

Meeting Minutes

Audit Risk and Improvement Committee

Date: 14 December 2017

Start Time: 9.00am

End Time: 10.30am

Location: Federation Council – 100 Edward Street Corowa

Record Ref: 17/35381

Invited Participants: Linda MacRae (Chairperson), Peter McLean (external Committee member), Kathie Teasedale (external Auditor/RSD), Nick Bell (external Auditor/RSD), Adrian Butler (Interim GM), Kim Parker (Director, Finance and Organisational Development), Kristy Kay (Director Corporate and Community), Heidi Neumeister (Governance Officer).

Attendees: Linda MacRae (Independent Chairperson), Peter McLean (external Committee member (phone)), Nick Bell (external auditor/RSD), Kim Parker (Director, Finance and Organisational Development), Heidi Neumeister (Governance Officer)

Apologies: Adrian Butler (General Manager), Kathie Teasedale (external auditor RSD), Kristy Kay (Director Corporate and Community)

Purpose: As per Committee Charter

Minutes

Item 1: **Approve minutes of previous meeting held on 7 September 2017** Linda MacRae 5 mins

Minutes: The committee was asked whether there were any amendments to the previous minutes. No amendments were advised.

Action: **That the committee endorse the minutes of the previous meeting with no changes.**

Moved: Linda MacRae

Seconded: Peter McLean

Item 2: **Conflicts of interest** Linda MacRae 5 mins

Minutes: The committee members were asked to advise any conflicts of interest in relation to the agenda items.

Action: Noted that there were no conflicts of interest to declare. Responsibility Due
Date

Item 3: Purchasing and contract management internal audit report Kim Parker 15 mins

Minutes: The following draft documents were provided for comment and feedback:

1. Draft Internal Audit Report (RSD) for Procurement and Contract Management December 2017 (17/34355)
2. Draft Procurement Project brief (17/29343)

As these two documents were in draft form, considerable discussion took place regarding these, particularly in respect to clarification around preferred suppliers.

The feedback and recommendations tabled included:

- the inclusion of reporting processes for smaller projects and
- Work Health and Safety requirements for contractor requirements to be noted as a high priority (number one).

It was also noted that a recommended preferred supplier listing for purchases made outside of the panel or tender arrangements, that includes examples of scope of areas of expertise would be useful. Nick Bell (RSD) agreed to provide an example of this.

Action: That the Committee note the draft report and consider it further for implementation of recommendations once management comments received.

Moved: Linda MacRae

Seconded: Peter McLean

Item 4: Adoption of Financial Statements and Annual Report 2016-2017 Kim Parker 15 mins

Minutes: The Director of Finance and Organisational Development presented the financial reports and identified risks were discussed.

Action: The committee noted the adoption of the financial statements and the clean report from the Auditor General's Office and requested a full year financial forecast be provided at the next meeting.

Moved: Linda MacRae

Seconded: Peter McLean

Item 5: Draft Risk Management Strategy, Policy and Framework Kim Parker 20 mins

Minutes: The Draft Risk Management Strategy, Policy and Framework were presented to the committee for feedback and discussion.

Action: The committee noted and acknowledged the work carried out by staff in the preparation and development of the Risk Management framework and documentation and referred this for review of progress at the next meeting.

Moved: Linda MacRae

Seconded Peter McLean

Item 6: Section 355 Committee policy and guidelines Heidi Neumeister and Kim Parker 15 mins

Minutes: The draft Section 355 policy and guidelines were noted for feedback and discussion.

Action: The committee have noted the draft documentation and referred this for review at the next meeting following further comment by the executive and council.

Moved: Peter McLean

Seconded: Linda MacRae

Item 7: ICAC training for staff Presenter 10 mins

Minutes: Heidi Neumeister, Governance Officer gave a report on the recent training conducted for staff in house by Adam Shapiro Senior Corruption Prevention Officer with the NSW Independent Commission for Corruption for committee to note.

Action: The committee noted the training and the necessity to continue to provide similar awareness and education sessions for staff.

Moved: Linda MacRae

Seconded: Peter McLean

Item 8: Round table, new business Linda MacRae 2 mins

Minutes: No new business items to be discussed

Action: Noted

Responsibility

Due
Date

Item 9: Future meetings Linda MacRae 3 mins

Minutes: The committee discussed tentative scheduling of future meetings discussed pending new councillor's availability once appointed.

Action: To schedule next meetings on Thursday 22 March and Friday 1 June 2018 and to add to the March agenda for further review:

- Procurement and contract management following comments from management.
- Update on Risk Management Strategy, Policy and Framework following further review by executive
- Update on Section 355 Committee Policy and Guidelines following further comment by executive and council

Meeting closed at 10.30am