



Risk Management and Audit Committee (RMAC) BUSINESS PAPER TUESDAY 4/05/2021

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

A handwritten signature in black ink, which appears to read 'Leon Kruger'.

Leon Kruger, Acting 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.



RMAC AGENDA

LITCHFIELD COUNCIL RMAC MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield on
Tuesday, 4 May 2021 at 10.00am

Leon Kruger
Acting 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, including confidential, of the Risk Management and Audit Committee Meeting held 23 February 2021, 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	Status
01/09/2020	<p>Item 10.1 Litchfield Council Cyber Crime Incident – May 2020</p> <p>THAT RMAC:</p> <ol style="list-style-type: none"> 1. Receive the report and note the fraud incident; 2. Note that the following preventive actions will be undertaken: <ol style="list-style-type: none"> a. the review FIN10 Fraud Protection Plan; b. the consideration of cyber liability insurance cover; c. the provision of fraud training to relevant staff on a regular basis. 	<p>Item 2. Complete – see action notes below (23/02/2021 – Item 8.1 Review of FIN10 Fraud Protection Plan and Fraud Awareness Training)</p>
23/02/2021	<p>Item 8.1 Review of FIN10 Fraud Protection Plan and Fraud Awareness Training</p> <p>THAT RMAC:</p> <ol style="list-style-type: none"> 1. note the Fraud Awareness training scheduled to be provided to staff on the 18th of February 2021. 2. note the progress and status of setting up the cybercrime insurance protection; and 3. note and receive the proposed changes to the FIN10 Fraud Protection Plan. 	<p>Item 1. Complete – training conducted by JLT</p> <p>Item 2. Quote provided to Council for a Cyber Liability Policy. Council has accepted and will now proceed to the final stage. Policy cover will automatically back date to 18/02/2021.</p> <p>Item 3. Complete - approved by CEO</p>

Meeting Date	Agenda Item & Resolution	Status
23/02/2021	<p>Item 8.3 Internal Audit Plan: Proposed changes</p> <p>THAT RMAC:</p> <ol style="list-style-type: none"> 1. Note the review of the Long-Term Financial Plan (LTFP) by an external audit firm; 2. Note the suggestion for inclusion in the internal audit plan the 2020/21 financial year; and 3. Support the proposed changes to the audit schedule, including: <ol style="list-style-type: none"> a. audits scheduled for the 2020/2021 financial year be moved to 2021/2022 b. audits scheduled for the 2021/2022 financial year be moved to 2020/2021 	Item 1, 2 and 3. Update provided – see this agenda item 8.2
23/02/2021	<p>Item 8.4 Review of Purchasing Card Policy</p> <p>THAT RMAC:</p> <ol style="list-style-type: none"> 1. Receive and endorse for Council approval the proposed Draft FIN15 Purchasing Card Policy for Council Members and the CEO; and 2. Receive and note the proposed Draft FIN12 Purchasing Card Policy for Council Staff. 	<p>Item 1. Complete – endorsed by Council at the April Council Meeting</p> <p>Item 2. Complete – approved by CEO</p>

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports



RMAC REPORT

Agenda Item Number:	8.1
Report Title:	Financial Audit Plan - KPMG
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	04/05/2021
Attachments:	A: KPMG Audit Plan

Executive Summary

This report presents for the Risk Management and Audit Committee (RMAC), KPMG's Audit Plan for the 2020/21 external financial audit.

Recommendation

THAT the Risk Management and Audit Committee receive and note KPMG's Audit Plan (Attachment A)

Background

Endorsed by RMAC on 23 February 2021 and resolved by Council on 17 March 2021, KPMG have been appointed as Council's external financial auditors for financial years 2020/21, 2021/22 & 2022/23.

Attached is KPMG's Audit Plan for the 2020/21 financial year.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



Financial Implications

Nil

Community Engagement

Nil



Litchfield Council

**Audit plan and strategy for
the year ending 30 June 2021**

23 April 2021

kpmg.com.au

Introduction

To the Risk Management & Audit Committee of Litchfield Council

This report sets out the planned scope and timing of our audit of Litchfield Council for the year ending 30 June 2021. It highlights:

- the audit focus areas we've identified based on our understanding of your business and its environment;
- a draft plan of what and when we expect to communicate; and
- other items that we are required to communicate to you as part of our audit.

