance
<b>External</b>	Adam White Matthew Kennon Adrian Sheedy	Auditor - Merit Partners Auditor - Merit Partners Chief Executive Officer – Fourier

### 1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10:03am

### 2. APOLOGIES AND LEAVE OF ABSENCE

Nil

### 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 1 September 2020, 5 pages, be confirmed.

**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt  
Carried

THAT RMAC receives and notes the Action Sheet.

**6. PRESENTATIONS**

Merit Partners presented on item 8.3 Review 2019/20 Annual Financial Statements.  
Fourier presented on item 8.1 ICT Security Audit.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil

**8. OFFICERS REPORTS**

**8.1 ICT Security Audit**

The Chair highlighted that the ICT Security Audit is a good report with the actions identified being lethargy.

Director Community and Corporate Services provided an overview of a recent incident that saw Council's two new servers collapse, causing major IT interruptions throughout Council for varying timeframes over the course of two weeks. The interruptions did not result in data loss but have highlighted the need to review recovery options based on response times. The Chief Executive Officer for Council's IT contractor Fourier, Adrian Sheedy, outlined the incident in further detail and reported that the servers are now stabilised with systems back up and running.

Director Community and Corporate Services advised that Fourier would be conducting an extensive investigation into the incident and will provide a full report.

RMAC members confirmed the need to review the incident and ensure forensic evidence will be provided for the cause of the interruptions. The chair requested officers to consider the involvement of a third part for a forensic analysis, if deemed necessary.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Receive the ICT Security Audit Report; and
2. Request that implementation actions from the ICT Security Audit Report be included into the risk register;
3. Request that Fourier's forensic report from the incident be presented at the next RMAC meeting.

## **8.2 Procurement Improvement Committee Update**

Chief Executive Officer provided an overview of the report and the future of the Procurement Improvement Committee. The Chair voiced concerns regarding super committees.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Note the content of this report;
2. Note minutes from the Procurement Improvement Committee dated 24 September 2020 including references to future of the PIC meetings (Attachment A); and
3. Note the updated Procurement Improvement Committee action item list (Attachment B).

## **8.3 2019/20 Annual Financial Statements**

Merit Partners presented the Financial Statements and outlined new legislative requirements and confirmed that an unqualified audit is presented. Without prior notice to officers Merit Partners requested three editorial changes before signing the statements.

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Confirms the draft 2019-20 Financial Statements, are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council, subject to the following amendments requested by the auditors at the meeting:
  - i) Table 23 (page 38) of the Litchfield Council Financial Statement be replicated to 23A with a 2,500,000 adjustment. Correct table 23b with adjustments.
  - ii) Noting changes to 6.2 (page 10) of the Litchfield Council Financial Statement.
  - iii) Adjustment to other financial assets under Note 13 (page 32) of the Litchfield Council Financial Statement.

#### **8.4 Review 2019-20 Annual KPI reporting**

Director Community and Corporate Services presented the annual KPI reporting, including updated information.

Moved: Cr Sayers-Hunt  
Seconded: Cr Barden

THAT RMAC:

1. Confirm the KPI reporting, with changes, for inclusion into the 2019-20 Annual Report.

#### **8.5 Meeting Schedule and Workplan 2021**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT RMAC endorse the meeting schedule and workplan for 2021.

### **9. OTHER BUSINESS**

Chief Executive Officer advised RMAC committee Silke Maynard Director Community and Corporate Services has resigned from Litchfield Council.

**10. CONFIDENTIAL ITEMS**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

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 Update on Regulatory Order Matter**

8 *Classes of confidential information*  
(b) *information about the personal circumstances of a resident or ratepayer;*

The meeting was closed to the public at 12:05pm

**11. CLOSE OF MEETING**

The Chair closed the meeting at 12:14pm.

**MINUTES TO BE CONFIRMED**

23 February 2021



Chair Person  
Garry Lambert