

**THE MINUTES OF THE ABORIGINAL LIAISON COMMITTEE MEETING HELD VIA VIDEO LINK, ON WEDNESDAY 20 OCTOBER 2021****COMMENCING AT** 10.10am**PRESENT:** Cllr Geoff Pritchard (Councillor Delegate), Sue Bulger – Elder (Chairperson), Mary Greenhalgh – Brungle/Tumut LALC, Rhonda Casey – Director of TKNIC.**IN ATTENDANCE:** Paul Holton - Executive Director Community & Corporate, Fiona Scott – Acting Manager Community Service (Council Delegate), Lisa McAuliffe – Community Development Officer (Council Delegate), Neil Bombardier - GIS & Asset Systems Coordinator, Albert Machala - Event Activation Officer.**ABSENT:** Shirley Marlowe – Community Transport (Deputy Chairperson), Margaret berg – Elder, Coral Bulger – AECG, Winnie Bulger – Tumut High School, Meegan Cameron, Shane Herrington, Lenard Connolly – Community Health, Pat Connolly – Elder, Sonia Piper – Elder, Stan Russell – Coo-eye Cottage, Mary Williams – Community Rep, Sandra Casey - Director of TKNIC, Craig Wilesmith.**BY TELEPHONE:** Nil**1. APOLOGIES**

Nil

**2. MINUTES OF PREVIOUS MEETINGS****2.1 ABORIGINAL LIAISON COMMITTEEMEETING - 18 AUGUST 2021****AL09/21 RESOLVED:**That the Minutes of the Aboriginal Liaison Committee Meeting held on 18<sup>th</sup> August 2021 be received.

Mary Greenhalgh/Rhonda Casey

**CARRIED****3 BUSINESS ARISING**

Nil

**4. AGENDA ITEMS**

Minutes of the Meeting of the Aboriginal Liaison Committee held via Video Link on Wednesday 20 October 2021

#### **4.1 ABORIGINAL LIAISON COMMITTEE MATTERS - OCTOBER 2021**

##### **AL10/21 RESOLVED:**

THAT THE COMMITTEE:

1. Receive the report on Aboriginal Liaison Committee Matters – 20 October 2021.

Sue Bulger/Mary Greenhalgh

**CARRIED**

#### **4.2 GIS TEAM PRESENTATION**

After committee discussions at the committees previous meeting regarding identifying Country and significant sites within the Snowy Valleys region, the GIS team was invited to attend the meeting.

The GIS Team presentation included a map of the region and invited Committee members to work closely with the team. to share additional information that will help create an understanding of Aboriginal Communities and how the Aboriginal Communities adjoin throughout the LGA. The team would like to capture that information and display through a localised Snowy Valleys region map. The team aims to present a draft map at a committee meeting following receiving additional information from Local Aboriginal communities.

The committee thanked the GIS team for their interest and support of the mapping project. Feedback and input from the committee was as follows:

- Work closely with elders relevant to country to establish massacre sites, birthing sites, and significant other areas. This will help educate and inform links and recognise significant sites. Extremely important to the protection of the environment.
- Was it possible to overlay a map from the Forestry Corporation and National Parks and any private land that may have significant sites.
- Important to know whose Country it is

The GIS team included that the map is relevant to the Snowy Valleys LGA. Within the scope of this project, it is to gather information that impacts our LGA but is not limited to it. This is a very early stage and the team aim to have a blended area on the map. Discussion held regarding signage around the LGA may come from the mapping project.

The GIS team provided additional input and was as follows:

- It is important to receive ongoing input from the Aboriginal Liaison Committee as we work through the project.
- Regular item on the agenda to visit the mapping project

The GIS proposes in time for the next committee meeting to have a draft map. Committee members can then provide feedback on the draft.

#### **4.3 Reconciliation Action Plan Update**

Reconciliation Australia has reviewed and returned Councils Reconciliation Action Plan. (RAP)

Council received conditional approval of its use.

Conditional approval only applies when using the RAP as returned and therefore any changes or editing will require the RAP to again be sent for review to Reconciliation Australia.

