

# LITCHFIELD COUNCIL



*Community effort is essential*

## Risk Management and Audit Committee (RMAC) BUSINESS PAPER TUESDAY 8/05/2018

Meeting to be held commencing 10.00am  
In Executive Meeting Room at 7 Bees Creek Road, Freds Pass

A handwritten signature in black ink, appearing to read 'K Conrick', is centered below the meeting information.

**Kaylene Conrick, Chief Executive Officer**

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



## LITCHFIELD COUNCIL RMAC MEETING

**Notice of Meeting**  
**to be held in the Council Chambers, Litchfield**  
**on Tuesday, 8 May 2018 at 10.00am**

Kaylene Conrick  
**Chief Executive Officer**

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1. Opening of meeting

2. Apologies and Leaves of Absence

3. Disclosure of Interests

Any member of the RMAC who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the RMAC meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

4. Confirmation of Minutes

THAT the full minutes of the Risk Management and Internal Audit Committee Meeting held Tuesday 8 August 2017, 5 pages, be confirmed

Minutes have been distributed under separate cover and are publicly available on Council's website <http://www.litchfield.nt.gov.au/council/committees> or in hard copy by request.

5. Business Arising from the minutes

THAT Council receives and notes the Action Sheet

Meeting Date	Agenda Item & Resolution	Action Officer	Status
6 February 2018	<p>11.1 Internal Audit Plan THAT the RMAC</p> <ol style="list-style-type: none"> <li>1. endorses the internal audit plan for 2018/2019 of;               <ol style="list-style-type: none"> <li>a. Audit of Councils processes related to traffic management of Council commissioned works</li> <li>b. Audit of Councils payroll processes, and</li> <li>c. Audit of Mobile Work Force work health and safety procedures and practices.</li> </ol> </li> <li>2. Recommends an appropriate budget allocation in the 2018/19 Municipal Plan.</li> </ol>	Gov & Risk Advisor	A budget allocation of \$30,000 has been proposed for 2018-2019
6 February 2018	<p>11.3 Records Management Improvement Plan THAT the RMAC</p> <ol style="list-style-type: none"> <li>1. Note the records management improvement plan is not progressing</li> <li>2. Request a report at the next meeting regarding progress</li> <li>3. Highlight that due to the inability to recruit Records Management resources the control rating in the “Inadequate Records Management Processes” risk profile remains “Inadequate”, with an overall risk rating of “Moderate”.</li> </ol>	Gov & Risk Advisor	Report presented in this agenda
6 February 2018	<p>13.4 Internal Audit – Work Permit Processes. THAT the RMAC:</p> <ol style="list-style-type: none"> <li>1. Note the internal audit report on Councils works permit processes</li> <li>2. Receive and note the status report on recommendations from the Work Permit Processes Report, October 2017; and</li> </ol>	Gov & Risk Advisor	As per communication from th Acting Director of Infrastructure and Works, implementation of these actions has been put on hold due to the resignation of the Director of Infrastructure and Works and the imperatives of the waste transportation tender and probity report. It is expected that work will recommence on recommendations prior to the next RMAC meeting

Meeting Date	Agenda Item & Resolution	Action Officer	Status
	<ol style="list-style-type: none"><li>3. Accept the management responses for the completed items</li><li>4. Request an updated progress report at the next RMAC meeting on 8 May 2018</li></ol>		

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports



<b>Agenda Item Number:</b>	8.1
<b>Report Title:</b>	Risk Register Review
<b>Report Number:</b>	
<b>Meeting Date:</b>	8/05/2018
<b>Attachments:</b>	Strategic Risk Register Dashboard Report Risk Profile Update Tracking

## Purpose

To update the RMAC on the progress towards implementing treatments identified in the strategic risk register.

## Summary

Fourteen treatments are due for completion by May 2018. This report provides,

1. the current risk dashboard report (attached)
2. an update on progress towards addressing these treatments including recommendations on alterations to due dates for selected treatments not yet due (below), and
3. a report on changes to the risk dashboard report from the last RMAC meeting (attached).

Since the February 2018 RMAC meeting a workshop was held with the Litchfield Council leadership team to,

- review progress on actions identified in the risk profiles,
- identify any new and emerging risks
- review current control adequacy

Additionally, individual meetings with managers were scheduled to ensure proposed treatments are on track to be delivered as per the identified due dates. A report documenting the resulting changes to the risk dashboard report from the last RMAC meeting has been developed and is attached.

