

THE MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD VIA ZOOM VIDEO LINK, ON WEDNESDAY 6 MAY 2020**COMMENCING AT** 10am**PRESENT:** Glenyce Francis (Chairperson), Steven Walker (External Member), Melissa Tooke (External Member), Cate Cross (Councillor), John Larter (Councillor),**IN ATTENDANCE:** Michael Kharzoo (Audit Office), Brad Bohun (Crowe Horwath), James Hayes (Mayor), Matthew Hyde (Chief Executive Officer), Shelley Jones (Executive Chief of Staff), Paul Holton (Executive Director Community and Corporate), Susanne Andres (Chief Financial Officer), Brook Penfold (Coordinator Governance and Risk)**OBSERVER:** Nil**1. APOLOGIES** Surbhi Katyal (Audit Office Stephen Prowse (National Audits Group), Phil Swaffield (National Audits Group),**1.1 DECLARATIONS OF INTEREST**

No Conflicts of Interest were declared.

2. MINUTES OF PREVIOUS MEETINGS**ARI.19 RESOLVED:**

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 3 March 2020 were received.

Melissa Tooke/Cr Cate Cross

CARRIED UNANIMOUSLY**3 BUSINESS ARISING**

Nil

4. AGENDA ITEMS

Only Committee present for General Managers Confidential Report.

4.1 GENERAL MANAGER CONFIDENTIAL REPORT**ARI.20 RESOLVED:**

That the General Managers Report be received and noted.

Melissa Tooke/Cr Cate Cross

10.16 am – All attendees joined the meeting.

4.2 NSW AUDITOR-GENERALS REPORT ON LOCAL GOVERNMENT 2019

ARI.21 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on NSW Auditor-General Report on Local Government 2019
2. Received verbal report from Michael Kharzoo (Audit Office) and Brad Bohun (Crowe Horwath)
3. Examined and discussed the findings
4. Request a dedicated report on IT direction and progress, to be added to August 2020 ARIC agenda

Cr Cate Cross/Steven Walker

CARRIED UNANIMOUSLY

Mr Michael Kharzoo left the meeting.
Mr Brad Bohun left the meeting.

4.3 RESPONSE TO COVID-19 PANDEMIC

ARI.22 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on the Response to COVID-19 Pandemic.
2. Examined and discussed the report on the Response to COVID-19 Pandemic.

Melissa Tooke/Steven Walker

CARRIED UNANIMOUSLY

Mr Paul Holton entered the meeting.

4.4 MAJOR PROJECT STATUS REPORT 2018/19 - 2019/20

ARI.23 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Program Management Office (PMO) 2018/2019 and

2019/2020 Major Projects Program on progress to 7th April 2020.

2. Noted the decisions that have been escalated to the Program Management Office Board for approval as part of the process to fast track the delivery of projects within the required timelines and budget constraints.
3. Noted the current process for risk assessment – risk assessment and status of projects has been assessed and reported each month to the Councillor workshop. The PMO have added reputational risk assessment against each project within this spreadsheet (Attachment 2).

Cr Cate Cross/Melissa Tooke

CARRIED UNANIMOUSLY

The Committee moved into Confidential to consider Item 4.1. Item 4.1 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personal matters concerning particular individuals (other than Councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

4.1 KHANCOBAN PRE SCHOOL OUTCOMES AND IMPROVEMENT PLAN

ARI.24 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on The Khancoban Pre School Outcomes and Improvement Plan.
2. Received verbal report from Paul Holton, Executive Director Community and Corporate.
3. Request Council to provide ARIC an update on the Childcare Review once completed

Cr Cate Cross/Steven Walker

CARRIED UNANIMOUSLY

The Committee moved out of Confidential session.
Mr Paul Holton left the meeting.

4.5 BUSHFIRE RECOVERY UPDATE

ARI.25 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Bushfire Recovery Update.
2. Examined and discussed the report on Bushfire Recovery Update.

3. Endorsed Council's position to maintain current level of financial commitment relating to recovery works and not commit to any further works unless externally funded.

Melissa Tooke/Cr Cate Cross

CARRIED UNANIMOUSLY

4.6 DRAFT LEGISLATIVE COMPLIANCE POLICY AND INTERNAL AUDIT CHARTER

ARI.26 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Draft Legislative Compliance Policy and Internal Audit Charter
2. Examined and discussed the Legislative Compliance Policy and the Internal Audit Charter
3. Endorsed the Legislative Compliance Policy SVC-GOV-PO-090-01
4. Approved the Internal Audit Charter SVC-GOV-PR-058-01, negating the need for the Charter to be presented to Council, in alignment with the *Internal Audit Guidelines September 2010*.