Restrictions on distribution

This report is intended solely for the information of those charged with governance of the Council and the report is provided on the basis that it should not be distributed to other parties; that it will not be quoted or referred to, in whole or in part, without our prior written consent; and that we accept no responsibility to any third party in relation to it.



Materiality	30 June 2021
--------------------	---------------------

Audit Materiality	\$ 450,000
Performance Materiality	\$ 300,000
Misstatement Reporting Threshold	\$ 22,500

Materiality represents the level at which we think misstatements will reasonably influence users of the Council’s financial statements. It considers both quantitative and qualitative factors. When misstatements of a lesser amount of a specific financial statement item may influence users for qualitative reasons, we use a lower materiality for these items.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

Benchmark used for the materiality calculation is the Total Operating Income from the 2020/21 Adopted Budget.

Performance Materiality is the materiality used at an account balance or class of transaction level to detect individual errors or misstatements. This does not mean we only look at transactions greater than \$300,000. This amount assists us in identifying classes of transactions that are material.

We will report to the Council Representatives and Risk Management and Audit Committee all audit misstatements individually greater than the **reporting threshold**, as well as the aggregate of any audit differences which have not been adjusted by management.

We will update our materiality as necessary throughout the audit.

The type of work for each component and their auditor is as follows.

	Component	Auditor
Full scope audit	Litchfield Council	KPMG Darwin
	Thorak Regional Cemetery*	KPMG Darwin

* A separate stand alone audit of the Cemetery financial statements will be performed to its own materiality level.



Internal controls	<p>Our audit approach will identify and evaluate controls relevant to our audit.</p> <p>We will report significant deficiencies in internal control in writing to those charged with governance and, when appropriate, management. We will report other control deficiencies orally or in writing to management.</p>
Internal audit	<p>We do not plan to use the work of internal audit to modify the nature or timing, or to reduce the extent, of our audit procedures, or to use internal auditors to provide direct assistance.</p>

Audit focus areas

Our risk assessment

We set out here those risks that we consider as key to your accounting and our audit, and the significant risks and other audit areas that impact our audit approach. We will report any other areas of audit focus that are key to our approach.

Based on our assessment of the risks of material misstatement in the financial statements, our audit focus areas are as follows.

Significant audit matters		
	Assessed risk	KPMG comment
<p>Revenue recognition</p> <p>Area of focus</p> <ul style="list-style-type: none"> Accounting for rates and other charges Revenue recognition applied on grants, subsidies and contributions 		<p>Audit risks</p> <ul style="list-style-type: none"> Revenue recognition does not comply with Australian Accounting Standards Revenue recognised to achieve a desired outcome. Revenue is recorded in the incorrect period. <p>Planned Response</p> <ul style="list-style-type: none"> Review key revenue controls to assess recognition, existence and accuracy of revenue; Review material contracts to assess the consistent application of the Australian Accounting Standards; and Substantive test of detail procedures Revenue completeness testing
<p>Expected credit losses (ECL)</p> <p>Area of focus</p> <ul style="list-style-type: none"> Identification of significant individually impaired trade receivables; Key estimations and assumptions in determination of ECLs; and Method of provision implemented by management. 		<p>Audit risks</p> <ul style="list-style-type: none"> Trade receivables not appropriately identified for loss allowance. ECL calculations not adjusted appropriately to reflect current environment. Inappropriate amount is estimated and recorded for the ECL allowance for trade receivables. <p>Planned Response</p> <ul style="list-style-type: none"> Test operating effectiveness of any key controls in identifying impaired receivables; Review of management's ECL calculations; Assessment of reasonableness of key inputs and forecasts; and Assess adequacy of financial statements disclosures regarding impairment of receivables.