<b>Treatment</b>	<b>Due Date</b>	<b>Responsibility</b>	<b>Comment</b>
<i>Inadequate Environmental Management</i> The control rating currently falls within Councils risk acceptance			
Undertake Landfill Rehabilitation	TBC	TBC (to be updated to DIO)	This is part of the Waste Strategy and a plan for rehabilitation is programmed for 2020/21 – 2022/23. However, the actual rehabilitation is not required to be undertaken until the Berry Springs and Howard Springs sites are no longer used as waste transfer stations, so actual remediation is not required for decades.

			Recommend removing this from risk register as it is incorporated into the Waste Strategy.
Waste Management Strategy	May-18	DIO	On track for adoption May 2018 Council meeting.  Item Complete
<i>Risk Profile - External Theft and Fraud (inc. Cyber Crime)</i> The control rating currently falls within Councils risk acceptance			
Remove pay wave capabilities from all purchasing cards	Mar-18	Finance Manager	Discussions with card provider have determined that removal of pay wave capabilities will impact on corporate card structure.  <b>Overdue</b> – Expect completion May 2018
<i>Risk Profile - Errors, Omissions, Delays and Incorrect Advice</i> The control rating currently falls within Councils risk acceptance			
Formalise Procedures, Documentation and Checklists for Core Operations - Works	Apr-18	Works Manager	Not on schedule due to increased workload resulting from impact of cyclone Marcus.  <b>Overdue</b>
Formalise Procedures, Documentation and Checklists for Core Operations - HR	May-18	HR Advisor	Some processes and checklists are in place (e.g. induction checklist) Some others, e.g. recruitment process, performance appraisal process, still need to be developed in May 2018.  Item expected to be complete by end of May 2018.
<i>Risk Profile - Failure to Fulfil Statutory, Regulatory or Compliance Requirements</i> The control rating currently falls within Councils risk acceptance			
3 year Internal Audit Plan	May-18	Governance and Risk Advisor	Three-year internal audit plan presented at this RMAC meeting. Training approved for “Becoming a Skilled Lead Auditor” for Governance and Risk Advisor. Plan to be reviewed annually as part of RMAC workplan.  Item complete.
<i>Risk Profile - Ineffective and Unsustainable Financial Management</i> The control rating currently falls within Councils risk acceptance			
Finalise Rating Policy and Undertake Review of Rating System	Mar-18	DCCS	Business paper to be presented to Council for approval to establish Community Reference Group at the May Council meeting. Project will go over the term of this year and should be finalised with a policy approved in



			<p>April 2019. Council will be adopting a project plan.</p> <p>Recommend changing due date in line with project plan according to Council decision</p>
<p><i>Risk Profile - Inadequate Safety and Security Practices</i> The control rating is not consistent with Councils risk acceptance</p>			
<p>Include first aid kits and fire extinguishers in all Council vehicles</p>	<p>Mar-18</p>	<p>HR Advisor</p>	<p>information gathered from all employees holding vehicles regarding which vehicles currently are equipped with First Aid Kits. Order placed with St. Johns for missing kits.</p> <p>Only Reg Services Manager currently has a fire extinguisher possibly due to turnover of vehicles. Advice from Rural Fire Services is that that at least Works Manager and Works Supervisor should have one. There is no obligation to have extinguishers in every vehicle. Further discussions will be had with WHS consultant regarding which vehicles should be equipped with extinguishers.</p> <p>Item complete and will be moved to current controls</p>
<p>Review HR Policies</p>	<p>Mar-18</p>	<p>HR Advisor</p>	<p>Policy review in progress. Policies updated to date;</p> <ul style="list-style-type: none"> <li>• Motor vehicle policy</li> <li>• Higher duties</li> <li>• Alcohol and other drugs</li> <li>• WH&amp;S</li> <li>• Statement of Employment policies</li> </ul> <p>Updates in progress</p> <ul style="list-style-type: none"> <li>• Disciplinary action</li> <li>• Grievance policy</li> </ul> <p>Plan in place to work with Governance and Risk Advisor to ensure all out of date polices are reviewed and updated prior to compliance check.</p> <p><b>Overdue</b> – expect completion by August 2018</p>

