

## **12.1 MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 19 MARCH 2025 - ATTACHMENTS**

Attachment Titles:

1. Minutes - Audit Risk and Improvement Committee - 19 March 2025

Attachment 1 - 20250319 - Minutes - Audit Risk & Improvement Committee



Notice of Meeting

**AUDIT RISK & IMPROVEMENT COMMITTEE**

Wednesday, 19 March 2025 at 9:00 AM  
Tumut Council Chambers / Via Video Link

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**1. COMMENCING AT:**

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9:06AM

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**2. PRESENT:**

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Kylie McRae (Chair), Dennis Vaccher (Independent Member), Carolyn Rosetta-Walsh (Independent Member), Phil Swaffield (National Audits Group), Nicky Rajani (NSW Audit Office), Cr Hugh Packard.

Jessica Quilty (Acting General Manager), Nick Wilton (Acting Director Community, Corporate & Developing, Trudy Crawford (Program Manager), Manna Doshii (Chief Financial Officer), Rahul Patil (Manager Information Technology), (Matthew Suter (Risk Management Officer), Michelle Marsh (Manager Governance), Greg Friend (Coordinator Financial Accounting), Quentin Adams (Manager Utilities Waste and Business) Rachel Peacock (Governance Officer)

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**3. ACKNOWLEDGEMENT OF COUNTRY:**

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

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**4. APOLOGIES:**

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No

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**5. DECLARATION OF PECUNIARY INTEREST:**

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Nil

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**6. MINUTES OF PREVIOUS MEETING:**

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**6.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 25 NOVEMBER 2024****ARI.01/25 RESOLVED****THAT THE COMMITTEE:**

1. The Minutes of the Audit, Risk and Improvement Committee meeting held on the 25 November 2024 be received and noted.

**Accepted and carried**

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**7. BUSINESS ARISING:**

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Nil

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**8. AGENDA ITEMS:**

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**8.1. ARIC - INTERIM GENERAL MANAGER'S IN CAMERA SESSION - CONFIDENTIAL**

Phil Swaffield, Nicky Rajani, Cr Hugh Packard, Nick Wilton, Trudy Crawford, Manna Doshii, Matthew Suter, Michelle Marsh, Greg Friend, Quentin Adams and Rachel Peacock – left meeting at 9.08am

**ARI.01/25 RESOLVED**

THAT THE COMMITTEE:

1. Note the Acting General Manager's confidential report.

Discussed and Noted

**8.2. ARIC ACTION REPORT**

Phil Swaffield, Nicky Rajani, Cr Hugh Packard, Nick Wilton, Trudy Crawford, Manna Doshii, Matthew Suter, Michelle Marsh, Greg Friend, Quentin Adams and Rachel Peacock – return to meeting 9.14am

**ARI.02/25 RESOLVED**

THAT THE COMMITTEE:

1. Examine and discuss the status of ARIC actions.
2. Close out the following as complete:
  - a. ARI.27/24 - Letter written to RFS 15/11/2024 - verbally discussed with committee
  - b. ARI.36/24 - Action report updated with history of dates, time frames and current updates
  - c. ARI.37/24 - Audit Matrix - noted on Audit Matrix Report - presented to ARIC 25/03/2025
  - d. ARI.41/24 - Risks - reported
  - e. ARI.43/24 - Sustainability report presented at ARIC meeting 25/03/2025
  - f. General Item - Management Letter presented to ARIC meeting 25/03/2025

Accepted and Carried

**8.3. ARIC AUDIT MATRIX REPORT****ARI.03/25 RESOLVED**

THAT THE COMMITTEE:

1. Examine and discuss the Audit Matrix
2. Close actions:
  - a. 1336 - Due to staff resourcing limitations
  - b. 1347 - POM approved by the Minister
  - c. 1340 - Lease is a peppercorn rent and due June 2025
  - d. 1345 - POM approved by the Minister

**Summary:**

1. 930 – Committee discussed with Management a plan/policy within the 7.12

2. 3484 – Budget policy and procedure in draft for 2025/2026 and being presented to ELT and then Council.
3. 3474 – Committee noted vacant position – position to be re advertised over the coming months. Asset Management Plans due date April/May.
4. Committee – discussed due dates and if they were relevant.

**ACTION:**

1. 930: - Committee recommended closing
2. Committee – requested to have revised due dates noted on report for all Audit Matrix Items.

Accepted and Carried

**8.4. NSW AUDIT OFFICE - FINAL MANAGEMENT LETTER 30 JUNE 2024 AND ANNUAL ENGAGEMENT PLAN 30 JUNE 202520****ARI.04/25 RESOLVED**

THAT THE COMMITTEE:

1. Receive the report on the NSW Audit Office Management Letter relating to the Final Phase of the Audit for the Year Ended 30 June 2024.
2. Receive the report on the Annual Engagement Plan - Audit Office of New South Wales.

**Summary:****Management Letter:**

Nicky from NSW Audit Office discussed highlights:

- RFS
- FINANCIAL REPORTING
- IPP FINDINGS
- CYBER FINDINGS
- PENSIONER CONCESSION

**Engagement Plan:**

Committee discussed about financial statements – for ARIC to review before the going to Council and before going to the Audit office.

**ACTION:**

1. Dates for financial statements ARIC meetings to be confirmed and sent to ARIC committee members before going to the Audits Office and Council.