KPMG risk assessment



Significant risk due to fraud





Significant risk due to error



Other risks due to error

Audit focus areas (cont)

Significant audit matters		
	Assessed risk	KPMG comment
<p>Property, plant and equipment (PPE) valuations</p> <p>Area of focus</p> <ul style="list-style-type: none"> Valuation methodology adopted by management and any external valuer; and Key assumptions relevant to the valuation 		<p>Audit risks</p> <ul style="list-style-type: none"> PPE not valued in line with IFRS 13 <i>Fair Value Measurement</i>. Inappropriate assumptions applied in the valuation process. <p>Planned Response</p> <ul style="list-style-type: none"> Review engagement letters with external valuation specialists to note if they are in line with Australian Accounting Standards and assess competency; Review external valuation reports and test key assumptions; Agree valuation reports to the general ledger; Assess completeness of financial statement disclosure; Review post valuation useful life assessment and depreciation recalculation; and Engage valuations specialists (as necessary).
<p>Payroll and other employment benefits</p> <p>Area of focus</p> <ul style="list-style-type: none"> Completeness, accuracy and existence of employee benefits Key estimations and assumptions in determination of Long Service Leave; and Method of provision implemented by management. 		<p>Audit risks</p> <ul style="list-style-type: none"> Recorded employee benefits are not complete, accurate and existing. Inappropriate assumptions applies in the calculation of employee provision. <p>Planned Response</p> <ul style="list-style-type: none"> Test operating effectiveness of any key controls in place over employee commencements, terminations and payroll management. Substantive test of detail procedures.

KPMG risk assessment



Significant risk due to fraud




Significant risk due to error



Other risks due to error

Audit focus areas (cont)

Significant audit matters		
	Assessed risk	KPMG comment
<p>Management override of controls</p> <p>Area of focus</p> <ul style="list-style-type: none"> Manual journals and post-closing adjustments; and Significant transactions outside the normal course of business 		<p>Audit risk</p> <ul style="list-style-type: none"> Management's unique position and ability to commit fraud by manipulating accounting records or overriding controls that otherwise appear to be operating effectively <p>Planned Response</p> <ul style="list-style-type: none"> Identify and test relevant controls over journal entries and post-closing adjustments. Evaluate the appropriateness of the accounting for significant transactions that are outside the component's normal course of business, or are otherwise unusual.

In addition to the above focus areas, our audit will also incorporate testing of other routine accounts and transactions and ensure disclosures comply with Australian Accounting Standards.