Drivers and operator license checks and review process	Apr-18	HR Advisor	Request sent to staff to supply evidence of current licenses required for their role. Spreadsheet updated and will be made available to managers to monitor currency of licenses.  Item complete and will be moved to current controls
<i>Risk Profile - Ineffective Management of Public Facilities / Venues / Events</i> The control rating is not consistent with Councils risk acceptance			
Review Reserve Management Leases and budget requirements	May-18	DCCS	New lawyer contracted for support, leases to be ready for discussion with reserves in October 2018  <b>Overdue</b>
Undertake Tree Audit on Public Facilities	Feb-18	DCCS	Tree audit undertaken in January 2018, needs to be redone due to Cyclone Marcus, new due date July 2018  <b>Overdue</b> – Expect completion July 2018
<i>Risk Profile - Inadequate Procurement / Supplier / Contract Management</i> The control rating is not consistent with Councils risk acceptance			
Develop Contract templates	Apr-18	DIO	Currently finalising the contract tendering process using consultants KPMG.  <b>Overdue</b> – Expect completion May 2018
<i>Risk Profile - Ineffective HR Management / Employment Practices</i> The control rating currently falls within Councils risk acceptance			
Review HR Policies	Mar-18	HR Advisor	See <i>Inadequate Safety and Security Practices</i> risk profile
Update of Motor Vehicle policy	Apr-18	CEO	Policy updated and in effect.  Item complete.

Whilst three due dates were reviewed for three treatments as highlighted in the Risk Profile Update Tracking document (attached), it is intended that all future dates now remain as set and are reported as overdue for the purpose of ensuring attention to completing actions is maintained.

## Recommendation

THAT the RMAC

1. Note the completed treatment items to be moved into the key controls of the respective risk profiles where applicable.
2. Note the overdue items.

## Background

Councils risk management framework was endorsed by the RMAC at the October 2017 meeting.

### **Links with Strategic Plan**

*Enabler – A well-run Council*

### **Legislative and Policy Implications**

This paper is consistent with FIN08 Risk management and FIN09 Risk management and Audit Committee. The risk management framework meets councils risk management compliance requirements

### **Risks**

Nil

### **Financial Implications**

Nil

### **Community Engagement**

Nil

### **Recommending Officer: David Jan, Governance and Risk Advisor**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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# Litchfield Council Risk Dashboard Report January 2018

## Executive Summary

Being Litchfield Council's first risk review under the 2017 revised risk management approach, initial focus is on developing appropriate and effective risk information then followed by embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance and risk activities for the Audit and Risk Committee. It is supported by the attached documents that were produced through workshops on the 14th September 2017 and ensuing discussions:

1. Risk Information for the 16 Risk Profiles Identified.
2. Risk Management Policy and Procedures.

## Recommendations

### Embedding

1. Arrange for the attached Risk Management Policy and Procedures to be endorsed and adopted.

### Risk Profiles

1. Discuss, review and approve the attached Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

## Review History

<b>Misconduct</b>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Record Management Improvement Project	Jun-18	DCCS	
Development of IT policies	Jun-18	Info Mgr	

<b>Business and Community Disruption</b>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Council Business Continuity Framework and Action Plan	Jun-18	Governance and Risk Advisor	

<b>Inadequate Environmental Management</b>		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Undertake Landfill Rehabilitation	TBC	TBC	
Waste Management Strategy	May-18	DIO	
Weed Management Plan updated	Aug-18	Mobile Workforce Manager	

<b>Errors, Omissions, Delays and Incorrect Advice</b>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Formalise Procedures, Documentation and Checklists for Core Operations - MWF	Jun-18	Moble Workforce Manager	
Formalise Procedures, Documentation and Checklists for Core Operations - Waste	Oct-18	Waste Manager	
Formalise Procedures, Documentation and Checklists for Core Operations - Thorak	Jun-18	Thorak Manager	
Formalise Procedures, Documentation and Checklists for Core Operations - Finance	Jun-18	Finance Manager	
Formalise Procedures, Documentation and Checklists for Core Operations - Planning	Sep-18	Planning Manager	
Formalise Procedures, Documentation and Checklists for Core Operations - Works	Apr-18	Works Manager	
Formalise Procedures, Documentation and Checklists for Core Operations - Corp and Comm Serv	Sep-18	DCCS	
Formalise Procedures, Documentation and Checklists for Core Operations - HR	May-18	HR Advisor	
Review the CRM system	Oct-18	DCCS	

<b>External Theft and Fraud (inc. Cyber Crime)</b>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Remove paywave capabilities from all purchasing cards	Mar-18	Finance Manager	

<b>ICT Systems and Infrastructure Failure</b>		Risk	Control
		High	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Finalise and Implement ICT Improvement Plan and Road Map	Jun-18	DCCS	
Improvement Plan - Data backup	Jun-18	Info Mgr	
Recovery Plan	Jun-18	Info Mgr	