Steven Walker/Cr Cate Cross

CARRIED UNANIMOUSLY

4.7 ACTION REPORT TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

ARI.27 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on the Action Report to the Audit, Risk and Improvement committee.
2. Reviewed and discussed the current status in regards to the progress of the actions.
3. Closed part of the action ARI.90 – Code of Conduct as Volunteer framework documents are to be endorsed for public exhibition April 30th Council meeting.
4. Closed part 4 of action ARI.90 – Capital Expenditure Review as complete due to a process now being place for Grant applications and Capital Expenditure.

5. Endorsed the proposed revised completion date for action ARI.90 Purchase orders raised without resolutions of Council part 1 from February 2020 to June 2020.
6. Endorsed the proposed revised completion date for action ARI.90 Purchase orders raised without resolutions of Council part 2 from March 2020 to June 2020.
7. Closed action ARI.18 General Business – Terms of Reference as complete as the DRAFT Terms of Reference are presented to May meeting.
8. Closed action ARI.19 General Business – Internal Audit plan as complete as a report will be presented at May 2020 ARIC meeting makes a recommendation to cancel the second internal audit for 2020 due to the COVID19 measures.

Melissa Tooke/Steven Walker

CARRIED UNANIMOUSLY

4.8 AUDIT MATRIX

ARI.28 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on the Audit Matrix
2. Reviewed and discussed the Audit Matrix
3. Endorsed the format of the Audit Matrix as presented

Melissa Tooke/Cr Cate Cross

CARRIED UNANIMOUSLY

4.9 UPDATE OF INTERNAL AUDIT PLAN 2019-2020

ARI.29 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Update of Internal Audit Plan 2019-2020
2. Cancelled the second internal audit for 2019-2020
3. Examined and discussed the two internal audits for 2020-2021
4. Examined and discussed the DRAFT Strategic Internal Audit Plan
5. Endorsed Property Management and Section 355 Financial and

Minutes of the Meeting of the Audit Risk & Improvement Committee via zoom videolink on Wednesday 6 May 2020

Governance Controls as the two internal audits for 2020-2021.

Cr Cate Cross/Steven Walker

CARRIED UNANIMOUSLY

4.10 FINANCIAL REPORT MARCH 2020

ARI.30 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Financial Report March 2020
2. Examined and discussed the Financial Report March 2020

Melissa Tooke/Cr Cate Cross

CARRIED UNANIMOUSLY

4.11 AUDIT RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE REVIEW

ARI.31 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Audit Risk and Improvement Committee Terms of Reference Review
2. Endorsed the Audit Risk and Improvement Committee Terms of Reference SVC-TofR-006-05 to be presented to Council at the May 2020 meeting.
3. Endorsed the removal of the two Executive Directors as Attendees from the Terms of Reference.

Steven Walker/Melissa Tooke

CARRIED UNANIMOUSLY

4.12 INTEGRATED PLANNING AND REPORTING UPDATE

ARI.32 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on the Integrated Planning and Reporting update.
2. Examined and discussed the report on the Integrated Planning and Reporting update.

Cr Cate Cross/Melissa Tooke

CARRIED UNANIMOUSLY

4.13 SAFETY, RISK & QUALITY COMMITTEE QUARTERLY UPDATE

ARI.33 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on Safety, Risk & Quality Committee Quarterly Update.
2. Examined and discussed the Safety, Risk & Quality Committee Quarterly Update.

Cr John Larter/Steven Walker

CARRIED UNANIMOUSLY

4.15 DRAFT RISK MANAGEMENT POLICY & FRAMEWORK FOR ENDORSEMENT

ARI.34 RESOLVED:

THAT THE COMMITTEE:

1. Received the report on the Draft Risk Management Policy & Framework for Endorsement
2. Examined and discussed the Draft Risk Management Policy and Risk Management Framework
3. Endorsed the approval of the Draft Risk Management Policy SVC-RM-PO-003-04 by the Executive Leadership Team
4. Endorsed the approval of the Draft Enterprise Risk Management Framework SVC-RM-Pln-002-02 by the Executive Leadership Team
5. Suggested that the Risk Management Officer review the risk appetite for project risks as presented in Table 3 of the Enterprise Risk Management Framework.

Cr John Larter/Melissa Tooke

CARRIED UNANIMOUSLY

4.16 AUDIT MATRIX - ENTERPRISE RISK MANAGEMENT FRAMEWORK

Minutes of the Meeting of the Audit Risk & Improvement Committee via zoom videolink on Wednesday 6 May 2020

INTERNAL AUDIT UPDATE**ARI.35 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Audit Matrix – Enterprise Risk Management Framework Internal Audit Update
2. Examined and discussed the updated comments for the actions listed in the Enterprise Risk Management Framework internal audit attachment.
3. Recommend that training is rolled out across Snowy Valleys Council during the implementation of the revised Enterprise Risk Management Framework.

