



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 1 September 2020 at 10.00am

Present	Garry Lambert Kirsty Sayers Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chair Committee Member Committee Member (from 10.10am)
Staff	Daniel Fletcher Silke Maynard Rebecca Taylor	Chief Executive Officer Director Community and Corporate Services Research and Project Officer (WHS & Risk)

Presenters Nil

1. OPENING OF THE MEETING

The Chair, Garry Lambert opened the Meeting at 09.58am.

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 17 March 2020, 5 pages, be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT Council receives and notes the Action Sheet.

6. PRESENTATIONS

Nil

7. ACCEPTING OR DECLINING LATE ITEMS

Nil

8. OFFICERS REPORTS

8.1 ICT Security Audit

Director Community and Corporate Services provided an overview of the ICT security audit and report. Chair raised concerns over servers being situated at the Litchfield Council office and not in a more secure cyclone coded building. Director Community and Corporate Services response was that the data is backed up every day to a cloud host and should the servers be damaged, the data could still be restored.

Chair noted the report should include some moderate risk measure in the summary risk section. Director Community and Corporate Services acknowledged.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Receive update on the ICT Security Audit; and
2. Request that the final ICT Security Audit report with management responses be presented at the next meeting.

8.2 Interim Audit Report – 2019-20

Director Community and Corporate Services provided an overview of the interim audit report. Cr Sayers-Hunt questioned how Council ensure staff are following procedures. Director Community and Corporate Services advised Council has a HR Policy to deal with unsatisfactory performance and conduct, conduct internal audits and training for staff. Cr Sayers-Hunt noted the interim audit was the best report in 5 years.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC note and receive the Interim Audit Management Letter for 2019-2020.

8.3 Procurement Improvement Committee Update

Chief Executive Officer provided an overview of the Procurement Improvement Committee. Chair expressed concerns on how long the actions have been outstanding for and that it has become over complicated and should consider simplifying. Chief Executive Officer highlighted setbacks which included the absence of a Director Infrastructure and Operations to drive the Procurement Improvement Committee and COVID-19. Chief Executive Officer acknowledges the lengthy time period and intends to finalise the actions by the end of this calendar year.

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 15 July 2020.
3. Note the updated Procurement Improvement Committee action item list.
4. Note the Draft Project Management Guidelines document as evidence of documents in progress.

8.4 Risk Register

Director Community and Corporate Services provided an overview of the risk register. Chair queried how Council determines the risk rating and control rating. Director Community and Corporate Services explained the approval process that goes through the Council Executive Team. Chair suggested reviewing the language and layout of the risk profile table in the report to reflect more positive language.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Note the updated strategic risk register; and
2. Note the completed actions in the Risk Dashboard of the Strategic Risk Register, which will be removed from the action list with controls to be added where required.

9. OTHER BUSINESS

Cr Barden queried when the Annual Report would be completed. Director Community and Corporate Services advised auditors (Merit Partners) would be on site from 7 September 2020 and statements will be presented to RMAC in October.

10. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

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 Litchfield Council Cyber Crime Incident – May 2020

Regulation 8(c) – information that would, if publicly disclosed, be likely to:

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
- (ii) prejudice the maintenance or administration of the law; or
- (iii) prejudice the security of the council, its members or staff; or
- (iv) prejudice the interests of the council or some other person;

The meeting was closed to the public at 10:29am

11. CLOSE OF MEETING

The Chair closed the meeting at 10:49am

MINUTES TO BE CONFIRMED

Tuesday 6 October 2020

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RMAC Chair
Garry Lambert

unconfirmed