## Litchfield Council Risk Dashboard Report January 2018

<u>Failure to Fulfil Statutory, Regulatory or Compliance Requirements</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Annual review of external Auditor by RMAC	Oct-18	Governance and Risk Advisor	
3 year Internal Audit Plan	May-18	Governance and Risk Advisor	

<u>Inadequate Safety and Security Practices</u>		Risk	Control
		High	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Existing Safety Practices and Develop Council Safety Management Systems	Sep-18	HR Advisor	
Include first aid kits and fire extinguishers in all Council vehicles	Mar-18	HR Advisor	
Review HR Policies	Mar-18	HR Advisor	
Drivers and operator license checks and review process	Apr-18	HR Advisor	
Conflict resolution training for frontline staff	Dec-18	HR Advisor	

<u>Ineffective and Unsustainable Financial Management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Finalise Rating Policy and Undertake Review of Rating System	Mar-18	DCCS	
Review Developer Contribution Plan	Jun-18	DIO	
Implementation of Procurement Audit Findings	Jun-18	DCCS	
Implementation of Works Permit Audit Findings	Oct-18	DIO	
Asset management plans in progress	Jul-18	DIO	
Asset revaluations in progress	Jun-18	DCCS	
Debt recovery review	Complete	DCCS	
Internal Audit Plan	Complete	Gov & Risk Adv	

<u>Ineffective Management of Public Facilities / Venues / Events</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Formalise Public Places By-Law	Jun-19	DCCS	
Undertake Formalised Playground Inspections	Sep-18	DCCS	
Review Reserve Management Leases and budget requirements	May-18	DCCS	
Develop Maintenance Schedules - Buildings	Jun-18	DIO	
Develop Maintenance Schedules - Parks	Jun-18	DIO	
Develop Maintenance Schedules - Reserves	Jun-18	DIO	
Undertake Tree Audit on Public Facilities	Feb-18	DCCS	
Formalise Procedures, Documentation and Checklists for Core Operations - Corp and Comm Serv	Sep-18	DCCS	

<u>Inadequate Records Management Processes</u>		Risk	Control
		Moderate	Inadequate
Current Issues / Actions /	Due Date	Responsibility	
Employ Records Management Officer	Jun-18	Info Mgr	
Implement Records Management Improvement Project	Jun-18	Info Mgr	

<u>Inadequate Project/Change Management</u>		Risk	Control
		High	Inadequate
Current Issues / Actions /	Due Date	Responsibility	
Establish Council Project Management Methodology	Jun-18	DIO	
Provide Project Management Training Opportunities	Sep-18	HR Advisor	

<u>Inadequate Engagement Practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions /	Due Date	Responsibility	
Standardised community information processes for Road Network	Dec-18	Works Manager	

<u>Inadequate Procurement / Supplier / Contract Management</u>		Risk	Control
		High	Inadequate
Current Issues / Actions /	Due Date	Responsibility	
Increase Staff Awareness and Consistency in Approach to Procurement, Contracts and Suppliers	Jun-18	DCCS	
Develop a contract management system	Jun-18	DIO	
Develop Contract templates	Apr-18	DIO	

<u>Inadequate Asset Sustainability Practices</u>		Risk	Control
		High	Inadequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Asset revaluation	Jun-18	Asset Management Officer	
Develop Asset Management Plan inc Asset costings to establish renewal program	Jul-18	Asset Management Officer	
Develop Inspection/Maintenance program	Oct-18	DIO	

<u>Ineffective HR Management / Employment Practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Corporate Training Program	Oct-18	HR Advisor	
Implement Reward and Recognition Program	Oct-18	HR Advisor	
Review HR Policies	Mar-18	HR Advisor	
Update of Motor Vehicle policy	Apr-18	CEO	

## ***Risk Profile Update Tracking***

Documentation of edits to risk profiles effected between RMAC meetings.

