



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Thursday, 29 February 2024 at 9:30am

Present	Greg Arnott Cr Mark Sidey Cr Mathew Salter Mayor Doug Barden	Chairperson Committee Member Committee Member Ex-Officio
Staff	Stephen Hoyne Maxie Smith Rodney Jessup Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Program Leader Policy and Governance Executive Support
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the meeting at 9:31am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

Chairperson, Mr Greg Arnott, declared the following disclosure of interest:

- Chief Executive Officer at Machado Joseph Disease (MJD) Foundation.

4. CONFIRMATION OF MINUTES

4.01 Confirmation of Minutes

Moved: Cr Sidey
Seconded: Chairperson Greg Arnott

THAT the full minutes of the open portion of the Risk Management Audit Committee Meeting held Wednesday 25 October 2023, 7 pages, be confirmed.

CARRIED (3-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee receive and note the Action Sheet.

CARRIED (3-0)

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Meeting Schedule and Workplan

Moved: Cr Sidey
Seconded: Chairperson Greg Arnott

THAT the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2024.

CARRIED (3-0)

8.02 Internal Audit Plan

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee receive and note the progress on the internal audits.

CARRIED (3-0)

8.03 Risk Register

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee note the updated Risk Register at Attachment A.

CARRIED (3-0)

8.04 WHS Audit Progress Report

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee receive and note this report.

CARRIED (3-0)

10. CONFIDENTIAL ITEMS

Moved: Cr Salter
Seconded: Cr Sidey

THAT pursuant to Section 93 of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

10.1 Confirmation of Confidential Minutes

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

(d) information subject to an obligation of confidentiality at law, or in equity.

10.2 Management Response 2022-2023 Audit Findings

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

(e) subject to sub-regulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

10.3 KPMG Audit Plan 2024

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(e) subject to sub-regulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

10.4 Cyber Security Audit

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:
(iii) prejudice the security of the council, its members or staff.

CARRIED (3-0)

The meeting moved to the Confidential Session at 10:01am.

Moved: Cr Salter
Seconded: Cr Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be re-opened to the public.

CARRIED (3-0)

The meeting was moved to Open Session at 10:22am.

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Chairperson Greg Arnott
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. confirm the full minutes of the confidential portion of the Risk Management Audit Committee Meeting held Wednesday 25 October 2023, 4 pages; and
2. make public its resolution on this matter.

CARRIED (3-0)

10.02 Management Response – 2022-2023 Audit Findings

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receive and note managements response to identified matters in the KPMG Audit Closing Report for financial year ended 30 June 2023, as at Attachment A Management Response to Identified Matters; and
2. make public its resolution on this matter.

CARRIED (3-0)

10.03 KPMG Audit Plan 2024

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receive and note the KPMG Audit Plan and Strategy for the year ended 30 June 2024; and
2. make public its resolution on this matter.

CARRIED (3-0)

10.04 Cyber Security Internal Audit – Update

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receive and note this report; and
2. make public its resolution on this matter.

CARRIED (3-0)

9. OTHER BUSINESS

Cr Salter queried the onboarding process of Mobile Workforce staff. The Policy and Governance Program Leader advised that Council has induction processes for all new employees catered to the position/type of works they undertake. The induction process is run by HR in conjunction with the new employees supervisor with an external HSE Consultant validating applicable competencies.

11. CLOSE OF MEETING

The Chair closed the meeting at 10:29am.

12. NEXT COMMITTEE MEETING

30 May 2024, 9.30am in Council Chambers.

MINUTES TO BE CONFIRMED

30 May 2024.

A handwritten signature in black ink that reads "Greg Arnott." The signature is written in a cursive style with a period at the end.

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Greg Arnott
Chairperson