KPMG risk assessment



Significant risk due to fraud

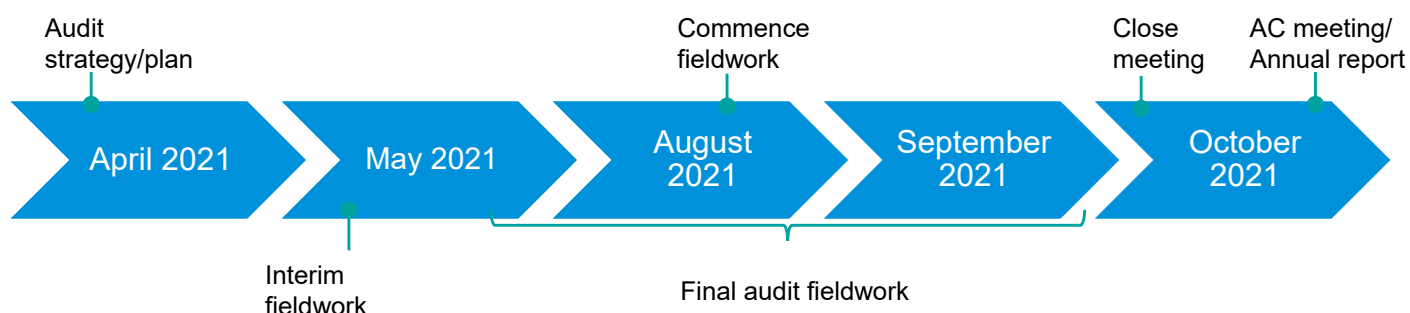


Significant risk due to error



Other risks due to error

Timeline and communication



Continuous communication by engagement team throughout audit

Meeting	Deliverable	Purpose	Meeting participants	Timing
Kick-off meeting with management and audit committee	Draft audit plan	<ul style="list-style-type: none"> Outline planned scope and timing of the audit Communicate materiality and work to be performed on components Confirm plan with management and audit committee 	<ul style="list-style-type: none"> Finance team Risk Management and Audit Committee Audit engagement team 	April 2021
Status meetings with management	Audit updates	<ul style="list-style-type: none"> Evaluate how both KPMG and the Council are progressing with the audit plan Communicate audit misstatements and control deficiencies (if any) early, and make requests related to additional audit procedures (if necessary) Discuss significant accounting and audit issues and changes to our risk assessment and audit plan Discuss potential enhancements to the Council financial statement disclosures 	<ul style="list-style-type: none"> Finance team Audit engagement team 	May 2021 and August to October 2021
Closing meeting with management	Draft audit committee report and auditor's report	<ul style="list-style-type: none"> Discuss communications in draft audit committee report and draft enhanced auditor's report Agree on timeline to complete any outstanding audit deliverables Discuss KPMG's findings related to audit focus areas and any key accounting judgements 	<ul style="list-style-type: none"> Finance team Audit engagement team 	October 2021
Audit committee meeting	Risk Management and Audit committee report	<ul style="list-style-type: none"> Discuss any significant changes to KPMG's audit plan and KPMG's findings relating to audit focus areas and any key accounting judgements Communicate audit misstatements Communicate significant control deficiencies Communicate requested written representations 	<ul style="list-style-type: none"> Risk Management and Audit Committee Audit engagement team 	October 2021
	Auditor's report	<ul style="list-style-type: none"> Auditor's report on Litchfield Council's financial statements 		October 2021

Mandatory communications

The matters listed in the table below are those matters that we are required to communicate to the Risk Management and Audit Committee.

Management's responsibilities (and, where appropriate, those charged with governance)	<p>Prepare financial statements in accordance with the applicable financial reporting framework that are free from material misstatement, whether due to fraud or error.</p> <p>Provide the auditor with access to all information relevant to the preparation of the financial statements, additional information requested and unrestricted access to persons within the entity.</p>
Auditor's responsibilities	<p>Forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.</p>
Auditor's responsibilities – Fraud	<p>Design and implement appropriate responses to identify, assess and obtain sufficient appropriate evidence regarding the risks of material misstatement of the financial statements due to fraud and to respond appropriately to fraud or suspected fraud identified during the audit.</p>
Auditor's responsibilities – Other information	<p>Obtain, read and consider whether there is a material inconsistency between the other information and (1) financial statements and (2) auditor's knowledge obtained in the audit.</p> <p>Respond appropriately when material inconsistencies appear to exist, or when other information appears to be materiality misstated.</p> <p>Report on other information in the auditor's report.</p>
Independence	<p>Communicate in writing:</p> <ul style="list-style-type: none"> – any relationships (including provision of non-audit services) that bear on our audit independence; – threats to our independence that any relationships create; and – safeguards applied to address those threats.



Appendices

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Our fees

We are committed to delivering a quality audit for a fee that is fair, transparent and competitive. Our transparent fee reflects a quality audit, delivered by a team with relevant experience.

The fees agreed through the audit tender process:

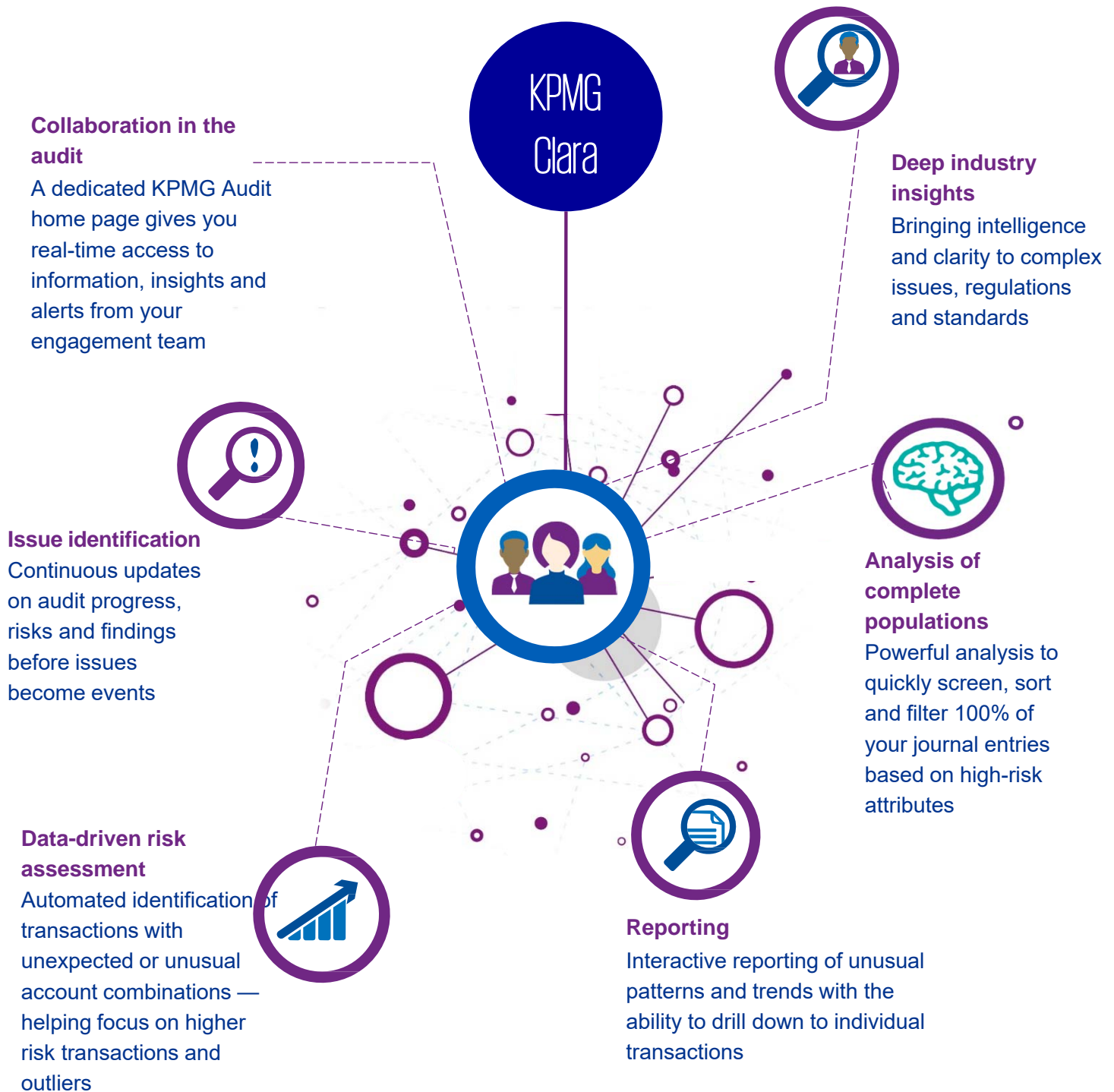
Financial Year Audits	2021	2022	2023
Audit of the general purpose financial statements	\$32,500	\$33,000	\$33,500
Audit of the special purpose financial statements	\$6,500	\$6,750	\$7,000
Audit of grant acquittal	\$1,000	\$1,000	\$1,000
Technology and administration fee	\$1,400	\$1,426	\$1,452
Total exclusive of GST	\$41,400	\$42,176	\$42,952
Total inclusive of GST	\$45,540	\$46,394	\$47,247

Innovation in our audit – KPMG Clara

To deliver a quality audit, not only do we need to understand your business and risks, we also need to implement market-leading technology.

Technology is at the core of our audit, assisting our risk assessment, delivering powerful data & analytics and collaborating with you during our audit.

KPMG Clara is our global audit platform through which we plan, execute and manage the audit. Our new smart audit platform will be fully implemented by December 2022.



Data and analytics

By allowing us to analyse large volumes of financial information, D&A enhances our understanding of your business, enabling us to design procedures that better target risks and provide you with valuable additional insight about your business.