### **Risk Profiles**

1. Misconduct risk profile
  - a. Move Whistle Blowing Policy from actions to controls
  - b. Remove completed action – Undertake review of Council financial policies
  - c. Move ongoing fraud and misconduct training action to controls.
2. Business and Community Disruption
3. Inadequate Environmental Management
  - a. Waste Management strategy due date adjusted to May 2018 Council meeting
4. Errors, Omissions, Delays and Incorrect Advice
  - a. New action to review CRM system
  - b. Procedures action for Waste Manager due date reviewed from June 2018 to Oct 2018
  - c. Procedures action for Works Manager due date reviewed from March 2018 to April 2018
5. External Theft and Fraud (inc. Cyber Crime)
  - a. Removed ongoing monitoring and review of risk and controls from actions (DCCS) – Key role responsibility
  - b. Action to remove paywave capabilities for credit cards added
6. ICT Systems and Infrastructure Failure
  - a. New action to market test for IT support
7. Failure to Fulfil Statutory, Regulatory or Compliance Requirements
  - a. One year internal audit plan complete. Action updated to reflect the need for a 3 year internal audit plan. Due date adjusted to the next RMAC meeting
  - b. Update internal compliance audit control to adequate
  - c. Remove ongoing action to monito and review risks and controls (Governance and Risk Advisor) – Key role responsibility
8. Inadequate Safety and Security Practices
  - a. Asbestos register control updated to adequate in line with other risk profiles.
  - b. New actions – Conflict resolution training for frontline staff & Drivers and operator license checks and review process
9. Ineffective and Unsustainable Financial Management
  - a. Debt recovery review and internal audit plan complete
  - b. Rating policy control updated to adequate.
10. Ineffective Management of Public Facilities / Venues / Events
  - a. Community feedback process control updated to adequate.
11. Inadequate Records Management Processes
12. Inadequate Project/Change Management
  - a. Community Engagement plan control updated to adequate. Action item complete
13. Inadequate Engagement Practices
  - a. Remove completed actions re community engagement strategy and exploration of enhancements and include into controls with reference to 4 year engagement strategy.
  - b. Community Engagement plan control updated to adequate. Action items complete
14. Inadequate Procurement / Supplier / Contract Management
15. Inadequate Asset Sustainability Practices

16. Ineffective HR Management / Employment Practices

- a. Staff survey control updated to adequate.
- b. Corporate Training plan control updated to adequate.
- c. Ongoing people and culture program moved to controls.
- d. Update of motor vehicle policy changed to complete



**Agenda Item Number:** 8.2  
**Report Title:** Internal Audit Plan  
**Report Number:**  
**Meeting Date:** 8/05/2018  
**Attachments:**

## Purpose

This report presents a three year internal audit plan for the Committee's consideration.

## Summary

A three year plan for internal audits is presented in the table below. This internal audit plan has been developed to ensure risk of Council is mitigated appropriately, it addresses contemporary issues for Local Government and focuses on the review of process improvements after they have been established. The plan of audits has been informed in part by the strategic risk register and the 2018-2019 plan adopted at the February 2018 RMAC meeting.

2018 - 2019	
Audit of Council's processes related to traffic management of Council commissioned works	In response to the recent findings handed down by the NT Coroner regarding the liability of Councils in relation to traffic management, management propose to conduct an audit of Councils processes related to traffic management at Council commissioned works. Recommendations from this audit will contribute to improving controls in the "Inadequate Safety and Security Practices" risk profile which has an overall risk rating of high and overall control rating of inadequate.
Audit of Council's payroll processes	Internal audit of Councils payroll processes to ensure accuracy and consistency. This audit will examine the processes currently in use to process Councils payroll including consistency between contract conditions and payroll setup. It will ensure that the "Ineffective and Unsustainable Financial Management" risk profile controls are maintained at an adequate level commensurate with the overall moderate risk rating and contributes to addressing the External Auditors findings regarding payroll certification
Audit of Contract Management Practices	As part of the current probity advise received on tendering and contract processes an opportunity was raised for an audit on current processes for contracts management and acceptance of variations to tendered contracts. It is proposed to reschedule the WHS Audit of the Mobile Workforce to the 2019-2020 year and add this important audit to the 2018-2019 year.



<b>2019 - 2020</b>	
Records Management processes	This audit will look at the success of the implementation of the Records Management Improvement Plan. The findings of the audit will inform and provide confirmation of control ratings related to records management risks
Audit of Mobile Work Force work health and safety procedures and practices	This audit will focus on the operational practices of the MWF both at the Humpty Doo workshop and in the field. Recommendations from this audit will contribute to improving controls in the “Inadequate Safety and Security Practices” risk profile which has an overall risk rating of high and overall control rating of inadequate
Information Security	The ICT Improvement Plan has been developed in 2017 and implementation will be undertaken over the coming years. IT Security regarding data, cyber attacks and disaster recovery are a great risk to Council if not managed appropriately. The audit should identify if the implemented measures of the ICT Improvement Plan are mitigating the risk to Council’s satisfaction.
<b>2020 - 2021</b>	
Audit and review of Council’s reserve management arrangements	Council has been managing Howard Park and Knuckeyes reserves since 2015 with five other reserves managed by local associations. This review will examine the reserve management arrangements and make recommendations as to the risks to Council.
Audit of compliance with Roads Inspection Regime	Council has a regime of roads inspection determining intervals, level of inspection and documentation required. The audit will identify if the regime is adhered to and is appropriately mitigating risk for Council.
Audit of compliance with Tree Risk Management Plan	Council has resolved to develop a Tree Risk Management Plan identifying the level, intervals and documentation of tree risk assessment for Council’s open space. Development will take place in the 2018/19 financial year. The audit should identify if processes have been sufficiently established and are followed to mitigate risk to Council.