Reconciliation Australia have recommended that Council obtain approval from the Aboriginal Community for the use of language throughout the RAP when referring to local Aboriginal People.

#### **4.3 RECONCILLIATION ACTION PLAN UPDATE**

##### **RECOMMENDATION TO COUNCIL:**

THAT COUNCIL:

1. Use the terms "First Nations" or "Aboriginal" when referring to Local Aboriginal people throughout the Reconciliation Action Plan.
2. Send the Reconciliation Action Plan to Reconciliation Australia for review upon changes.

Sue Bulger/Rhonda Casey

**CARRIED**

#### **5 GENERAL BUSINESS**

##### **5.1 COMMITTEE MEMBER RESIGNATIONS AND APPLICATIONS**

##### **RECOMMENDATION TO COUNCIL:**

THAT COUNCIL:

1. Accept committee member resignations from Bernadette Radford – Director of TKNIC, John Casey - Director of TKNIC, and Lorna Casey - Director of TKNIC.
2. Accept Committee member application from June Wolter – Director of TKNIC.
3. Advertise for committee membership nominations through an Expression of Interest from the Toomaroombah Kunama Namadgi Indigenous Corporation.

Rhonda Casey/Mary Greenhalgh

**CARRIED**

After detailed discussions regarding the significance of Murrays Crossing The committee agreed that a interpretative walk should be developed to assist in the conservation of this

significance site. The interpretative walk 'Gudja Gudja Mura' will help preserve the area and provide education and tourism opportunities for the region.

### 5.3 INTERPRETATIVE WALKING TRIAL AT MURRAYS CROSSING TUMBARUMBA

#### RECOMMENDATION TO COUNCIL:

THAT COUNCIL:

1. Consider and commence implementation of the interpretative walking trial in Tumberumba that begins at Murrays Crossing and links up with the Rail Trail.
2. Name the Interpretive walking trail " Gudja Gudja Mura "
3. Consider including Gudja Gudja Mura" in the Tracks and Trails Masterplan.

Rhonda Casey/Mary Greenhalgh

**CARRIED**

Committee discussed meeting dates for 2022.

### 5.4 2022 ABORIGINAL LIASION COMMITTEE MEETING DATES

#### RECOMMENDATION TO COUNCIL:

THAT COUNCIL:

1. Consider scheduling Aboriginal Liaison Committee meetings for 2022 as per the Committees Term of Reference.

*Meetings will be held quarterly from 10am on the third Wednesday of the month, at the Riverina Highlands Building, Tumut or the Tumberumba Council Chambers. Committee members may request to attend meetings online.*

Rhonda Casey/Mary Greenhalgh

**CARRIED**

## **6 NEXT MEETING**

16<sup>th</sup> February 2022

There being no further business to discuss, the meeting closed at 11.15am.

**THE MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD VIA VIDEO LINK, ON WEDNESDAY 3 NOVEMBER 2021****COMMENCING AT** 9.09am**PRESENT:** Steven Walker (Chairperson), Carolyn Rosetta-Walsh (External Member), Melissa Tooke (External Member), Cate Cross (Councillor), John Larter (Councillor), , Phil Swaffield (National Audits Group), Brad Bohun (Crowe Horwath)

James Hayes (Mayor), Matthew Hyde (Chief Executive Officer), Shelley Jones (Executive Chief of Staff), Susanne Andres (Chief Financial Officer), Brook Penfold (Coordinator Governance and Risk)

**IN ATTENDANCE:** Matt Suter (Risk Management Officer)**1. APOLOGIES**

Michael Kharzoo (Audit Office)

**2. MINUTES OF PREVIOUS MEETINGS****2.1 AUDIT, RISK & IMPROVEMENT COMMITTEEMEETING – 4 AUGUST 2021****ARI.51 RESOLVED:**

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 4 August 2021 be received, with the amendment that Mayor James Hayes was present at the meeting.

Cr Cate Cross/Carolyn Rosetta-Walsh

**2.2 AUDIT, RISK & IMPROVEMENT COMMITTEEMEETING - 29 SEPTEMBER 2021****ARI.52 RESOLVED:**

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 29 September 2021 be received.

