



SNOWY MONARO
REGIONAL COUNCIL

Minutes

Audit Risk And Improvement Committee Meeting

25 September 2023

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING
HELD IN COMMITTEE ROOM, 81 COMMISSIONER STREET, COOMA**

ON MONDAY 25 SEPTEMBER 2023

MINUTES

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**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING
HELD IN COMMITTEE ROOM, 81 COMMISSIONER STREET, COOMA**

**ON MONDAY, 25 SEPTEMBER 2023
COMMENCING AT 10:00 AM**

PRESENT:

Voting Attendees:

Michael Quirk, Independent Member (Chair)
Kylie McRae, Independent Member
Shannon Buckley, Independent Member
Andrew Cox, Independent Member
Councillor Lynda Summers, Council Member

Non-Voting Attendees:

Peter Bascomb, Chief Executive Officer

Guests:

David Rawlings, Chief Strategy Officer
Grace Wearn, Secretary Council and Committees (*Secretariat*)

1. OPENING OF THE MEETING

The Chair opened the meeting at 10:00 AM.

2. APOLOGIES

An apology for the meeting was received from Councillor Hopkins.

3. DECLARATIONS OF PECUNIARY INTERESTS/CONFLICT OF INTEREST

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 5 JUNE 2023

COMMITTEE RECOMMENDATION	ARIC13/23
THAT the minutes of the Audit Risk And Improvement Committee Meeting held on 5 June 2023 are confirmed as a true and accurate record of proceedings.	
Moved Mr Buckley	Seconded Mr Cox
CARRIED	

Note: Ms McRae indicated she had not been sent a copy of the minutes.

5. BUSINESS ARISING

5.1 ARIC RESOLUTION UPDATES

Record No: I23/644

OFFICER’S RECOMMENDATION
That the Audit, Risk and Improvement Committee note the information in the ARIC resolution updates report.

This is an information only report.

COMMITTEE RECOMMENDATION	ARIC14/23
That the Audit, Risk and Improvement Committee note the information in the ARIC resolution updates report.	
Moved Mr Quirk	Seconded Ms McRae
CARRIED	

Note: Cr Summers asked about the assessment of climate change risks and that information was to come back to ARIC on that aspect of risks. A response into whether climate change had been considered was requested for the next meeting.

5.2 AUDIT RECOMMENDATION UPDATES

Record No: I23/648

COMMITTEE RECOMMENDATION	ARIC15/23
That the Audit, Risk and Improvement Committee	
A Note the information in the ARIC resolution updates report.	
B Note the extension of time for disaster recovery process to allow for the new systems to be incorporated.	
Moved Mr Buckley	Seconded Mr Cox
	CARRIED

Note: Ms McRae raised concerns over the increasing levels of overdue issues. Mr Buckley advised that due to the delays in resolving the issues the actual risk may have increased, so the report may be understating the actual risk exposure. The Chair noted that there are a lot of issues and there is a need to get some resources diverted to addressing them.

6. PRESENTATIONS

Nil.

7. STANDARD AGENDA ITEMS

7.1 STANDARD REPORTS

OFFICER'S RECOMMENDATION
That the Audit Risk and Improvement Committee receive and note the information in the CEO's report.

7.1.1 CHIEF EXECUTIVE OFFICER REPORT

Record No: I23/651

COMMITTEE RECOMMENDATION	ARIC16/23
That the Audit Risk and Improvement Committee receive and note the information in the CEO's report.	
Moved Ms McRae	Seconded Councillor Summers
	CARRIED

7.1.2 WHS REPORT JUNE - AUGUST 2023

Record No: I23/619

COMMITTEE RECOMMENDATION

ARIC17/23

That the Audit Risk and Improvement Committee receive and note:

- The positive trends in the report and,
- The information in the Work Health & Safety Report June – August 2023.

Moved Mr Quirk

Seconded Mr Buckley

CARRIED

7.1.3 RISK UPDATE

Record No: I23/643

OFFICER'S RECOMMENDATION

That the Audit Risk and Improvement Committee note the Risk Update.

This is an information only report.

COMMITTEE RECOMMENDATION

ARIC18/23

That the Audit Risk and Improvement Committee note the Risk Update.

