

## **12.1 MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 13 MARCH 2024 - ATTACHMENTS**

Attachment Titles:

1. Minutes - Audit, Risk & Improvement Committee 13 March 2024

**Attachment 1 - ECM\_3293650\_v3\_20240313 - Minutes - Audit Risk & Improvement Committee**



**Notice of Meeting**

**AUDIT RISK & IMPROVEMENT COMMITTEE**

Wednesday, 13 March 2024 at 9:00 AM  
Tumut Council Chambers / Via Video Link

**MINUTES**

**1. COMMENCING AT:.....3**

**2. PRESENT:.....3**

**3. ACKNOWLEDGEMENT OF COUNTRY: .....3**

**4. APOLOGIES:.....3**

**5. DECLARATION OF PECUNIARY INTEREST: .....3**

**6. MINUTES OF PREVIOUS MEETING: .....3**

    6.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 8 NOVEMBER 2023 ....3

**7. BUSINESS ARISING:.....3**

**8. AGENDA ITEMS: .....4**

    8.1. ARIC - GENERAL MANAGERS IN CAMERA SESSION - CONFIDENTIAL .....4

    8.2. ARIC 2024 FORWARD MEETING PLAN .....4

    8.3. ARIC ACTION REPORT - 13 MARCH 2024 .....4

    UPDATE – FINAL FINANCIAL MANAGEMENT LETTER:.....5

    8.4. AUDIT MATRIX .....5

    8.5. DRAFT ARIC ANNUAL REPORT - 2022/2023 .....6

    8.6. RISK & SAFETY UPDATE .....6

    8.7. FOR YOUR INFORMATION - QUARTERLY BUDGET REVIEW REPORTS - FIRST AND SECOND QUARTER 2023/24 .....6

---

8.8. FOR YOUR INFORMATION PROJECT OFFICE REPORT .....6

8.9. FOR YOUR INFORMATION - SIX MONTHLY DELIVERY PROGRAM & OPERATIONAL  
PLAN PROGRESS REPORT (JULY - DECEMBER 2023).....7

8.10. CYBER SECURITY & IT CHANGE MANAGEMENT POLICIES (Content) .....7

**9. GENERAL BUSINESS: .....7**

**10. NEXT MEETING .....8**

---

**1. COMMENCING AT:**

---

9:04am

---

**2. PRESENT:**

---

Steven Walker (Chairperson), Carolyn Rosetta-Walsh (External Member), Cr Ian Chaffey (Mayor), Cr Brent Livermore (Councillor Delegate), Cr Julia Ham (Councillor Delegate), Phil Swaffield (National Audits Group), Leanne Brodie (Crowe), Nicky Rajani (Audit NSW)

Steven Pinnuck (Interim General Manager), Jessica Quilty (Director Community & Corporate), Parthiv Parekh (Manager Finance), Matthew Suter (Risk Management Officer) and Michelle Marsh (Coordinator Governance).

---

**3. ACKNOWLEDGEMENT OF COUNTRY:**

---

An acknowledgement of the traditional custodians of the land was delivered by Steven Walker (Chair)

---

**4. APOLOGIES:**

---

Apologies were received from Hong Wee Soh (NSW Audit Office), Melissa Tooke (External Member), James Butt (Coordinator Risk and Safety)

---

**5. DECLARATION OF PECUNIARY INTEREST:**

---

Nil

---

**6. MINUTES OF PREVIOUS MEETING:**

---

**6.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 8 NOVEMBER 2023****ARI.01/24 RESOLVED:**

THAT:

1. The Minutes of the Audit Risk & Improvement Committee meeting held on 8 November 2023 be received.

Steven Walker/Carolyn Rosetta-Walsh

CARRIED

---

**7. BUSINESS ARISING:**

---

Nil

---

## 8. AGENDA ITEMS:

---

### 8.1. ARIC - GENERAL MANAGERS IN CAMERA SESSION - CONFIDENTIAL

Jessica Quilty (Director Community & Corporate), Parthiv Parekh (Manager Finance), Matthew Suter (Risk Management Officer), Phil Swaffield (National Audits Group) and Michelle Marsh (Coordinator Governance) left the meeting, the time being 9:07am.

