



SNOWY MONARO  
REGIONAL COUNCIL

# Minutes

**Audit, Risk and Improvement Committee Meeting**

**5 December 2018**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**

**HELD IN UNIT 7, LEVEL 2 MEETING ROOM, 81 COMMISSIONER STREET, COOMA NSW  
2630**

**ON WEDNESDAY 5 DECEMBER 2018**

**MINUTES**

Notes:

<b>1. OPENING OF THE MEETING.....</b>	<b>6</b>
<b>2. APOLOGIES.....</b>	<b>6</b>
<b>3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST .....</b>	<b>6</b>
<b>4. ADOPTION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>7</b>
4.1 Audit Risk And Improvement Committee Meeting 19 September 2018.....	7
<b>5. BUSINESS ARISING .....</b>	<b>7</b>
5.1 Audit, Risk and Improvement Committee Recommendations .....	7
5.2 Minutes of Local Emergency Management Committee and Local Rescue Committee Meetings .....	8
<b>6. PRESENTATIONS.....</b>	<b>8</b>
<b>7. SPECIAL AGENDA ITEMS .....</b>	<b>9</b>
7.1 Management Letter for the Year Ended 30 June 2018 - Audit Office of NSW....	9
7.2 External Provider Recommendations .....	10
7.3 Internal Audit Recommendations.....	11
7.4 Status Report - Risk Management - September to November 2018 .....	13
7.5 Work Health and Safety .....	14
7.6 Grant Applications - Activity As At 30 September 2018 .....	15
7.7 Fraud and Corruption Control.....	16
<b>8. REPORTS.....</b>	<b>17</b>
8.1 SMRC Operational Plan 2019 - Leadership - Governance Practices.....	17
8.2 Audit, Risk and Improvement Committee Schedule of Review .....	18
8.3 Report of Attendees at Local Government Internal Audit Conference 2018....	19
8.4 Internal Audit Activities - September to November 2018.....	20
<b>9. GENERAL BUSINESS.....</b>	<b>21</b>
9.1 Landfill Legacy Site .....	21
<b>10. NEXT MEETING .....</b>	<b>21</b>

<b>1.</b>	<b>OPENING OF THE MEETING.....</b>	<b>6</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>6</b>
<b>3.</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST .....</b>	<b>6</b>
<b>4.</b>	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>7</b>
4.1	Audit Risk And Improvement Committee Meeting 19 September 2018.....	7
<b>5.</b>	<b>BUSINESS ARISING .....</b>	<b>7</b>
5.1	Audit, Risk and Improvement Committee Recommendations .....	7
5.2	Minutes of Local Emergency Management Committee and Local Rescue Committee Meetings .....	8
<b>6.</b>	<b>PRESENTATIONS.....</b>	<b>8</b>
<b>7.</b>	<b>SPECIAL AGENDA ITEMS .....</b>	<b>9</b>
7.1	Management Letter for the Year Ended 30 June 2018 - Audit Office of NSW....	9
7.2	External Provider Recommendations .....	10
7.3	Internal Audit Recommendations.....	11
7.4	Status Report - Risk Management - September to November 2018 .....	13
7.5	Work Health and Safety .....	14
7.6	Grant Applications - Activity As At 30 September 2018 .....	15
7.7	Fraud and Corruption Control.....	16
<b>8.</b>	<b>REPORTS.....</b>	<b>17</b>
8.1	SMRC Operational Plan 2019 - Leadership - Governance Practices.....	17
8.2	Audit, Risk and Improvement Committee Schedule of Review .....	18
8.3	Report of Attendees at Local Government Internal Audit Conference 2018.....	19
8.4	Internal Audit Activities - September to November 2018.....	20
<b>9.</b>	<b>GENERAL BUSINESS.....</b>	<b>21</b>
9.1	Landfill Legacy Site .....	21
<b>10.</b>	<b>NEXT MEETING .....</b>	<b>21</b>