Moved Mr Quirk

Seconded Mr Buckley

CARRIED

7.2 FINANCE REPORTS

7.2.1 CFO UPDATE

Record No: I23/658

OFFICER'S RECOMMENDATION

That Council note CFO update.

This is an information only report.

COMMITTEE RECOMMENDATION

ARIC19/23

That Council note CFO update.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

Note: Financial statements will be impacted by a prior period error relating to the last revaluation of buildings. Currently undertaking an inventory of the RFS equipment to determine if the value of the assets is material. If not material then accounts do not need to be qualified. Over coming period resources will be heavily focused on finalising the financial statements.

7.2.2 MONTHLY FUNDS MANAGEMENT REPORT - AUGUST 2023

Record No: I23/659

COMMITTEE RECOMMENDATION

ARIC20/23

That ARIC note the report.

Moved Mr Quirk

Seconded Mr Cox

CARRIED

Note: A request was made for the reports that go to Council be downloading into BigTinCan so they can be reviewed out of session as they become available.

8. SPECIAL AGENDA ITEMS

8.1 AUDIT REPORTS

8.1.1 INTERNAL AUDITOR UPDATE

Record No: I23/660

OFFICER’S RECOMMENDATION
That ARIC note the Internal Auditor update.

This is an information only report.

OFFICER’S RECOMMENDATION
That ARIC note the Internal Auditor update.

Note: It was noted that the internal auditor had circulated some additional information to the Chair and Chief Strategy Office on the weekend. It was requested that the internal auditor’s report come to the October meeting.

8.1.2 CONSIDERATION OF INTERNAL AUDIT PROGRAM

Record No: I23/661

COMMITTEE RECOMMENDATION **ARIC21/23**

That

- A. The internal work plan be deferred to the 30 October ARIC meeting.
- B. The Internal Auditor after consultation with the participating Councils, provide a report to the December meeting of the Audit Risk and Improvement Committee recommending the program for the 2024/2025 financial year.

Moved Mr Quirk **Seconded Ms McRae** **CARRIED**

Note: Concerns were raised that the report does not come down to a detailed enough level to provide assurance of systems at this Council.

8.1.3 ASSET MANAGEMENT SERVICE REVIEW - MANAGEMENT RESPONSES

Record No: I23/652

OFFICER'S RECOMMENDATION

That the information be noted.

Noted.

8.2 OTHER REPORTS

8.2.1 ADEQUACY OF INTEGRATED PLANNING AND REPORTING DOCUMENTS

Record No: I23/662

COMMITTEE RECOMMENDATION

ARIC22/23

That the information be noted.

Moved Mr Quirk

Seconded Mr Buckley

CARRIED

8.2.2 TOWARDS EXCELLENCE

Record No: I23/653

COMMITTEE RECOMMENDATION

ARIC23/23

That the information be noted.

Moved Mr Quirk

Seconded Ms McRae

CARRIED

Note: Project delays seen as a major risk. Concerns were raised about what independent assurance is planned as part of the project. Discussed the need for the governance structure to be clear and raised that the use of internal audit as a potential review mechanism. Noted a post project review was not mentioned in the project plan.

8.2.3 MAJOR PROJECT RISKS

Record No: I23/657

OFFICER'S RECOMMENDATION
That ARIC note Major Project Risks.

This is an information only report.

COMMITTEE RECOMMENDATION	ARIC24/23
That ARIC note Major Project Risks.	
Moved Mr Quirk	Seconded Mr Buckley
	CARRIED

Note: Requested that the Towards Excellence project be added to the list of major projects. Requested information on what were the original costs of the scoped work. The Committee was advised that the funding remains the same, with the Council working on revising the scope of the projects to stay within the available funding.

9. GENERAL BUSINESS

Note: The Chair requested for arrangements to be made for in-camera meetings with the auditors and the CFO to allow the Committee to undertake their duties.

10. NEXT MEETING

Monday, 06 November 2023.

There being no further business the Chair declared the meeting closed at 12:46 pm.

CHAIRPERSON



The above minutes of the Audit Risk And Improvement Committee Meeting of Snowy Monaro Regional Council held on 25 September 2023 were confirmed by Committee at a duly convened meeting on 17 June 2024 at which meeting the signature hereon was subscribed.