

12.1 MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 08 NOVEMBER 2023 - ATTACHMENTS

1. Minutes - Audit Risk and Improvement Committee - 08 November 2023

Attachment 1 - 20231108 - Minutes - Audit Risk and Improvement Committee**Notice of Meeting**

AUDIT RISK & IMPROVEMENT
COMMITTEE

Wednesday, 08 November 2023 at 9:00 AM
Via Video Link

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Audit Risk & Improvement Committee Agenda

Wednesday, 08 November 2023

1. COMMENCING AT:

The Audit, Risk and Improvement Committee commenced at 9:07am.

2. PRESENT:

Voting Members:

Steve Walker (Chairperson), Cr Brent Livermore (Councillor Voting Member), Cr Julia Ham (Councillor Voting Member), and Melissa Tooke (Independent Member).

Carolyn Rosetta- Walsh (Independent Member) - arrived at 9.10am

Non Voting Members:

Steven Pinnuck (Interim General Manager), Jessica Quilty (Director Community and Corporate), Cr Ian Chaffey (Mayor Non-Voting Member), Matthew Suter (Risk Management Officer), James Butt (Coordinator Risk & Safety), Linda Lewis (Executive Assistant) and Michelle Marsh (Governance Co-ordinator- minute taker).

3. ACKNOWLEDGEMENT OF COUNTRY:

An acknowledgement of the traditional custodians of the land was delivered by Steven Walker.

4. APOLOGIES:

Hong Wee Soh (NSW Audit Office), Phil Swaffield (Internal Auditor - National Audits Group), Parthiv Parekh (Manager Finance) and Danielle Mackenzie (External Auditor - Crowe)

5. DECLARATION OF PECUNIARY INTEREST:

Nil

6. MINUTES OF PREVIOUS MEETING:

6.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 23 AUGUST 2023

ARI 41/23 RESOLVED:

THAT THE COMMITTEE:

1. Received the Minutes of the Audit Risk & Improvement Committee meeting held on 23 August 2023.

Cr Brent Livermore/Cr Julia Ham

CARRIED

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6.2. MINUTES - EXTRA-AUDIT RISK AND IMPROVEMENT COMMITTEE - 27 SEPTEMBER 2023**ARI 42/23 RESOLVED:**

That the Committee:

1. Received the Minutes of the Extra-Audit Risk & Improvement Committee meeting held on 27 September 2023.

Melissa Tooke/Steven Walker

CARRIED

7. BUSINESS ARISING:

Nil

8. AGENDA ITEMS:**8.1. ARIC - GENERAL MANAGER'S IN CAMERA SESSION - CONFIDENTIAL****ARI 43/23 RESOLVED:**

THAT THE COMMITTEE:

1. Receive and note the report

Jessica Quilty (Director Community & Corporate), Matthew Suter (Risk Management Officer), Linda Lewis (Executive Assistant) and Michelle Marsh - left room at 9.50 am for GM to address the committee in confidence.

Jessica Quilty (Director Community & Corporate), Matthew Suter (Risk Management Officer), Linda Lewis (Executive Assistant) and Michelle Marsh - rejoined the Committee meeting at 10.04am

Melissa Tooke (Independent Member) - leaves meeting at 9.50am

8.2. ARIC FORWARD MEETING PLAN**ARI 44/23 RESOLVED:**

THAT THE COMMITTEE:

1. Receive and note the ARIC Forward Meeting Plan report.
2. Endorse the proposed meeting dates for 2024:
 - a. 9am Wednesday 13th March 2024 - Tumut Room offered as Hybrid;
 - b. 9am Wednesday 8th May 2024 - Tumut Room offered as Hybrid;
 - c. 9am Wednesday 28th August 2024 - Tumut Room offered as Hybrid;
 - d. 9am Wednesday 13th November 2024 - Tumut Room offered as Hybrid; and
 - e. the date for financial statements review meeting to be set at August meeting.
3. Request Governance to add meetings dates to the Council meetings calendar and send out invites accordingly.
4. Note the review of the agenda items within the Forward Meeting Plan to be scheduled for the first ARIC meeting of 2024.

Steven Walker/Carolyn Rosetta-Walsh

CARRIED

8.3. ARIC ACTION REPORT

ARI 45/23 RESOLVED:

THAT THE COMMITTEE:

1. Examine and discuss the status of ARIC actions.
2. Close out the following as complete:
 - a. ARI.16/23;
 - b. ARI.31/23;
 - c. ARI.35/23;

Cr Julia Ham/Cr Brent Livermore

CARRIED

NOTE: 2d- remain open until March Meeting - General Business: ARIC Self-Review

NOTES:

1. update on ARI.9 - IT Manager has been recruited.
2. Expectation that there would be updates on all outstanding items.

ACTION:

Task - C&C Director - to message staff to request an update on their outstanding status of items.

Task - C&C Director - to distribute these updates to the committee members to identify where ARIC actions are tracking.

Self-reviews need to be returned by Committee members - and presented at the 13 March 2024 Meeting.

Cr Julia Ham/Cr Brent Livermore

CARRIED

8.4. AUDIT MATRIX

ARI 46/23 RESOLVED:

1. Examine and discuss the Audit Matrix.
2. Note the responses to ARI.31/23.
3. Note the closure of the following Audit Recommendations with a task completed:
 - a. 3348
 - b. 3350

NOTE:

1. Bring to Councillors attention that Management and Council need to acknowledge and accept the risks associated with the High-risk rating items being beyond Council's risk tolerance that are not being addressed or progressed to resolution.

ACTION:

Critically forward Plan and set meaningful time frames for the Audit Matrix

list of high priority risk items that are not progressing for the next meeting of ARIC.

Steven Walker/ Cr Julia Ham

CARRIED

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8.5. RISK AND SAFETY UPDATE

James Butt (Coordinator Risk & Safety) joined the meeting 10.18 am.

ARI 47/23 RESOLVED:

THAT THE COMMITTEE:

1. Receive and note the Risk and Safety Update report.

Cr Brent Livermore/Cr Julia Ham

CARRIED

8.6. FOR YOUR INFORMATION - 2023-2024 OPERATIONAL PLAN QUARTER ONE PROGRESS REPORT

ARI 48/23 RESOLVED:

THAT THE COMMITTEE:

1. Note the report on Integrated Planning and Reporting Update (November 2023).

ACTION:

Page 33 of the Quarterly Operational Plan - Identify the vertical axis on the activity chart and then to advise Committee.

Steven Walker/ Cr Brent Livermore

CARRIED

8.7. FOR YOUR INFORMATION - PROJECT OFFICE REPORT

ARI 49/23 RESOLVED:

THAT THE COMMITTEE:

1. Review and note the Project Office Report November 2023.

Steven Walker/ Cr Brent Livermore

CARRIED

9. GENERAL BUSINESS:

Nil

10. NEXT MEETING

The next Audit, Risk & Improvement Committee meeting will be held 13 March 2024.

There Being no further business to discuss the meeting closed at 10.48am

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