Steven Walker/Carolyn Rosetta-Walsh

**3 BUSINESS ARISING**

Nil

**4. AGENDA ITEMS****4.1 CHIEF EXECUTIVE OFFICER CONFIDENTIAL VERBAL REPORT****RECOMMENDATION:**

THAT THE COMMITTEE:

1. Received the report on Chief Executive Officer Confidential Verbal Report.
2. Noted the Chief Executive Officer Confidential Report.

The Chief Executive Officer advised the Committee that there was no confidential report.

Mr Brad Bohun presented the report and discussed the engagement closing report, final management letter and annual financial statements.

**4.2 2020/2021 AUDIT - NSW AUDIT OFFICE ENGAGEMENT CLOSING REPORT****ARI.51 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on the 2020/21 Audit – NSW Audit Office Engagement Closing Report;
2. Examined and discussed the report and attachments;
3. Discussed the recommendation for ARIC to review draft Financial Statements for inclusion in the Forward Meeting Plan.
4. Noted that the Audit Matrix will be updated to reflect the external audit recommendations as per the final management letter 2021.

Melissa Tooke/Steven Walker

**ACTION:** Council to review the source data for the operating revenue ratio in the report and factor in the effect of taking out grant funding.

Mr Brad Bohun left the meeting, the time being 9.36am.

**4.3 ACTION REPORT TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE****ARI.52 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Action Report to the Audit, Risk and Improvement Committee.
2. Examined and discussed the status regarding the progress of actions.
3. Closed out the following items as complete
  - a. ARI.38 Adoption of Audit Matrix Business Rules

Steven Walker/Melissa Tooke

**4.4 AUDIT MATRIX AS OF 14 OCTOBER 2021****ARI.53 RESOLVED:**

THAT THE COMMITTEE:

1. Received and noted the report on Audit Matrix.
2. Examined and discussed the Audit Matrix.

Cr Cate Cross/Steven Walker

**4.5 SUBMISSION TO THE OFFICE OF LOCAL GOVERNMENT REGARDING THE DRAFT RISK MANAGEMENT AND INTERNAL AUDIT GUIDELINES 2021****ARI.54 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Submission to the Office of Local Government Regarding the Draft Risk Management and Internal Audit Guidelines 2021.
2. Discussed the draft submission and provide any additional comments.
3. Endorsed the attached draft submission, with any addition comments, to be submitted to the Office of Local Government before close of business on 26 November 2021.

Steven Walker/Melissa Tooke

**4.6 OLG GUIDELINE ON THE USE AND MANAGEMENT OF CREDIT CARDS**

**ARI.55 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on OLG Guideline on the Use and Management of Credit Cards;
2. Examined and discussed the report and attachment.

Steven Walker/Cr John Larter

ACTION: Include the fraud detection controls and references to other relevant policies (including the Enterprise Risk Management Framework and Fraud Control policy) in the credit card policy at next review.

**4.7 SAFETY, RISK & QUALITY COMMITTEE QUARTERLY UPDATE**

**ARI.56 RESOLVED:**

THAT THE COMMITTEE:

1. Receive the report on Safety, Risk & Quality Committee Quarterly Update.
2. Examine and discuss the report.

Carolyn Rosetta-Walsh/Melissa Tooke

ACTION: Review the report for inclusion of additional information regarding liability claim data. Additional consideration for the risk rating of potential claims which may result in financial costs to Council or legal action.

**4.8 INDUSTRIAL ADVICE RELATING TO COVID VACCINATION FOR LOCAL GOVERNMENT WORKERS**

**ARI.57 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Industrial Advice Relating to COVID Vaccination for Local Government Workers.
2. Noted the report on Industrial Advice Relating to COVID Vaccination for

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Minutes of the Meeting of the Audit Risk & Improvement Committee held via Video Link, on Wednesday 3 November 2021



Local Government Workers.