1. Note the verbal General Manager's In Camera Session - Confidential report.

Carried Unanimously

Jessica Quilty (Director Community & Corporate), Parthiv Parekh (Manager Finance), Matthew Suter (Risk Management Officer) and Michelle Marsh (Coordinator Governance) entered the meeting, the time being 9:25am.

Phil Swaffield (National Audits Group) entered the meeting, the time being 9:45am

### 8.2. ARIC 2024 FORWARD MEETING PLAN

#### ARI.02/22 RESOLVED:

THAT THE COMMITTEE:

1. Note the ARIC Forward Meeting Plan report; and
2. Note the agenda items within the Forward Meeting Plan scheduled for the first ARIC Meeting of 2024.
3. Be presented with an updated Forward Meeting Plan at the next ARIC meeting.

Steven Walker/Carolyn Rosetta-Walsh

Against: Councillor Julia Ham

ACTION: Present the committee with updated Forward Meeting Plan – with amendments and edits – TBA August – extraordinary meeting moved to September/October 2024. Forward Meeting Plan to be emailed to Committee Members.

### 8.3. ARIC ACTION REPORT - 13 MARCH 2024

#### ARI.03/24 RESOLVED:

THAT THE COMMITTEE:

1. Note the status of ARIC actions.
2. Close out the following as complete:
  - a. ARI.9
  - b. ARI 26/23
  - c. ARI 31/23
  - d. ARI 48/23

Steven Walker/Carolyn Rosetta-Walsh

CARRIED

**ACTION:**

- Update General business ToFR and Internal Audit Charter – represent to committee at Next meeting held in May. Also report to be completed for the April Council Meeting.
- Amendments to 59/22 – to progressing with updated comments from General Manager - Steven Pinnuck
- Amendments to 18/23 – to progressing with updated comments from General Manager - Steven Pinnuck and Parthiv Parekh
- Amendments to 27/23 – with updated comments from Parthiv Parekh
- 23/08 – General Business – ARIC self-assessments for ARIC members – follow up and advise at next meeting in May

NOTE: - Action Plan to include – timelines, raise any issues and advise updates to ARIC

**UPDATE – FINAL FINANCIAL MANAGEMENT LETTER:**

Leanne Brodie (Crowe) entered meeting being at the time of 10:00 am

Nicky Rajani (Audit NSW) entered meeting via zoom being at the time of 10:03 am

**General Items** – Leanne introduced Nicky Rajani – from Audit Office of NSW who will be working with Council. Nicky Rajani – introduced himself and shared information around his working background.

**Leanne Brodie** – Gave an update of the final Financial Management Letter – noting that the Draft is near completion with 9 issues open – 1 High, 5 Medium and 3 low. High issue – is the RFS assets. Timeline for completion is the 30/03/2024.

Noted – no action required

Leanne Brodie (Crowe) entered meeting being at the time of 10:12 am.

Nicky Rajani (Audit NSW) entered meeting via zoom being at the time of 10:12 am.

**8.4. AUDIT MATRIX****ARI.04/24 - RESOLVED:**

THAT THE COMMITTEE:

1. Note the Audit Matrix.
2. Note the responses to ARI.46/23.
3. Note the closure of the following Audit Recommendations with a task completed:
  - a. 929 - Internal Audit - Building Planning and Section 94 Contributions May 2017.
  - b. 3342 - Council should develop a cyber security framework, including formal policies and procedures.
  - c. 3346 - IT Change Management Policy.
  - d. 3352 - Final Management Letter 30 June 2022.

