



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday, 23 February 2022 at 10.06am

Present	Garry Lambert	Chairperson
	Cr Mathew Salter	Committee Member
	Cr Mark Sidey	Committee Member
	Mayor Doug Barden	Ex-Officio
Staff	Daniel Fletcher	Chief Executive Officer
	Arun Dias	General Manager Business Excellence
	Leon Kruger	General Manager Infrastructure and Operations
	Nicky McMasters	General Manager Community and Lifestyle
	Maxie Smith	Manager Corporate Services
	David Jan	Manager Operations and Environment (via Teams)
	Rebecca Taylor	Policy and Governance Program Leader (via Teams)
	Debbie Branson	Executive Support

Presenters Cy Balmes and Luke Snowdon - Auditors, KPMG

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10.06am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

ORDER OF BUSINESS

Item 4 was relocated to be presented prior to Item 8.1.

5. CONFIRMATION OF MINUTES

Moved: Cr Salter
Seconded: Cr Sidey

THAT the full minutes of the Risk Management and Audit Committee Meeting held 26 October 2021, 4 pages, be confirmed.

CARRIED (4/0)

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Salter
Seconded: Cr Sidey

THAT Council receives and notes the Action Sheet.

CARRIED (4/0)

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

4. PRESENTATIONS

Cy Balmes and Luke Snowdon, auditors for KPMG, conducted private Q&A with RMAC committee without staff in attendance, as per Risk Management Audit Committee Policy.

The Risk Audit and Management Committee received and noted the presentation.

Staff present left the meeting at 10:12am prior to the presentation and returned at 10:32am.

8. OFFICERS REPORTS

8.1 Closing Audit Report 2020-21

Cr Sidey left the meeting at 10:45am and returned at 10:46am.

Cr Sidey left the meeting at 10:48am and returned at 10:50am.

Moved: Cr Sidey

Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receive and note the closing audit report from KPMG for year ending 30 June 2021;
2. receive Management's responses to audit observations raised by KPMG; and
3. note the Risk Management and Audit Committee's preference to undertake in-camera discussions with the appointed auditors pursuant to FIN09, as soon as practicable, before November each calendar year.

CARRIED (4/0)

8.2 Internal Audit Plan

Cr Sidey left the meeting at 11:01am and returned at 11:05am.

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. note the progress on the internal audits; and
2. support the proposed changes to the internal audit of Council's Reserve Management Arrangements.

CARRIED (4/0)

8.3 Risk Register

Moved: Cr Sidey
Seconded:Cr Salter

THAT the Risk Management and Audit Committee:

1. note the updated risk register;
2. note the completed actions in the risk dashboard of the risk register, which will be removed from the action list and controls to be updated where required;
3. request the CEO to provide an update report on Council's Risk Management Framework, specifically actions taken in waste management and the mobile workforce to the next Risk Management and Audit Committee meeting.

CARRIED (4/0)

8.4 Records Management Strategy

Moved: Cr Salter
Seconded:Cr Sidey

THAT the Risk Management and Audit Committee receive and note the Records Management Strategy.

CARRIED (4/0)

8.5 Litchfield Council Tree Risk Management Plan - Internal audit of Implementation Progress

Moved: Cr Sidey
Seconded:Cr Salter

THAT the Risk Management and Audit Committee:

1. accepts the internal Litchfield Council Tree Risk Management Plan - Internal audit of implementation progress findings;
2. requests that internal audit treatments be included in the risk register; and;
3. notes the need for tree risk management software and hardware.

CARRIED (4/0)

9. OTHER BUSINESS

9.1 Power Road Procurement and Contract Management

The matter to be referred to Council.

9.2 Long Term Financial Plan

Moved: Chair
Seconded: Cr Salter

THAT the Risk Management and Audit Committee receive an update on the CT Management Report and the Long Term Financial Plan model at the next meeting.

CARRIED (3/0)

Cr Sidey left the meeting at 11:43am.

10. CONFIDENTIAL ITEMS

Moved: Cr Chair
Seconded: Cr Salter

Pursuant to Section 93 of the Local Government Act and Regulation 51 of Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

10.1 ERP System Upgrade Regulation

51(1)(c) – information that would, if publicly disclosed, be likely to:

i. cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

10.2 ICT Security Audit and Improvement Plan Update

51(1)(c) – information that would, if publicly disclosed, be likely to:

iii. prejudice the security of the council, it's members or staff.

CARRIED (3/0)

The meeting was closed to the public at 11:48pm.

Moved: Chair
Seconded: Cr Salter

THAT pursuant to Section 93(2) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be re-opened to the public.

CARRIED (3/0)

The meeting moved to Open Session at 12:18am.

11. CLOSE OF MEETING

The Chair closed the meeting at 12:18pm.

MINUTES TO BE CONFIRMED

Wednesday, 25 May 2022

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Chair
Garry Lambert

unconfirmed