Carolyn Rosetta-Walsh/Steven Walker

**4.9 STATE GOVERNMENT REPORTS - MANAGING CLIMATE RISKS TO ASSETS AND SERVICES**

**ARI.8 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on State Government Reports: Managing Climate Risks to Assets and Services.
2. Examined and discussed the State Government Reports: Managing Climate Risks to Assets and Services

Steven Walker/Cr Cate Cross

**4.10 STATE GOVERNMENT REPORTS - MANAGING CYBER RISKS**

**ARI.9 RESOLVED:**

THAT THE COMMITTEE:

1. Receive the report on State Government Reports – Managing Cyber Risks
2. Note the plans for improving the management of cyber security risk at SVC.

Cr John Larter/Melissa Tooke

**ACTION:** Council to clarify the correct target is for level 3 in the Essential 8 maturity model. Clarify targets and timeframes to be achieved to ensure they are reasonable for Council's resources and risk exposure.

**4.11 UPDATE ON SPECIAL RATE VARIATION**

**ARI.10 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Update on Special Rate Variation.
2. Examined and discussed the report and attachments.

Cr John Larter/Melissa Tooke

Cr John Larter left the meeting, the time being 10:45 am.

The Committee took a five minute break and recommenced the meeting at 10.54am.

#### **4.12 PMG PROJECT STATUS REPORT**

##### **ARI.11 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on PMG Project Status Report.
2. Examined and discussed the PMG Project Status Report.

Steven Walker/Carolyn Rosetta-Walsh

#### **4.13 2021-2028 UPDATED INTEGRATED PLANNING & REPORTING GUIDELINES**

##### **ARI.12 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on 2021-2028 Updated Integrated Planning & Reporting Guidelines
2. Noted the key changes required for immediate consideration when designing the 2022-2024 Delivery Program that are within the new updated 2021-2028-2028 Integrated Planning & Reporting Guidelines.

Steven Walker/Cr Cate Cross

#### **4.14 2021-22 OPERATIONAL PLAN - FIRST QUARTER UPDATE**

##### **ARI.13 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on 2021-22 Operational Plan – First Quarter Update.
2. Reviewed and discussed the 2021-22 Operational Plan – First Quarter Update.

Steven Walker/Melissa Tooke

**4.15 2020/21 ANNUAL REPORT PROCESS**

**ARI.14 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on the 2020/21 Annual Report Process

Carolyn Rosetta-Walsh/Cr Cate Cross

**4.16 POLICIES AND PROCEDURES MANAGEMENT UPDATE - OCTOBER 2021**

**ARI.15 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Policies and Procedures Management Update – October 2021
2. Examined and discussed the current state of the policies for Snowy Valleys Council.

Steven Walker/Melissa Tooke

**4.17 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2020/2021**

**ARI.16 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Audit, Risk and Improvement Committee Annual Report 2020/2021 from the ARIC Chair
2. Reviewed and discussed the Audit, Risk and Improvement Committee Annual Report 2020/2021
3. Present the Audit, Risk and Improvement Committee Annual Report 2020/2021 to the November 2021 Council Meeting after incorporating minor amendments from the discussions.

Steven Walker/Melissa Tooke

**4.18 FORWARD MEETING PLAN****ARI.17 RESOLVED:**

THAT THE COMMITTEE:

1. Received and noted the report on Forward Meeting Plan.
2. Endorsed the meeting dates, times and Forward Meeting Plan for 2022 with the February meeting to be rescheduled for Wednesday 23 February 2022
3. Add the meetings to the Council meetings calendar.
4. Continue to meet via video conferencing for 2022.

Melissa Tooke/Cr Cate Cross

**5 GENERAL BUSINESS**

The Executive Chief of Staff proposed a 'Meet and Greet' with ARIC during Councillor onboarding scheduled in February . The Chair of the Committee to be introduced to Councillors prior to the meeting. Further discussions to plan the councillor onboarding to be had offline.

The Chief Executive Officer noted that the upcoming Council elections had currently 19 Councillor candidates registered. Candidates were distributed between Tumut, Tumbarumba, Talbingo, Batlow, Tooma and Rosewood.

**6 NEXT MEETING**

**Wednesday 23<sup>rd</sup> February 2022 starting at 9am via zoom.**

There being no further business to discuss, the meeting closed at 11.21am.