

**THE MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFERENCE, ON WEDNESDAY 5 AUGUST 2020****COMMENCING AT** 10.08am**PRESENT:** Glenyce Francis (Chairperson), Steven Walker (External Member), Cate Cross (Councillor), John Larter (Councillor), Phil Swaffield (National Audits Group), Brad Bohun (Crowe Horwath), Michael Kharzoo (Audit Office)**IN ATTENDANCE:** Matthew Hyde (Chief Executive Officer), Shelley Jones (Executive Chief of Staff), Susanne Andres (Chief Financial Officer), Brook Penfold (Coordinator Governance and Risk),).**1. APOLOGIES**

Melissa Tooke (External Member), James Hayes (Mayor), Surbhi Katyal (Audit Office)

**1.1 DECLARATIONS OF INTEREST**

No conflicts of interest were declared.

**2. MINUTES OF PREVIOUS MEETINGS****ARI.36 RESOLVED:**

That the Minutes of the Audit, Risk &amp; Improvement Committee Meeting held on 6 May 2020 be received.

Steven Walker/Cr Cate Cross

**3 BUSINESS ARISING**

Nil

**4. AGENDA ITEMS**

Committee moved into Chief Executive Officers Confidential Report 10.12AM.

**ARI.37 RESOLVED :**

That the committee move into confidential session.

Cr Cate Cross/Cr John Larter

Mr Phil Swaffield left the meeting, the time being 10.12AM.

Ms Brook Penfold left the meeting, the time being 10.12AM.

Ms Shelley Jones left the meeting, the time being 10.12AM.

Ms Susanne Andres left the meeting, the time being 10.12AM.

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**4.1 CHIEF EXECUTIVE OFFICER CONFIDENTIAL REPORT****ARI.38 RESOLVED:**

THAT THE COMMITTEE:

1. Received and noted the Chief Executive Officers Confidential Report  
Steven Walker/Cr John Larter

**ARI.39 RESOLVED :**

That the committee move out of confidential session.  
Steven Walker/Cr John Larter

Committee moved out of Chief Executive Officers Confidential Report 10.43AM.

Ms Susanne Andres returned to the meeting, at 10.43AM.  
Ms Brook Penfold returned to the meeting, at 10.43AM.  
Ms Shelley Jones returned to the meeting, at 10.43AM.  
Mr Phil Swaffield returned to the meeting, at 10.43AM.

Mr Brad Bohun joined the meeting, at 10.43AM.  
Mr Michael Kharzoo joined the meeting, at 10.43AM.

**4.2 EXTERNAL AUDIT 30 JUNE 2020 - INTERIM MANAGEMENT LETTER****ARI.40 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on the External Audit 30 June 2020 - Interim  
Management Letter
  2. Examined and discussed the Interim Management Letter
- Steven Walker/Cr John Larter

**4.3 UPDATE ON PROGRESS OF 2019/20 FINANCIAL STATEMENTS****ARI.41 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on the Update on Progress of 2019/20 Financial  
Statements
  2. Examined and discussed the progress of the 2019/20 financial statements
- Cr John Larter/Steven Walker

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**4.4 UPDATE ON BUSHFIRE RECOVERY****ARI.42 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Bushfire Recovery Update.
2. Examined and discussed the report on Bushfire Recovery Update.
3. Noted that this will be the final Bushfire Recovery Update as the organisation transitions recovery work to business as usual.

Cr Cate Cross/Cr John Larter

**4.5 ACTION REPORT TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE****ARI.43 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Action Report to the Audit, Risk and Improvement Committee.
2. Reviewed and discussed the current status in regards to the progress of actions.
3. Closed item ARI.90, Public Interest Disclosures, parts 1 and 2 as complete.
4. Closed item ARI.90, Policy Harmonisation as policy harmonisation project complete and now undertaken through business as usual.
5. Endorsed the proposed revised completion date for item ARI.90, Capital Expenditure Review from June 2020 to December 2020.
6. Endorsed the proposed revised completion date for item ARI.90, Public-Private Partnership (PPP) from June 2020 to December 2020.
7. Endorsed the proposed revised completion date for item ARI.90, Tendering Thresholds from June 2020 to December 2020.
8. Endorsed the proposed revised completion date for item ARI.90, Purchase orders raised without resolutions of Council from June 2020 to December 2020.
9. Closed item ARI.20, NSW Auditor-Generals report on Local Government as complete.
10. Closed item ARI.31, Audit, Risk and Improvement Terms of Reference as complete.

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11. Closed item ARI.33, Draft Risk Management Policy & Framework as complete.