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING  
HELD IN UNIT 7, LEVEL 2 MEETING ROOM, 81 COMMISSIONER STREET, COOMA NSW  
2630**

**ON WEDNESDAY, 5 DECEMBER 2018**

**COMMENCING AT 10AM**

**PRESENT:**

**Voting Attendees:** Max Shanahan, Chair  
Miles Pearson, External Member  
John Barbeler, External Member  
Adam Vine, External Member  
Councillor John Castellari, Council Member

**Non-Voting Attendees:** Peter Bascomb, General Manager  
Tarang Kamath, Senior Internal Auditor  
Margaret Nicholls, Internal Auditor

**Guests:** Lawrissa Chan, Director - Financial Audit - Audit Office of NSW  
Michael Kharzoo, Audit Leader - Financial Audit - Audit Office of NSW  
Joined meeting over telephone at 10.25am and left at 10.40am.

**Secretariat:** Lisa McKenzie, IBD Administration Officer

**1. OPENING OF THE MEETING**

The Chair opened the meeting at 10AM with Acknowledgement of Country and showing respect to the First Custodians of Snowy Monaro lands.

**2. APOLOGIES**

Nil

**3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST**

Nil

## 4. ADOPTION OF MINUTES OF PREVIOUS MEETING

### 4.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 19 SEPTEMBER 2018

#### COMMITTEE RECOMMENDATION

ARIC86/18

THAT the minutes of the Audit, Risk And Improvement Committee Meeting held on 19 September 2018 are confirmed as a true and accurate record of proceedings.

Moved Mr Pearson

Seconded Mr Barbeler

CARRIED

## 5. BUSINESS ARISING

### 5.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE RECOMMENDATIONS

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. Progress Report on Audit, Risk and Improvement Committee Recommendations
Cost Centre	3136 – Internal Audit

#### EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee (Committee) makes resolutions in relation to the reports presented at its meetings. This paper serves to provide a report on the progress of the Committee recommendations.

#### COMMITTEE RECOMMENDATION

ARIC87/18

That the Audit, Risk and Improvement Committee note the progress report on Committee recommendations from the meetings of this Committee.

CARRIED

## 5.2 MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE AND LOCAL RESCUE COMMITTEE MEETINGS

Record No:

Responsible Officer:	Director Operations & Infrastructure
Author:	Group Manager Asset Management & Engineering
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.3 Advocate and work with other levels of government, community and industry to improve outcomes
Delivery Program Objectives:	10.3.1 Council connects, recognises, advocates and works in collaboration with all leaders across the community and beyond our boundaries
Attachments:	<ol style="list-style-type: none"><li>1. Minutes of LEMC Meeting held on 15 August 2018</li><li>2. Attachment of LEMC Minutes - Fire and Rescue NSW Report</li><li>3. Attachment of LEMC Minutes - RFS Incident Summary Report</li><li>4. Minutes of LRC Meeting held on 15 August 2018</li><li>5. Draft Minutes of LEMC held on 21 November 2018</li><li>6. Attachments of LEMC Minutes - 21 November 2018</li><li>7. Draft Minutes of LRC Meeting held 21 November 2018</li></ol>

### EXECUTIVE SUMMARY

The Snowy Monaro Local Emergency Management Committee (LEMC) is a committee established under Section 28(1) of the State Emergency & Rescue Management Act (1989), as amended and is defined in Schedule 2 as an organisation.

The LEMC meets 4 times a year and is chaired by the Group Manager Asset Management & Engineering. The Local Rescue Committee meets immediately after the LEMC on the same day.

### COMMITTEE RECOMMENDATION

ARIC88/18

- A. That the Audit, Risk and Improvement Committee receive and note the information in the Minutes of Local Emergency Management Committee Meeting.
- B. Request a copy of Emergency Management Risk Assessments mentioned in the LEMC minutes be shared with the Audit, Risk and Improvement Committee at its meeting on 6 March 2019.

