

Meeting Minutes

Audit Risk and Improvement Committee

Date: 1 June 2018

Start Time: 9.08am

End Time: 11.08am

Location: Federation Council – 100 Edward Street Corowa

Record Ref: 18/23715

Invited Participants: Linda MacRae (Independent Chairperson), Peter McLean (Independent external Committee Member), Brad Bohun, External Auditor (Crowe Horwath/Audit Office of NSW), Kathie Teasedale (Internal Auditor/RSD), Nick Bell (Internal Auditor/RSD), Adrian Butler (Interim General Manager), Kim Parker (Director, Finance and Organisational Development), Kristy Kay (Director Corporate and Community), Heidi Neumeister (Governance Officer), Cr. Miegel, Cr. Wales.

Attendees: Linda MacRae (Independent Chairperson), Peter McLean (Independent external Committee Member), Brad Bohun, External Auditor (Crowe Horwath/Audit Office of NSW), Kim Parker (Director, Finance and Organisational Development), Kristy Kay (Director Corporate and Community), Heidi Neumeister (Governance Officer).

Apologies: Nick Bell (Internal Auditor/RSD), Kathie Teasedale (Internal Auditor/RSD), Adrian Butler (Interim General Manager), Cr. Miegel, Cr. Wales

Purpose: As per Committee Charter

Agenda

Item 1: Endorse Minutes of meeting held on 22 March 2018

Linda MacRae

5 Mins

Minutes: The Chair asked whether there were any proposed changes to the draft minutes from the meeting held on 22 March.

Action: *Adopted without further changes.*

Responsibility

Due Date

Moved: Linda MacRae

Seconded: Peter McLean

Item 2: Conflicts of Interest

Linda MacRae

5 Mins

Minutes: The Chair asked all Committee Members present whether they had any conflicts of interest to declare.

Action: *There were no conflicts of interest to declare.*

Responsibility

Due Date

Item 3: Audit Office Report April 2018 Brad Bohun 15 Mins

Minutes: The Committee discussed the April 2018 Audit Office 'Report on Local Government' - for the 2016/17 financial year.

Action: *The Committee noted the Audit Office 'Report on Local Government - April 2018' for the 2016/17 financial year.*

Item 4: External Auditors Report Brad Bohun 20 Mins

Minutes: Presentation on Client Service Plan and Interim Management Letter by the External Auditor.

Action: *To accept the Interim Management letter as submitted with management comments.*

Moved: Peter McLean

Seconded: Linda MacRae

It was noted that the Audit Office will be releasing a Performance Report from the results of the audit survey completed last year. The Chair requested that the link to this report be emailed to Committee Members when released.

Responsibility: Kim Parker

Due Date: When available

Item 5: Update on Budget process Kim Parker 20 Mins

Minutes: An update on the Budget was provided to the Committee. The Committee noted the 2018-19 budget and requested clarification concerning the ongoing sustainability of the Council based on the Budget information provided. The Committee noted that an update on the status of the 2018-19 Budget would be provided following the Council meeting on 26th June.

Action: *The Committee noted the 2018-19 budget information and requested clarification of the financial sustainability of the Council at the next Audit Committee Meeting.*

Moved: Linda MacRae

Seconded : Peter McLean

Responsibility: Kim Parker

Due Date: 19th October, 2018

Item 6: Risk presentation to Councillors Kim Parker 5 Mins

Minutes: A presentation that had been submitted to the Council was provided to the Committee for information and discussion.

Action: *The Committee noted the presentation and acknowledged the value of such a presentation to Council.*

Item 7: Update on Fraud and Corruption Framework and Internal Audit Kim Parker 10 Mins

Minutes: The Internal Auditor had provided a status of their work on the Fraud and Corruption Framework. The Committee recommended that a draft Fraud Control Plan and Policy be developed prior to the next meeting.

Action: *Provision of a draft Fraud Control Plan and Policy prior to the next meeting.*

Responsibility: Kim Parker / Kathie Teasedale

Due Date: 19th October 2018

Item 8: Update on Procurement and Contract Management Internal Audit actions Kim Parker 15 Mins

Minutes: An update on the Procurement and Contract Management Internal Audit actions was discussed and it was noted that the recruitment of a Procurement and Contract Management Officer was imminent.

Action: *Noted*

Item 9 Howlong Landfill update Kim Parker 10 Mins

Minutes: An update was provided on the current developments for the Howlong Landfill site.

Action: *Noted*

Item 10 Other Business Linda MacRae 15 Mins

1. Meeting Agenda Schedule

Minutes: It was suggested by the Chair that the Committee adopt a formal written process for scheduling agenda items. This schedule to be considered at each Audit Committee Meeting.

Action: *The Chair to circulate a draft schedule to the Committee Members*

2. RSD – “Recent Reports and Publications of Interest Update”.

Minutes: The Chair referred to a document received from Council's Internal Auditors - RSD Audit titled "Recent Reports and Publications of Interest Update".

The Chair advised that this document was a very useful tool that could assist the Council and the Committee in keeping informed of topical and informative issues that may effect Council.

The Chair requested that Management thank RSD for providing this document and also advise RSD that receipt of this document on a regular basis would be appreciated.

Action: *That upon the receipt of this document that it be included in the Audit Committee Agenda Paper for future Audit Committee Meetings*

Responsibility: Linda MacRae

Due Date: 19th October 2018

Next Meeting Friday 19th October 2018 at 9.00am

Meeting closed: 11:08 am