Accepted and Carried

**8.5. FINAL INTERNAL AUDIT REPORT - PROJECTS AND CONTRACT MANAGMENT****ARI.05/25 RESOLVED**

THAT THE COMMITTEE:

1. Receive the report on Final Internal Audit Report - Projects and Contract Management.
2. Examine and discuss the recommendations, management responses and action dates.
3. Add the findings and associated tasks to the Audit Matrix once final report has been received.

**Summary:**

Committee commented to Internal Auditor for this and all internal audit reports– A succinct overview of findings is needed in the executive summary – to provide an overview of the detailed report.

Committee discussed internal audit report on Projects and Contracts management and noted that management actions were on occasion unclear and not specific.

The committee noted that the timelines on some of the actions seemed to long and that there was no direct responsible person for actioning these items.

**Action:**

That Management:

1. Review Actions – and amend to be more specific and clear actions inclusive of a step-by-step process
2. Set clear realistic time frames
3. Nominate a specific person responsible for the action

Accepted and Carried

**8.6. FINAL INTERNAL AUDIT REPORT - DRINKING WATER MANAGEMENT****ARI.06/25 RESOLVED**

THAT THE COMMITTEE:

1. Receive the report on Final Internal Audit Report - Drinking Water Management
2. Examine and discuss the recommendations, management responses and action dates
3. Add the findings and associated tasks to the Audit Matrix once final report has been received

**Summary:**

The committee discussed the internal audit report on Drinking Water Management and noted that management actions were on occasion unclear and non specific.

The committee noted that the timelines for some of the actions seemed too long and that there was no direct person responsible for actioning these items.

**Action:**

That Management

1. Review Actions – and amend to be more specific and clear actions inclusive of a step-by-step process
2. Set clear realistic time frames
3. Nominate a specific person responsible for the action

Accepted and Carried

**8.7. FINANCIAL SUSTAINABILITY PLAN**

Trudy Crawford – left meeting room at 10.26am

**ARI.07/25 RESOLVED**

THAT THE COMMITTEE:

1. Note the report on the De-amalgamation Update

**Summary:**

The committee discussed SVC Financial Sustainability Plan – and how the community was going to be engaged.

**ACTION:**

1. Recommendation to be changed to: Note the report on the SVC Financial Sustainability Plan.
2. Acting General Manager to send Committee fees and charges.

Accepted and Carried

**8.8. RISK & SAFETY QUARTERLY UPDATE**

Manna Doshii – left the meeting room at 10.31am

Manna Doshii – return to the meeting room at 10.35am

**ARI.08/25 RESOLVED**

THAT THE COMMITTEE:

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

**Summary:**

Risk Management Officer presented the Risk and Safety report to the Committee and gave an update on risks and safety within the Council

Accepted and Carried

Trudy Crawford returned to the meeting room at 10.46am

Rachel Peacock left the meeting room at 10.51am

**8.9. INFORMATION TECHNOLOGY UPDATE**

Rachel Peacock returned to the meeting room at 10.55 am

Rahul Patil entered the meeting room at 10.57am

Rachel Peacock left the meeting at 11.08am

Matthew Suter left meeting at 11.10am

Matthew Suter returned to the meeting at 11.16am

**ARI.09/25 RESOLVED**

THAT THE COMMITTEE:

1. That the Audit, Risk and Improvement Committee receive and note the Cyber Security and IT update

**Summary:**

IT manager presented to the committee - Councils update on where Council is with Cyber Security.

Accepted and Carried



**8.10. FOR YOUR INFORMATION - PROJECT OFFICE REPORT****ARI.10/25 RESOLVED**

THAT THE COMMITTEE:

1. Review and discuss the Project Office Report March 2025.

**Summary:**

The Project Manager discussed the report and gave the committee an update on current projects.

Accepted and Carried

Jessica Quilty left the meeting at 11.18am

Jessica Quilty returns to meeting at 11.21am

**8.11. FOR YOUR INFORMATION - INTEGRATED PLANNING AND REPORTING UPDATE - MARCH 2025****ARI.11/25 RESOLVED**

THAT THE COMMITTEE:

1. Note and discuss the actions from 6 monthly progress report that were marked as 'Off Track', 'Delayed/Impacted', 'Deferred' or 'Not Achieved'.
2. Note the update on the 2025-2029 Integrated Planning and Reporting Suite.

**Summary:**

The committee discussed the IP&R report and noted the following:

1. 5.2.8 – discussed this OP Action to clarify progress of Service Reviews and timelines.

Accepted and Carried

**8.12. FOR YOUR INFORMATION - QUARTERLY BUDGET REVIEW AS OF 31 DECEMBER 2024****ARI.12/25 RESOLVED**

THAT THE COMMITTEE:

Note the information.

**Summary:**

The committee discussed the quarterly budget report and noted the following:

1. Unrestricted cash reserves – negative position.
2. Change around structure and steps in place for the quarterly budget process.

Accepted and Carried

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## 9. GENERAL BUSINESS:

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The Chair discussed with the Committee the draft versions of the Internal Audit Charter and the ARIC Terms of Reference.

**ACTION:**

1. Committee to review and provide feedback via email to Chair/Manager Governance on both documents.

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## 10. NEXT MEETING

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14 May 2025 at 3pm

There being no further business to discuss, the meeting closed at 11.48am