

12.1 MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 28 AUGUST 2024 - ATTACHMENTS

Attachment Titles:

1. Minutes - Audit Risk and Improvement Committee - 28 August 2024

Attachment 1 - 20240828 - Minutes - Audit Risk Improvement Committee



Notice of Meeting

**AUDIT RISK & IMPROVEMENT
COMMITTEE**

Wednesday, 28 August 2024 at 9:00 AM
Tumut Council Chambers / Via Video Link

MINUTES

1. COMMENCING AT:	2
2. PRESENT:	2
3. ACKNOWLEDGEMENT OF COUNTRY:	2
4. APOLOGIES:	2
5. DECLARATION OF PECUNIARY INTEREST:	2
6. MINUTES OF PREVIOUS MEETING:	2
6.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 17 MAY 2024	2
7. BUSINESS ARISING:	2
8. AGENDA ITEMS:	3
8.1. ARIC - GENERAL MANAGERS IN CAMERA SESSION - CONFIDENTIAL	3
8.2. ARIC ACTION REPORT	3
8.3. ARIC AUDIT MATRIX	4
8.4. DRAFT 2023/24 FINANCIAL STATEMENTS	4
8.5. LEGAL MATTERS - AUDIT RISK AND IMPROVEMENT COMMITTEE	5
8.6. ANNUAL INSURANCE RENEWALS	5
8.7. RISK & SAFETY QUARTERLY UPDATE	5
8.8. FOR YOUR INFORMATION - PROJECT OFFICE REPORT	5
8.9. FOR YOUR INFORMATION - FOURTH QUARTER PERFORMANCE REPORT - OPERATIONAL PLAN 2023-2024	5
9. GENERAL BUSINESS:	6
10. NEXT MEETING	6

1. COMMENCING AT:

9:00AM

2. PRESENT:

Kylie McRae (Chair), Dennis Vaccher (Independent Member), Carolyn Rosetta-Walsh (Independent Member), Cr Julia Ham (Councillor Delegate), Nicky Rajani (Audit NSW).

Steven Pinnuck (Interim General Manager), Jessica Quilty (Director Community and Corporate), Amanda Sutton (Coordinator Financial Accounting), Trudy Crawford (Program Manager), Matthew Suter (Risk Management Officer), Michelle Marsh (Coordinator Governance).

3. ACKNOWLEDGEMENT OF COUNTRY:

An acknowledgement of the traditional custodians of the land was delivered by Kylie McRae (Chair)

4. APOLOGIES:

Apologies were received from Phil Swaffield (National Audits Group)

5. DECLARATION OF PECUNIARY INTEREST:

Nil

6. MINUTES OF PREVIOUS MEETING:

6.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 17 MAY 2024**ARI.21/24 RESOLVED:****THAT THE COMMITTEE:**

1. The Minutes of the Audit, Risk and Improvement Committee meeting held on the 17 May 2024 be received and noted.

Kylie McRae/Carolyn Rosetta-Walsh

7. BUSINESS ARISING:

Nil

8. AGENDA ITEMS:

DRAFT INTERIM FINANCIAL MANAGEMENT LETTER

8.0 – Nicky Rajani- Audit NSW

Discussion held with ARIC committee around the findings of the Draft Interim Financial Management Letter.

Noted there were 7 control findings:

1. 1 High – IT internal Control Issues.
2. 5 Moderate– Delays in Accounting for transactions, Documenting Internal Controls, Reconciliation of Infrastructure, property plant and equipment (IPPE), EFT File no read only and Accounting for Section 355 Committees.
3. 1 Low - No development plan for Tumbarumba.

ARI.22/24 RESOLVED AND NOTED:**THAT THE COMMITTEE:**

1. Discussed the Interim Financial Management Letter

ACTION:

1. Copy of Interim Financial Management Letter emailed to all Committee members

Carolyn Rosetta-Walsh/Kylie McRae

8.1. ARIC - GENERAL MANAGERS IN CAMERA SESSION - CONFIDENTIAL

Jessica Quilty (Director Corporate and Community), Trudy Crawford (Program Manager), Amanda Sutton (Coordinator Financial Accounting), Matthew Suter (Risk Management Officer) and Michelle Marsh (Coordinator Governance) left the meeting, the time being 9:15am

8.1 ARIC GENERAL MANAGERS IN CAMERA SESSION – CONFIDENTIAL**ARI.23/24 RESOLVED:****THAT THE COMMITTEE:**

1. Received and Note the verbal General Managers Confidential Report

Jessica Quilty (Director Corporate and Community), Trudy Crawford (Program Manager), Amanda Sutton (Coordinator Financial Accounting), Matthew Suter (Risk Management Officer) and Michelle Marsh (Coordinator Governance) return back to the meeting, the time being 9:35am.

