



# RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES

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## LITCHFIELD COUNCIL COMMITTEE MEETING

### Minutes of Meeting

held in the Executive Meeting Room, Litchfield  
on 23 February 2021, at 10.00am

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<b>Present</b>	Garry Lambert Kirsty Sayers-Hunt (Councillor) Doug Barden (Councillor) Mayor Maree Bredhauer	Chairperson Committee Member Committee Member Mayor
<b>Staff</b>	Daniel Fletcher Arun Dias Leon Kruger Rebecca Taylor Bianca Hart	Chief Executive Officer Acting General Manager Business Excellence General Manager Infrastructure & Operations Policy & Governance Program Leader Manager Corporate Services

**Presenters** Nil

#### 1. OPENING OF THE MEETING

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

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

#### 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, including confidential, of the Risk Management and Internal Audit Committee Meetings held Thursday 22 October 2020, 5 pages, and Tuesday 27 October 2020, 2 pages, be confirmed.

**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Barden

Seconded: Cr Sawyers-Hunt

Carried

THAT RMAC receives and notes the Action Sheet.

**6. PRESENTATIONS**

Nil.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. OFFICERS REPORTS**

**8.1 Review of FIN10 Fraud Protection Plan and Fraud Awareness Training**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. note the Fraud Awareness training scheduled to be provided to staff on the 18<sup>th</sup> 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.

**8.2 Closing Audit Report 2019-20**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. receive and note the closing audit report from Merit Partners for year ending 30 June 2020; and
2. approve Management's responses to audit observations raised by Merit Partners.

### **8.3 Internal Audit Plan: Proposed changes**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

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:
  - 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

### **8.4 Review of Purchasing Card Policy**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

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.

### **8.5 Procurement Improvement Committee Update**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. Accept and note the minutes from the PACMan Committee meeting dated, 9 February 2021 and;
2. Accept and note the list of completed actions as summarised in attachment B.

#### **8.6 Risk Register**

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT RMAC:

1. Note the updated risk register; and
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.

#### **8.7 Asset Revaluation Timeframe**

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT RMAC:

1. endorse management's decision to undertake a comprehensive asset revaluation for Council's sealed and un-sealed road asset class at a regular interval of four years starting from 30 June 2022.
2. endorse management's decision to undertake a comprehensive asset revaluation for Council's building and other asset classes at a regular interval of four years starting from 30 June 2023. endorse management's decision to undertake a comprehensive revaluation of Council's land asset class at a regular interval of three years starting from 30 June 2023; and
3. endorse management's decision to undertake a desktop (indexation) revaluation annually for all assets carried under the revaluation method.

### **9. OTHER BUSINESS**

Nil.

**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 ICT Forensic Report**

**10.2 Appointment of External Financial Auditor**

*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 10:57am.

**11. CLOSE OF MEETING**

The Chair closed the meeting at 11:27am.

**MINUTES TO BE CONFIRMED**

Tuesday 4 May 2021

  
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Chair Person  
Garry Lambert

4/ May