Councillor Julia Ham/Carolyn Rosetta-Walsh

CARRIED

**ACTION:**


---

Minutes of the Meeting of the Audit Risk & Improvement Committee held in Tumut Council Chambers / Via Video Link on Wednesday, 13 March 2024

Page 5

- Risk task 1347 – update Matrix with comments from General Manager Steven Pinnuck with realistic timeframe – with end date – 31/12/2025.
- 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 ARIC meeting.

Matthew Suter (Risk Management Officer) left meeting at 10:27am

Matthew Suter (Risk Management Officer) returned to meeting at 10:34 am

### **8.5. DRAFT ARIC ANNUAL REPORT - 2022/2023**

NOTE:

- 1.Note - Forward updated Annual Report for the Committee to review and vote outside Committee and present Annual Report to the April 2024 Ordinary Council Meeting –

### **8.6. RISK & SAFETY UPDATE**

**ARI.05/24 RESOLVED:**

THAT THE COMMITTEE:

1. Note the Risk & Safety Update report.

Steven Walker/Councillor Julia Ham

CARRIED

NOTE: Advise committee members of SRQ committee being dissolved and incorporated in GLT at next meeting.

### **8.7. FOR YOUR INFORMATION - QUARTERLY BUDGET REVIEW REPORTS - FIRST AND SECOND QUARTER 2023/24**

**ARI.06/24 RESOLVED:**

THAT THE COMMITTEE:

1. Note the information.

Steven Walker/Julia Ham

CARRIED

Noted - no action required.

### **8.8. FOR YOUR INFORMATION PROJECT OFFICE REPORT**

Parthiv Parekh (Manager Finance) left meeting at 11:00 am.

Parthiv Parekh (Manager Finance) returned to meeting at 11:06 am.

**ARI.07/24 RESOLVED:**

---

Minutes of the Meeting of the Audit Risk & Improvement Committee held in Tumut Council Chambers / Via Video Link on Wednesday, 13 March 2024

Page 6

THAT THE COMMITTEE:

1. Note the Project Office Report March 2024.

Note: - Council needs to look at doing Business Cases for all projects and review their processes for cost overruns, ongoing maintenance costs and whether there is a need versus a want and report back to committee with this process.

Steven Walker/Councillor Julia Ham

CARRIED

Noted - no action required.

### **8.9. FOR YOUR INFORMATION - SIX MONTHLY DELIVERY PROGRAM & OPERATIONAL PLAN PROGRESS REPORT (JULY - DECEMBER 2023)**

Ian Chaffey (Mayor) left the meeting, the time being 11.27am.

#### **ARI.08/24 RESOLVED:**

THAT THE COMMITTEE:

1. Note the report For Your Information - Six Monthly Delivery Program & Operational Plan Report (July to December 2023).

Steven Walker/Carolyn Rosetta-Walsh

CARRIED

Noted - no action required.

### **8.10. CYBER SECURITY & IT CHANGE MANAGEMENT POLICIES (Content)**

- Note - The Manager Information Technology discussed with the Committee the new Cyber Security Policy which was adopted by Council 16/11/2024.

Noted - no action required.

## **9. GENERAL BUSINESS:**

1. **Audit, Risk and Improvement Committee** – Terms of Reference and Internal Audit Charter – discussed and to be presented at next meeting held in May. Report to April Ordinary Council meeting for Councillors on the new changes to be completed and presented.
2. **Expression of Interest for ARIC Committee** – gave update for Expression of Interest for the ARIC Committee – a lot of interest in the roles, closing date 18/03/2024.
3. **Update of 2022/2023 Audit Management Letter** – Discussed earlier at this meeting.
4. **Engagement Letter for the Internal Audit** – update of progress of Engagement letters given – letters reviewed by relevant Departments and have been signed and returned to National Audits Group for actioning – processes started with end date of the 28/03/2024.



## **10. NEXT MEETING**

---

There being no further business to discuss, the meeting closed at 12:06 PM

The next meeting will be held on the 08/05/2024 commencing at 9:00am in the Tumut Council Chambers and/or via video link.