Cr John Larter/Steven Walker

#### **4.6 AUDIT MATRIX BUSINESS RULES FOR ENDORSEMENT**

##### **ARI.44 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Audit Matrix Business Rules for Endorsement
2. Examined and discussed the Audit Matrix Business Rules SVC-GOV-PR-074-01
3. Endorsed the Audit Matrix Business Rules to be presented to Council for adoption

Steven Walker/Cr Cate Cross

#### **4.7 AUDIT MATRIX**

##### **ARI.45 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on the Audit Matrix
2. Examined and discussed the Audit Matrix
3. Closed out item 928 as complete
4. Closed out item 932 as complete
5. Closed out item 933 as complete
6. Closed out item 935 as complete
7. Closed out item 937 as complete
8. Closed out item 950 as complete
9. Closed out item 956 as complete
10. Closed out item 920 as complete

Cr John Larter/Cr Cate Cross

#### **4.8 SAFETY, RISK & QUALITY COMMITTEE QUARTERLY UPDATE**

##### **ARI.46 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Safety, Risk & Quality Committee Quarterly Update.
2. Noted the performance of Insurance Arrangements

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3. Noted the status of the Enterprise Risk Management Framework
4. Noted the status of the Risk Review
5. Noted the status of the Business Continuity Plan
6. Examined and discuss the Safety, Risk & Quality Committee Quarterly Update.

Cr John Larter/Steven Walker

#### **4.9 TECHNOLOGY SERVICES FUTURE DIRECTION**

##### **ARI.47 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Technology Services Future Directions.

Cr John Larter/Steven Walker

#### **4.10 MAJOR PROJECTS STATUS REPORT 2018/19 – 2019/20**

##### **ARI.48 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Program Management Office (PMO) 2018/2019 and 2019/2020 Major Projects Program on progress to 22<sup>nd</sup> July 2020.
2. Noted the current risk assessment for projects in this program which have been assessed and reported to the Councillor workshop.
3. Noted that the PMO have added a category for reputational risk against each project within this spreadsheet (Attachment 1).

Cr Cate Cross/Steven Walker

#### **4.11 STRATEGIC INTERNAL AUDIT PLAN FOR ENDORSEMENT**

##### **ARI.49 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Strategic Internal Audit Plan for Endorsement
2. Examined and discussed the Strategic Internal Audit Plan 2020-2024
3. Endorsed the internal audit for 2020-2021 to focus on Property Management

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4. Endorsed for a workshop to be undertaken, facilitated by the ARIC Chair, to discuss options for the second internal audit for 2020-2021

Steven Walker/Cr Cate Cross

#### **4.12      AUDIT, RISK AND IMPROVEMENT COMMITTEE SELF-ASSESSMENT RESULTS REPORT**

##### **ARI.50    RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Audit, Risk and Improvement Committee Self-Assessment Results Report
2. Examined and discussed the results of the Self-Assessment

Cr Cate Cross/Steven Walker

#### **4.13      COUNCIL COMMITTEES FRAMEWORK AND IMPLEMENTATION**

##### **ARI.51    RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Council Committees Framework and Implementation
2. Examined and discussed the Council Committees Framework and Implementation
3. Add High Risk Business Unit vs Section 355 Committee for Community Transport back onto Audit Matrix
4. Examined and discussed the Action Plan
5. Provide feedback on Council Committees Policy and Operations Manual before 18 September 2020 so feedback can be included as part of framework submissions.

Cr Cate Cross/Cr John Larter

#### **4.14      2019-2020 OPERATIONAL PLAN FOURTH QUARTER UPDATE**

##### **ARI.52    RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Operational Plan Fourth Quarter Update as at 30 June 2020

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2. Acknowledged the impact of bushfire and COVID19 on the Operational Plan delivery for the current year 2019-2020 and the high levels of completion of actions
3. Reviewed and discussed the Operational Plan Fourth Quarter Update.

Cr John Larter/Steven Walker

#### **4.15 2020-2021 INTEGRATED PLANNING AND REPORTING DOCUMENTS**

##### **ARI.53 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Council's Integrated Planning and Reporting Suite for 2020-21:
  - ☐ Operational Plan 2020-21
  - ☐ Revenue Policy 2020-21;
  - ☐ Fees and Charges 2020-21;
  - ☐ Operational Budget 2020-21;
  - ☐ Long-term Financial Plan 2020-30.
2. Reviewed and discussed Council's Integrated Planning and Reporting Suite for 2020-21

Cr Cate Cross/Cr John Larter

#### **4.16 AUDIT RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE**

##### **ARI.54 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Audit, Risk and Improvement Committee Terms of Reference
2. Noted the Audit, Risk and Improvement Committee Terms of Reference SVC-TofR-006-05

Cr John Larter/Cr Cate Cross

#### **5 GENERAL BUSINESS**

Nil

#### **6 NEXT MEETING**

9am, 30 September 2020 - Workshop to discuss internal audit options for 2020-2021  
10am, 30 September 2020 – ARIC meeting to discuss financial statements

There being no further business to discuss, the meeting closed at 11.56AM.

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