**Recommendation**

THAT the RMAC

1. Note the change to the internal audits recommended to the 2018-2019 year;
2. Endorse the proposed three year internal audit plan; and
3. Review the plan annually to confirm the next three years internal audits.

**Background**

An internal audit plan was presented to the RMAC for 2018-2019 at it’s meeting on 7 February 2018. This plan was endorsed by the Committee with a request for a long term plan to be provided.

**Links with Strategic Plan**

An effective and sustainable Council.

## Legislative and Policy Implications

This item is consistent with FIN08 Risk Management and FIN09 Risk Management and Audit Committee

## Risks

NIL

## Financial Implications

The 2018-2019 internal audit plan has a proposed budget allocation of \$30,000

## Community Engagement

NIL

## Recommending Officer: **David Jan, Governance and Risk Advisor**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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<b>Agenda Item Number:</b>	8.3
<b>Report Title:</b>	Records Management Improvement Plan – Update
<b>Report Number:</b>	
<b>Meeting Date:</b>	8/05/2018
<b>Attachments:</b>	

## Purpose

This report updates the RMAC on the progress of the Records Management Improvement Project (RMIP).

## Summary

The 2017-2018 budget includes an allocation for the RMIP as well as employment of a Records Management Officer. The Initial recruitment process for a qualified person to undertake the records management duties was unsuccessful. Consequently, Council entered into a shared services agreement with West Arnhem Regional Council to secure the services of a Records management Professional for two days per week to progress actions of the RMIP.

With contracting of the West Arnhem Regional Council's officer the following priorities have been developed as part of the project:

1. Priority:
  - 1.1. Development of Folder Structure (Business Classification Scheme)
  - 1.2. Development of Naming Conventions
  - 1.3. Review of Security Access for the electronic Records Management System
  
2. Priority:
  - 2.1. Development of User Manual for officers to ensure records are filed in line with the disposal schedule
  - 2.2. Development of Business Rules around Records Management (e.g. future maintenance of Business Classification Scheme)
  - 2.3. Development of Records Management Policy
  - 2.4. Development of Records Management Procedures
  
3. Priority
  - 3.1. Review of Incoming Mail Procedures and improvements for electronic handling

## **Project Status**

### **1.1 Folder Structure**

The consultation draft is complete and delivered to the project team and the Executive Team for detailed examination. Discussions have identified improvements and alterations will result in a first draft Business Classification Scheme. This first draft will be discussed with staff for comments and final approval by the Executive Team prior to the implementation of the new folder structure.

### **1.2 Naming Conventions**

Draft guidelines are complete. Business areas and will be distributed to the Executive Team for feedback. Officers will use these guidelines to create specific examples of record names for their sections.

### **1.3 Security Access**

Draft guidelines are complete and forwarded to project leader. To be discussed by the Executive Team.

### **2.1 User Manual**

Creation of a detailed user manual and guide to the folder structure has commenced.

Work is commencing on the business rules, policy and procedure whilst the folder structure is being examined by the project team.

## **Recommendation**

THAT the RMAC note the progress on the Records Management Improvement Plan.

## **Background**

Through the development of the strategic risk register inadequate records management process was seen as a moderate risk with inadequate controls. Councils risk framework identifies that a moderate risk requires an overall control rating of adequate. As such the Records Management Improvement Plan was initiated to address the deficiencies in controls for this risk.

## **Links with Strategic Plan**

An effective and sustainable Council.

## **Legislative and Policy Implications**

Council has a legislative responsibility to maintain an effective records management system

## **Risks**

As per the strategic risk register

## Financial Implications

This initiative is fully funded in the 2017-2018 budget

## Community Engagement

N/A

**Recommending Officer:** **David Jan, Governance and Risk Advisor**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.*

9. Other Business

10. Confidential Items

11. Close of Meeting