8.2. ARIC ACTION REPORT**ARI.24/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive and Note the report
2. Close:
 - ARI.46/23
 - ARI.16/23

- ARI.03/24
- ARI.04/24
- ARI.07/24
- ARI.19/24

ACTION:

1. Add Actions from previous Meeting held on the 17 May 2024 (Coordinator Governance to discuss with Chair further).

Kylie McRae/Dennis Vaccher

8.3. ARIC AUDIT MATRIX**ARI.25/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive and Note the report
2. Close the following Recommendations:
 - 3344
 - 3124
 - 3122
 - 3123
 - 3489

ACTION:

1. Recommendation 1340 to remain open, until confirmation with Director of Infrastructure and Works is received.
2. The land register be updated to include reference to the leases and license entered into by Council with respect of the land.

Kylie McRae/Carolyn Rosetta-Walsh

8.4. DRAFT 2023/24 FINANCIAL STATEMENTS

Dennis Vaccher (Independent Member) left the meeting, time being 9.53am

Dennis Vaccher (Independent Member) return to the meeting, time being 9.55am

Steven Pinnuck (Interim General Manager) left the meeting, time being 9.55am

ARI.26/24 RESOLVED:**THAT THE COMMITTEE:**

1. Receive and Note the Draft Financial statements

ACTION:

1. Financial statements to be emailed to the Committee prior to sending to the Auditors on the 16 September 2024
2. Arrange a 1 hr meeting with Committee members for discussion on the financial statements

Kylie McRae/Dennis Vaccher

8.5. LEGAL MATTERS - AUDIT RISK AND IMPROVEMENT COMMITTEE**ARI.27/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive and Note the Legal Matters report

Dennis Vaccher/Carolyn Rossetta-Walsh

8.6. ANNUAL INSURANCE RENEWALS

Steven Pinnuck (Interim General Manager) returned back to the meeting, time being 10:35AM

ARI.28/24 RESOLVED:**THAT THE COMMITTEE:**

1. Receive and Note the Report

ACTION:

1. Council to provide the ARIC with further information regarding there reference to works at Vincentia in insurance documentation.

Dennis Vaccher/Carolyn Rosetta-Walsh

8.7. RISK & SAFETY QUARTERLY UPDATE**ARI.29/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive and Note the Risk and Safety Quarterly Update Report

ACTION:

1. Present at the next ARIC committee meeting 27 November 2024 the Strategic Risk Register

Dennis Vaccher/Kylie McRae

8.8. FOR YOUR INFORMATION - PROJECT OFFICE REPORT**ARI.30/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive and note the Project Officer Report

Kylie McRae/Carolyn Rosetta-Walsh

**8.9. FOR YOUR INFORMATION - FOURTH QUARTER PERFORMANCE REPORT -
OPERATIONAL PLAN 2023-2024****ARI.31/24 RESOLVED:****THAT THE COMMITTEE:**

1. Receive and note the Fourth Quarter Performance Report – Operational Plan 2023-2024

Kylie McRae/Carolyn Rosetta-Walsh

9. GENERAL BUSINESS:

1. Internal Audit – Onsite visits conducted 26th and 27th August 2024 – report to be ready for the next ARIC meeting 27 November 2024
2. Delegations – Still work in progress – full review to be completed by end of 2024 financial delegations went to ELT 27 August 2024 - **ACTION:** Financial delegations to finalised by 6 September 2024 – email to committee to confirm update.

10. NEXT MEETING

The next meeting will be held on the 27 November 2024 commencing at 9.00am in the Tumut Council Chambers and/or via video link.

Extra meeting for ARIC to be confirmed.

Meeting closed at 10.59am