Key benefits



KPMG's D&A Capabilities enhance our ability to focus audit effort on areas of greatest risk and outliers.

We do this through:

Data-driven risk assessment: Automated identification of transactions with unexpected or unusual account combinations – helping focus on higher risk transactions and outliers.

Analysis of complete populations: KPMG Clara enables us to analyse 100% of certain data populations, providing more extensive audit evidence compared to the traditional sample approach.

Reviewing 100% of journal entries: KPMG's teams apply powerful analysis to quickly screen, sort, filter and visualize the complete population of journal entries based on high-risk attributes.

Automation: Automation of non-judgmental work lets your audit team focus on the higher risk areas of the audit.

Our engagement team

	<u>Name and contact details</u>	<u>Years of experience</u>
	Luke Snowdon Engagement Partner +61 8 8236 3255 lsnowdon@kpmg.com.au	21+
	Gareth Muchinguri Engagement Manager +61 8 8982 9004 gmuchinguri1@kpmg.com.au	14+
	Cy Balmes Engagement In-charge +61 8 8982 9060 cbalmes@kpmg.com.au	8+
	Will Margetts Senior Accountant +61 8 8982 9012 wmargetts@kpmg.com.au	3+
	Total experience (years)	46+



The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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RMAC REPORT

Agenda Item Number:	8.2
Report Title:	Update Internal Audit Plan
Author:	Rebecca Taylor, Policy & Governance Program Leader
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	4/05/2021
Attachments:	Nil

Executive Summary

The purpose of this report is to provide RMAC with an update on the internal audit.

Recommendation

THAT RMAC notes the progress of the internal audits.

Background

There are currently 3 internal audits underway, being Records Management, Tree Management and Long-Term Financial Plan (LTFP). An update is provided below.

Records Management

Council has engaged our existing records storage contractor, Grace, to conduct an internal audit. The audit will focus on;

- Internal records management policies, procedures, training manuals and guidelines.
- Security
- Disposal
- Archiving

The audit is on schedule to be completed by 30 June 2021.

Tree Management

Council is seeking an internal audit to identify if processes have been sufficiently established and are followed to mitigate risk to Council identified in the Tree Risk Management Plan (TRMP). It is expected that a report will be produced which will;

- document the processes in place in relation to the objectives and recommendations of the TRMP
- assess the adequacy of the processes in place, and
- provide recommendations for future improvement.

The audit is on schedule to be completed by 30 June 2021.

Long Term Financial Plan (LTFP)

CT Management Group have been engaged to conduct an audit on Council’s LTFP. A draft report is expected by the end of the first week of May 2021.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

The internal audits mentioned above are consistent with Council’s internal audit plan.

Risks



Financial Implications

Internal audits are planned for in Council’s budget.

Community Engagement

N/A



RMAC REPORT

Agenda Item Number:	8.3
Report Title:	PACMan Committee Update
Author:	Rebecca Taylor, Policy & Governance Program Leader
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	4/05/2021
Attachments:	A: PACMan Minutes 20210325

Executive Summary

The purpose of this report is to provide an update to RMAC on the Procurement, Asset Management and Capital Works Committee (PACMan).

Recommendation

THAT RMAC accept and note the minutes from the PACMan Committee meeting dated, 25 March 2021.

Background

The PACMan Committee meeting minutes, held on 25 March 2021, are presented at Attachment A.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks



Financial Implications

Nil

Community Engagement

N/A



MINUTES

PROCUREMENT | ASSET MANAGEMENT | CAPITAL WORKS MANAGEMENT COMMITTEE

Minutes of Meeting

held in the Council Chambers Meeting Room, Litchfield

Leon Kruger

on Thursday 25th March, 2021, 09.00am

General Manager Infrastructure & Operations

Attendees: Craig Maffescioni, Charissa Monteleone, David Jan, Bikram Poudel, Jessica Watts, Ajinkya Chavan, Rodney Jessup, Bianca Hart, Leon Kruger (Chair)

Apologies: Nil

Minutes Taken By: Jaimie O'Connor

ITEM

ATTENDEES

1. WELCOME

ALL

- 1.1. Apologies
- 1.2. Agenda run-through
- 1.3. Confirmation of Previous Minutes

Minutes accepted

1.3.1. Status update of outstanding actions

Outstanding/ In progress actions were discussed. {Action table end of document}

2. CAPITAL WORKS

MEETING OPEN 09:10am

2.1. Program of Works

Group reviewed the comments and status within the Capital Works spreadsheets

ACTION: Ensure commentary and status is up to date within document. All Project Managers.