Moved Mr Vine

Seconded Mr Pearson

CARRIED

## 6. PRESENTATIONS

Nil

## 7. SPECIAL AGENDA ITEMS

Lawrissa Chan and Michael Kharzoo joined the meeting over telephone at 10:25 am.

### 7.1 MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2018 - AUDIT OFFICE OF NSW

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Executive Assistant to Director Corporate and Community Services
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. Management Letter for the Year Ended 30 June 2018 - Audit Office of NSW

#### EXECUTIVE SUMMARY

Council received the Management Letter on the Final Phase of the Snowy Monaro Regional Council Audit for the Year Ended 30 June 2018 from the Audit Office of NSW on 30 October 2018.

#### COMMITTEE RECOMMENDATION

ARIC89/18

That the Audit, Risk and Improvement Committee receive and note the Management Letter on the Final Phase of the Snowy Monaro Regional Council Audit for the Year Ended 30 June 2018.

**CARRIED**

Lawrissa Chan and Michael Kharzoo left the meeting at 10:40 am.

## 7.2 EXTERNAL PROVIDER RECOMMENDATIONS

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	<ol style="list-style-type: none"><li>1. Progress Report – Audit Office NSW – Final Management Letter Recommendations 2016-2017</li><li>2. Progress Report – Audit Office NSW – Interim Management Letter Recommendations 2017-2018</li><li>3. Progress Report – Audit Office NSW – Final Management Letter Recommendations 2017-2018</li></ol>
Cost Centre	3136 – Internal Audit

### EXECUTIVE SUMMARY

External Audits are performed at Snowy Monaro Regional Council for various stakeholders. This report serves to inform the Audit, Risk and Improvement Committee (the Committee) of the results of audits performed, progress on recommendations of the audits and relevant information provided by the stakeholders.

Council was advised that the Audit Office of New South Wales has brought the audit of Council's financial statements in-house.

### COMMITTEE RECOMMENDATION

ARIC90/18

That the Audit, Risk and Improvement Committee

- A. Note the progress reports on recommendations from the Audit Office of New South Wales
  - a. Final Management Letter 2016-2017
  - b. Interim Management Letter 2017-2018
  - c. Final Management Letter 2017-2018
- B. Request that due dates/action progress comments for external provider recommendations be updated with more specific and informative progress comments and risk information as per prior committee recommendation (ARIC75/18) for Internal Audit recommendations and be presented to meeting on 6 March 2019.

Moved Mr Pearson

Seconded Chair Shanahan

CARRIED

### 7.3 INTERNAL AUDIT RECOMMENDATIONS

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	<ol style="list-style-type: none"> <li>1. Progress Report - Audit 16-02 - Fraud Control Health Check Recommendations</li> <li>2. DRAFT Vendor Master File Better Practice Procedure</li> <li>3. DRAFT Vendor Management Framework Flowchart</li> <li>4. DRAFT Contract Management Framework Flowchart</li> <li>5. Progress Report - MIR 17-01 - Review Platypus Country Visitor Information Centre Recommendations</li> <li>6. Progress Report - Audit 16-04 - Governance Health Check Recommendations</li> <li>7. Risk Management Assessment Records Management</li> </ol>
Cost Centre	3136 – Internal Audit

### EXECUTIVE SUMMARY

Progress to date on internal audit recommendations is updated by responsible officers in the CAMMS global collaboration system. Internal Audit uses this system to monitor, follow-up and validate progress on recommendations. Prior to each meeting, Internal Audit extracts and prepares a report for the Audit, Risk and Improvement Committee. There are seven overdue recommendations and there are three requests for extensions from original target dates.

