



RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Minutes of Meeting

held in the Executive Meeting Room, Litchfield
on Tuesday, 17 March 2020 at 10.00am

Present	Garry Lambert Kirsty Sayers-Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chairperson Committee Member Committee Member (from 10.40am)
Staff	Silke Maynard Nadine Nilon David Jan	Director Community and Corporate Services Director of Infrastructure and Operations Governance and Risk Advisor

Presenters Nil

1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the Meeting at 10.00am.

Chairperson apologised for nonattendance at the previously scheduled RMAC meeting.

2. APOLOGIES AND LEAVE OF ABSENCE

Daniel Fletcher Chief Executive Officer

3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

4. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Cr Barden
Carried

THAT the full minutes of the Risk Management and Audit Committee Meeting held
Tuesday 29 October, 3 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 Asset Management Plans

Discussed the need to ensure that all asset management plans need to be complete prior to Council going into caretaker mode for the 2021 Local Government general elections. Director of Infrastructure and Operations stated that this should be achievable.

Question was asked regarding the lower priority of the waste transfer stations plans. Response from Director of Infrastructure and Operations was that there is minimal infrastructure of which most is addressed in the plant and equipment plans which are currently in draft.

Moved: Cr Sayers-Hunt
Seconded: Cr Barden
Carried

THAT RMAC notes the update report regarding the status of Asset Management Plans.

8.2 Procurement Improvement Committee Update

The committee agreed that the procurement manual was a very clear document.

Cr Barden questioned the commitment to not receiving late tenders in the manual by using the word 'may' in section 9.6 of the Tender Procedure. Director of Infrastructure and Operations confirmed that this was to allow the tender committee an amount of flexibility if a tender is only a few minutes late and that any approval or denial for exemptions will be documented.

Director of Community and Corporate Services noted that with the impending enactment of the new Local Government Act and the development of Regulations which are currently in consultation there will be changes to the procurement manual. Items to note regarding the development of the new regulations include;

- There will be a workshop with the Department of Local Government, City of Darwin, City of Palmerston and Litchfield Council regarding the operational implications of the proposed regulations
- There are significant changes proposed to procurement requirements
- There will potentially be a 12-month transition period.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

THAT RMAC:

1. Note the minutes from the Procurement Improvement Committee meeting on 9 September 2019, 29 October 2019, 15 November 2019 and 11 February 2020;
2. Note the Procurement Improvement Committee action list; and
3. Note the Procurement Manual and Tender Procedure.
4. Request a report at the next RMAC meeting regarding progress on outstanding items in the action list

8.3 Risk Register

Chair highlighted the importance of the training budget and questioned how contractors were dealt with regarding inductions.

Director of Community and Corporate Services highlighted that there is a training register and that safety and security practices was a high priority for the Executive Team. Tender submissions require evidence of work health and safety systems to be implemented as part of the contract.

Chair commended the Council on the risk register and the processes in place.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

Carried

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.

8.4 Management's response to closing audit report for 30 June 2019

Director of Community and Corporate Services provided an overview of the process with the external auditors and explained that the term for the current auditor (Merit Partners) ends after the 19/20 audit and an EOI will be released.

RMAC agreed that the report from Merit Partners was comprehensive and easy to read. The chair commended Council on receiving an unqualified audit report.

Moved: Cr Barden
Seconded: Cr Sayers-Hunt
Carried

THAT the RMAC receive and note Management's response to the external audit closing management report for the financial year ended 30 June 2019.

8.5 Internal Audit Plan Update

Chair commended Council on its internal audit program.

Question was asked about potential conflict of interest of Fourier conducting the security audit. It was noted that there are best practices for IT security and that Councils current practices have been in place prior to Fourier becoming the IT provider.

Discussion was had regarding local providers of IT services.

Moved: Cr Sayers-Hunt
Seconded: Cr Barden
Carried

THAT RMAC,

1. Note the scope of the ICT Security Audit
2. Recommend that the audit of Councils Work Health & Safety Management Systems and compliance with legislation and the resulting Work Health and Safety Management Plan replace the Audit of Mobile Work Force Work Health and Safety procedures and practices as the second internal audit for the 19/20 financial year.
3. Request that implementation actions from the WHS Management Systems audit be included into the risk register.

9. OTHER BUSINESS

Chair requested an update as to Councils COVID 19 response.
An update was provided by the Mayor and the Director of Community and Corporate Services.

Cr Sayers-Hunt noted a potential gap in the current response by Council.

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

THAT RMAC notes the update of Council response to Covid 19.

10. CONFIDENTIAL ITEMS

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

Carried

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 Payroll Audit Update

Regulation 8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;

The meeting was closed to the public at 11.15am.

20. CLOSE OF MEETING

The Chair closed the meeting at 11.25pm.

21. NEXT MEETING

Tuesday 5 May 2020, 10am Executive Conference Room

MINUTES TO BE CONFIRMED

Tuesday 5 May 2020

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Chair Person
Garry Lambert