2.2. Future planning requirements

Not required to be discussed.

MEETING CLOSE 09:35am

3. PROCUREMENT

MEETING OPEN 09:40am

3.1. KPI Reporting

3.1.1. Finance reports presented by Bianca;

a) Split Orders

Report for February split orders presented (attached). Noted that all orders are for separate jobs. The Authority report doesn't differentiate between jobs when order is raised on the same day so appears as a split order.

b) Insufficient Quotes

Report for February insufficient quotes presented (attached). All orders have sufficient reasoning for insufficient quotes. Group discussed, no further action required.

3.2. Periodic Contracts

- Reviewed current period contract sheet
- Noted, updated legislation about length of contracts – policy is being reviewed
- Plan to stagger period contract renewals so as to avoid multiple tenders at the same time and allow time to prepare tender documents and for panel assessments
- As per in progress action, Charissa to combine period contracts sheets into one register and add in any other organisational contracts including ICT services etc. This will allow value for money when planning renewals/ combining services.

3.3. Upcoming Tenders

- Rodney suggested putting together a Tender register so we can see workload requirements for panel members
- Review current process for tender panel member nomination

ACTION: RJ – coordinate register for upcoming Tenders.
Review process for nominating panel members.

3.4. Risk Register

- Bec provided an update regarding the last RMAC meeting.
- Discussed outstanding requirements of the Risk Register.
- David recommended we review the risk rating for these controls (relating to procurement)

ACTION: Bec to present the risk rating to this procurement group (procurement/ asset management). Review the risk rating. Recommend to RMAC if changes are required.

MEETING CLOSED 10:17am

4. ASSET MANAGEMENT

MEETING OPEN 10:18am

4.1. Asset Management Plan schedule

- Bikram provided an overview of the updated AMP schedule.
- Discussed new legislation requirements that all assets must be recorded in a register.
- Probable that previously where Thorak Cemetery AMP stood alone that the fleet and plant, buildings etc will be included in the overall Council AMP pertaining to those areas.
- Bianca will review the new legislation alongside the accounting regulations to see what the actual new requirements are. **ACTION**
- Bikram noted that there was lots of Asset Management activities happening in the background. Working through old spreadsheets to capture assets and ensure authority up to date. Inspections of assets occurring regularly. Utilising ARCGIS and updating – should have a dashboard in the near future to show a visual representation of activities.
- Looking at implementing Survey 123 to the public so that reporting will come through directly. Requires a lot of background work. (Palmerston City Council has 3 Asset Management engineers and has taken 4 years so far to program)

MEETING CLOSED 10:32am

MEETING ACTIONS

Item Number	Action	Action Officer	STATUS
2.1	Update the spreadsheet with all relevant commentary and status	Project Managers	
3.3	Coordinate implementing Tender register to see upcoming requirements.	Rodney Jessup	
3.3	Review process for nominating panel members (and reasoning)	Rodney Jessup	
3.4	Risk Rating for procurement and asset management present to group for review. Plan to recommend changes to RMAC if required.	Rebecca Taylor	
4.1	Review new legislation regarding Asset Management and requirements of the Accounting Regulations	Bianca Hart	