#### COMMITTEE RECOMMENDATION

ARIC91/18

That the Audit, Risk and Improvement Committee

- A. Note the report on internal audit recommendations
- B. Note the progress reports
  - (a) Audit 16-02 - Fraud Control Health Check (SMRC)
  - (b) MIR 17-01 - Review Platypus Country Visitor Information Centre
  - (c) Audit 16-04 Governance Health Check
- C. Approve extensions to the following overdue recommendations
  - (a) Audit 16-02 Fraud Control Health Check

- (i) Recommendation 10.2.1.26 Resolution number: 16/02-09 - From 31 March 2018 to 31 May 2019
- (b) Audit 16-04 Governance Health Check
  - (i) Recommendation 10.2.1.41 Resolution number: 16-04/04 - From 30 September 2018 to 30 June 2019
  - (ii) Recommendation 10.2.1.42 Resolution number: 16-04/05 - From 30 September 2018 to 31 March 2019
- D. Request to clarify, for extension request (C. (b) (i)), that asset management procedures will also be in place by the requested extension date.
- E. Recommend that the responsible officer seek an extension for 10.2.1.38 Resolution Number: 16-04/01 as per the risk management framework implementation plan.
- F. Request that recommendations stay open and tracked as per actual progress of actions and not be marked as completed due to duplication.

**Moved Chair Shanahan**

**Seconded Mr Vine**

**CARRIED**

#### 7.4 STATUS REPORT - RISK MANAGEMENT - SEPTEMBER TO NOVEMBER 2018

Record No:

Responsible Officer:	General Manager
Author:	Executive Manager Innovation & Business Development
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. JLT Consulting - BCM Proposal 2. JLT Consulting - BCM Timeline 3. Statewide Mutual - CIP Factsheet
Cost Centre	3135 – Risk Management
Project	Operational Report

#### EXECUTIVE SUMMARY

This status report provides an update on the activities relating to Enterprise Risk for the period September to November 2018.

The format formally acknowledges that an Enterprise Risk Management Framework (ERM) includes all aspects of risk within an organisation; and now includes references to the sub-category of Work Health Safety (WHS). Future reports will include progress in the WHS area as that framework is developed.

#### COMMITTEE RECOMMENDATION

ARIC92/18

That the Audit, Risk and Improvement Committee (ARIC)

- A. Receive and note the information in the risk management status report for the period September to November 2018.
- B. Recommend that senior management put in place an interim incident response management plan and provide to the committee at its meeting on 6 March 2019.
- C. Recommend that a one page risk management framework implementation plan be prepared and presented to the committee at its meeting on 6 March 2019.

Moved Mr Vine

Seconded Mr Barbeler

CARRIED

## 7.5 WORK HEALTH AND SAFETY

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Senior Human Resource Advisor
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.4 Council will manage service delivery in an efficient and sustainable way as an employer of choice
Delivery Program Objectives:	10.4.1 Council employs an engaged multi -skilled, workforce and encourages staff to take ownership of service delivery in a responsible and efficient manner
Attachments:	Nil
Cost Centre	6010
Project	Quarterly Activity Reporting

### EXECUTIVE SUMMARY

The Executive Leadership Team receives a quarterly Performance Activity Report from People and Culture that covers inter alia Work Health and Safety. The relevant Work Health and Safety elements from the reporting period (September 2018 Quarter) is extracted below.

The Performance Activity Report from the period (September 2018 Quarter) was adopted by the Executive Leadership Team on 15 November 2018 (Resolution ELT528/18

#### COMMITTEE RECOMMENDATION

ARIC93/18

That the Audit, Risk and Improvement Committee

- A. Receive and note the information related to Work Health and Safety which addresses the ARIC Strategic Schedule of Review, Charter Reference 5.1.1 regarding Work Health and Safety.
- B. Request an understanding of the remedial action taken to mitigate further incidents.

Moved Mr Barbeler

Seconded Mr Pearson

CARRIED

## 7.6 GRANT APPLICATIONS - ACTIVITY AS AT 30 SEPTEMBER 2018

Record No:

Responsible Officer:	Director Corporate and Community Services
Author:	Grants Officer
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	11.2 Council utilises sound fiscal management practices, pursues and attracts other sources of income
Delivery Program Objectives:	11.2.3 Alternative sources of revenue to rating income are identified and maximised
Attachments:	Nil
Cost Centre	4010 – Finance (Grants Management)
Project	Grant Applications – Activity Synopsis as at 30 <sup>th</sup> September 2018

### EXECUTIVE SUMMARY

This report provides an update on Grants activity for the quarter ended 30 September 2018.