Steven Walker/Melissa Tooke

CARRIED UNANIMOUSLY

5 GENERAL BUSINESS

Nil

6 NEXT MEETING

05 August 2020 at 10am

There being no further business to discuss, the meeting closed at 11.52am.

Meeting:	Disability, Inclusion Access Reference Group - Minutes				
Meeting Date:	23 April 2020				
Start Time:	14:01				
Place:	ZOOM Meeting				
Present:	Member	Position	Present	Apology	Absent
	Martin Brown	Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maira Kingwell	Principal Gadara School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Judi Boyd	Community member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wendy Arentz	Community member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grace McEachern	Community member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Judy Cussons	Community member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Hillary Wilde	Online Editor, DEAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Matthew Suter	SVC Risk Management Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Amanda Lewis	MSO Coordinator/ CWC Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Julia Ham	SVC Councillor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cate Cross	SVC Councillor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Melissa Bradshaw	Teacher Gadarra School.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Catherine Anderson	Kurrajong Therapy Plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fiona Scott	SVC Community Transport Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tracy Wiggins	Manager Community Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trevor Robinson	Community member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Attendees:	Nil				
Minute Taker:	Tracy Wiggins				



1. Welcome and Introductions:

Hillary Wilde (IDEAS) and Matthew Suter (SVC) are new to the committee.

2. **Minutes from Meeting 27 February 2020:** Accepted as a true and accurate account Wendy Arentz. Seconded Judi Boyd.

3. **Business Arising from Last Meeting:**

Action	By Who	By When	Status
Intereach, 'Access at a Glance' for businesses. Wendy has contacted Intereach. Kerein will forward package to Wendy. Will follow up again.	Wendy Arentz	ASAP	PM. 23.04.20 package emailed.
Introducing 'Access at a Glance' to Tumut and Tumbarumba Chambers of Commerce. Wendy has contacted both and has not had a response. Follow up again for a meeting date.	Wendy Arentz	ASAP	
Renewing of guttering to be sloped instead of vertical, feedback to Council has not occurred since last meeting.	Tracy Wiggins	Before 28 May 2020	Email forwarded PM 23.04.2020.
Meeting with Council to discuss Gadara Students getting work experience with Council, has not been organised.	Tracy Wiggins	Before 28 May 2020	
Attendance of DIARG committee members at Khancoban meet and greet with Councillor Ham to discuss the DIARG and provide opportunity for Khancoban residents to put forward their issues around disability access. Has not occurred due to COVID-19.	Councillor Ham Wendy Arentz	ASap	

AGENDA ITEMS AND ACTIONS:

Item No.	Topic	Discussion	Action	Responsibility & Timeframe
4.	DIAP progress update.	Due to COVID – 19 Nothing to report at present.		
5.	Community Welfare Committee (CWC) update.	Committee is now a sub-committee under the DIARG. Terms of Reference have been developed. Now need to be accepted by CWC.	Agenda item for acceptance at next meeting.	Amanda Lewis – May meeting.
6.	General business – COVID -19 impacts on disability.	Kurrajong Therapy Plus – no visiting clients at present. Vulnerable families are concerning,		

Item No.	Topic	Discussion	Action	Responsibility & Timeframe
		especially with access to education and care. Using Telehealth with families.		
		Gadara School – Vacation leave at present. Concerns also for vulnerable children and families, and limited access to services and supplies needed.		
		IDEAS – Have a Disability Information Helpline . Clients are confused about what they can and can't do under COVID -19 restrictions. Working on contingency plans.	Send through Disability Information Hotline to be distributed to Committee.	Hillary Wilde – ASAP Helpline number 1800 643 787
		COVID -19 social distancing restrictions are causing people with disability reliant on walking assistance aids to navigate unsafe areas and walk further.	Forward to Tumbarumba and Tumut Chambers of Business.	Tracy Wiggins Before 28 May 2020
7.	Other Business	Toilets Rotary Park in Tumut, where is this at? Could SVC involve DIARG in this project to ensure appropriate disability access? Having a hoist and change table has been requested.	Email to ASSETS to enquire.	Tracy Wiggins ASAP Email forwarded to ASSETS PM 23.04.2020.
		Leash free areas, where is this at? Could SVC involve DIARG in this project to ensure appropriate disability access?	Email to ASSETS to enquire.	Tracy Wiggins ASAP Email forwarded to ASSETS PM 23.04.2020.
		Construction of toilet block, head of Rail Trail figures Street, Tumbarumba. Where is this at? Could SVC involve DIARG in this project to ensure appropriate disability access?	Email to ASSETS to enquire.	Tracy Wiggins ASAP Email forwarded to ASSETS PM 23.04.2020.

8. Next meeting: 11am – 1pm. Thursday 28 May 2020

9. Meeting closed: 14.34