MEETING ACTIONS – 9th February 2021

Item Number	Action	Action Officer	STATUS
2.1	Update the spreadsheet to reflect the capital projects list in the latest budget review	Jaimie O'Connor	In Progress
3.3	Charissa to remind staff raising purchase orders of best practice when commenting/ attaching quotes	Charissa Monteleone	In Progress
3.4	Combine Period Contracts excel sheets Add the Period Contracts schedule to the Contract module	Charissa Monteleone	In Progress
4.1	Bikram to meet with Arun and Bianca to discuss further regarding thresholds. Both the Asset Management and Accounting Policy will need updating in due course; noting policies need to go to Council for approval	Bikram Poudel	In Progress
4.1	Bikram to create an Asset Management procedure/ manual which can refer to the 'how' we manage our Assets and the documents and processes required in terms of capitalisation and linking in with Finance, asset registers et al	Bikram Poudel	In Progress
4.3	Craig - Driveway policy to be reviewed to clarify issues that are open to interpretation. Update and present to Council briefing, followed by a Council report	Craig Maffescioni	In Progress

**Split Orders for
01/02/2021 to 28/02/2021**

317 Stefan Jurkijevic

<u>Order No</u>		<u>Order Type</u>	<u>App Off</u>	<u>LINE VAL</u>
1564	FOURIER TECHNOLOGIES PTY LTD			
12/02/2021				
20752	David Jan - Laptop - Manager Operations and Enviro	D Direct	317 Stefan Jurkijevic	2983.29
20753	Shipment of Ticket 577561 - Build and setup of 8 H	D Direct	317 Stefan Jurkijevic	124.85
20754	Server warranty to cover servers past end of warra	D Direct	317 Stefan Jurkijevic	1400.00
20755	SOPHOS Central Server Protection X 10	D Direct	317 Stefan Jurkijevic	382.54
20756	Detailed Investigations into Log-ins of 2 x Staff	D Direct	317 Stefan Jurkijevic	1452.00
20757	Technical visit - 4-9 June 2020	D Direct	317 Stefan Jurkijevic	12122.03
6				18,464.71

404 Hannah Horrocks

<u>Order No</u>		<u>Order Type</u>	<u>App Off</u>	<u>LINE VAL</u>
414	TOTAL EXCAVATIONS			
23/02/2021				
20825	Table Drain clean at 165 Pioneer Drive, Humpty Doo	D Direct	254 Craig Maffescioni	1925.00
20826	Table Drain Cleaning at 25 Ti Tree Road, Howard Sp	D Direct	254 Craig Maffescioni	4062.96
20828	Clear drain at 735 Leonino Road	D Direct	254 Craig Maffescioni	1718.75
20829	Table Drain Clean at 35 Kennedy Road	D Direct	254 Craig Maffescioni	1815.00
20830	Table Drain cleaning at 165 Sunter Road	D Direct	254 Craig Maffescioni	1100.00
20831	Table Drain Clean at 125 Wheewall Road, Berry Spri	D Direct	254 Craig Maffescioni	1100.00
20832	Table Drain Clean at 85 Fitzgerald Road, Howard Sp	D Direct	254 Craig Maffescioni	1452.00
7				13,173.71

Total No. of Order 311

Req.	Status	Requisitioner	Department	Approver	Value	Order	Supplier
20902 No. of Quotes :	Ord 0	MRS P IZOD Reason for	Corporate Insufficient Quotes :	MR D MILINCIC NO quote required	15884.00	20702	WANDINA CONSULTING
21068 No. of Quotes :	Unord 1	MR D MILINCIC Reason for	Corporate Insufficient Quotes :	Admin requirement	41009.66		CITY OF PALMERSTON
20971 No. of Quotes :	Ord 0	MR S JURKIJEVIC Reason for	Information Servic Insufficient Quotes :	MR S JURKIJEVIC Technical visit from Fourier as per the ICT Managed Services Cont *	12122.03	20757	FOURIER TECHNOLOGIES
20985 No. of Quotes :	Ord 1	MS C L WUST Reason for	Infrastructure and Insufficient Quotes :	MR L KRUGER Professional Services	22374.00	20774	BYRNE CONSULTANTS
21004 No. of Quotes :	Ord 1	MR J J E DUNNING Reason for	Mobile Workforce Insufficient Quotes :	MR J J E DUNNING Ten Rivers is the only company qualified and insured for prescrib *	10902.75	20790	TEN RIVERS PTY LTD

9. Other Business

10. Confidential Items

11. Close of Meeting