The Grant Applications – Activity as at 30 September 2018 report was adopted by Council on 15 November 2018 (Council Resolution 423/18).

#### COMMITTEE RECOMMENDATION

ARIC94/18

- A. That the Audit, Risk and Improvement Committee receive and note the information related to Grants activity for the quarter ended 30 September 2018 which addresses the ARIC Strategic Schedule of Review, Charter Reference 5.3.2 regarding Grant Funding.

**CARRIED**

## 7.7 FRAUD AND CORRUPTION CONTROL

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	Nil
Cost Centre	3136 – Internal Audit

### EXECUTIVE SUMMARY

Fraud and Corruption Control activities is a standard item on the Audit, Risk and Improvement Committee Agenda. The report advises the Committee of any allegations of fraudulent or corrupt conduct reported to the General Manager or to an external body such as ICAC.

### COMMITTEE RECOMMENDATION

ARIC95/18

That Audit, Risk and Improvement Committee note the report Fraud and Corruption Control.

CARRIED

### Adjournment of Meeting

At 12.13 pm the meeting adjourned for lunch.

### Resumption of Meeting

The meeting resumed at 12.35 pm.

## 8. REPORTS

### 8.1 SMRC OPERATIONAL PLAN 2019 - LEADERSHIP - GOVERNANCE PRACTICES

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Theme:	4. Leadership Outcomes
CSP Community Strategy:	10.2 Sound governance practices direct Council business and decision making
Delivery Program Objectives:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. SMRC Operational Plan 2019 Progress Report - Leadership - Governance Practices Progress Report
Cost Centre	3136 – Internal Audit

#### EXECUTIVE SUMMARY

In May 2018 Snowy Monaro Regional Council adopted the Snowy Monaro 2040 Community Strategic Plan, as required by the NSW Local Government Act 1993 and following a period of public exhibition.

The 2018-21 Delivery Program and 2019 Operational Plan details the priority objectives and actions in response to the Snowy Monaro 2040 Community Strategic Plan that is within Council's organisational capacity to achieve.

Council is consciously focused on monitoring and reporting progress through six monthly Progress Reports and via the Annual Report in November.

#### COMMITTEE RECOMMENDATION

ARIC96/18

That the Audit, Risk and Improvement Committee receive and note the information in the progress report on Governance Practices Strategy of the Snowy Monaro Regional Council Operational Plan 2019.

**CARRIED**

## 8.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE SCHEDULE OF REVIEW

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. Audit, Risk and Improvement Committee Schedule of Review
Cost Centre	3136 – Internal Audit

### EXECUTIVE SUMMARY

Attached the Schedule of Review for the Audit, Risk and Improvement Committee for information.

#### COMMITTEE RECOMMENDATION

ARIC97/18

That the Audit, Risk and Improvement Committee

- A. Note the information contained in the Schedule of Review for the coming periods.
- B. Request that a verbal report by the General Manager regarding Council plans and direction be included in all meetings as a standard agenda item.
- C. Request that respective group managers be present at the committee's meetings when issues of progress on recommendations in their area need to be discussed.

Moved Chair Shanahan

Seconded Mr Vine

CARRIED

### 8.3 REPORT OF ATTENDEES AT LOCAL GOVERNMENT INTERNAL AUDIT CONFERENCE 2018

Record No:

Responsible Officer:	General Manager
Author:	Senior Internal Auditor
Key Direction:	4. Leadership Outcomes
Delivery Plan Strategy:	10.2 Sound governance practices direct Council business and decision making
Operational Plan Action:	10.2.1 Independent audit and risk framework drives accountability
Attachments:	1. IIA Local Government Internal Audit Conference Nov 2018
Cost Centre	3136 – Internal Audit

#### EXECUTIVE SUMMARY

Two members of the Audit, Risk and Improvement Committee attended the Local Government Internal Audit Forum in Sydney on 15 November 2018. The Forum is organised by the Institute of Internal Auditors Australia.

This event brings together experienced industry speakers who offer insights and expert guidance on the key issues shaping the local government sector. It provides delegates with a sector-based forum to exchange knowledge on the critical issues impacting internal audit, risk and governance professionals, audit committee members, councillors, as well as council management teams.

#### COMMITTEE RECOMMENDATION

**ARIC98/18**

That the Audit, Risk and Improvement Committee receive and note the joint report provided by the Chair and the independent member regarding their attendance at the Local Government Internal Audit Forum 2018.

**CARRIED**

#### 8.4 INTERNAL AUDIT ACTIVITIES - SEPTEMBER TO NOVEMBER 2018

Record No:

Responsible Officer: General Manager  
Author: Senior Internal Auditor  
Key Direction: 4. Leadership Outcomes  
Delivery Plan Strategy: 10.2 Sound governance practices direct Council business and decision making  
Operational Plan Action: 10.2.1 Independent audit and risk framework drives accountability  
Attachments: 1. DRAFT Internal Audit Manual  
2. DRAFT Internal Audit Quality Guidelines  
3. DRAFT Strategic Internal Audit Work Plan 2018-2022  
Cost Centre 3136 – Internal Audit

#### EXECUTIVE SUMMARY

This report serves to inform the Audit, Risk and Improvement Committee (the Committee) of the Internal Audit activities for the period September to November 2018.

#### COMMITTEE RECOMMENDATION

ARIC99/18

That the Audit, Risk and Improvement Committee

A. Note the status report of Internal Audit activities for the period to September to November 2018.

B. Approve the following documents:

- (i) Draft Internal Audit Manual
- (ii) Draft Internal Audit Quality Guideline
- (iii) Draft Strategic Internal Audit Work Plan 2018-2022

Moved Mr Vine

Seconded Mr Pearson

CARRIED

## 9. GENERAL BUSINESS

### 9.1 LANDFILL LEGACY SITE

Record No:

*This item is classified CONFIDENTIAL in accordance with Section 10A(2)(g) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

Responsible Officer:	Director Environment & Sustainability
Author:	Group Manager Resource & Waste Management
Key Theme:	3. Environment Outcomes
CSP Community Strategy:	7.1 Protect, value and enhance the existing natural environment
Delivery Program Objectives:	7.1.3 Council delivers a range of initiatives to the Snowy Monaro community to enhance their awareness and engagement of sustaining our pristine natural environment
Attachments:	1. Draft Resource and Waste Management Legacy Site Report

### EXECUTIVE SUMMARY

At the 13 September Waste Management Committee Meeting a report was presented to the committee outlining the potential impacts to Council on a number of landfill legacy sites which have been identified. The committee recommended that the project recommendations contained in the "Draft Legacy Sites Report" (Refer attachment 1) be adopted along with a copy of the "Draft Legacy Sites Report" being provided to the Audit and Risk Improvement Committee. This report is to provide a copy of the "Draft Legacy Sites Report" to the Audit and Risk Improvement Committee.

### COMMITTEE RECOMMENDATION

ARIC100/18

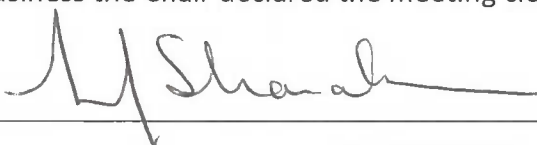
That the Audit, Risk and Improvement Committee  
A. Receive and Note the report.

CARRIED

## 10. NEXT MEETING

Wednesday, 6 March 2019

There being no further business the Chair declared the meeting closed at 2.20 pm.



CHAIRPERSON

The above minutes of the Audit Risk And Improvement Committee Meeting of Snowy Monaro Regional Council held on 5 December 2018 were confirmed by Committee at a duly convened meeting on 6 March 2019 at which meeting the signature hereon was subscribed.