

Minutes

Audit Risk and Improvement Committee

28 February 2025 commencing at 10.00am

Members (voting): Linda MacRae (Independent external member and Chairperson), Jason Young (Independent external committee member), Shannon Buckley (Independent external committee member).

Member (non-voting): Cr. Rowena Black (Councillor Representative).

Attendee (non-voting): Adrian Butler (General Manager), Jo Shannon (Internal Audit Coordinator and Deputy General Manager).

Invited Participants: Jason Gilbert (External Auditor - Crowe), Hugh Wilson (Audit Office of NSW), Carolyn Rosetta-Walsh (C&N Audit Services), Susan Appleyard (Director Planning, Place & Sustainability), Theo Panagopoulos (Director Engineering Services), Luke Bobilak (Manager People & Culture), Shane Norman (Manager Finance), Martine Hall (Governance Officer), Kristie Richey (Manager Information & Customer Services), Simon Allen (IT& Security Administrator).

Apologies: Susan Appleyard (Director Planning, Place & Sustainability), Theo Panagopoulos (Director Engineering Services), Hugh Wilson (Audit Office of NSW).

Purpose: As per Committee Terms of Reference 17/13884

Note:

- The order of items is recorded in the order in which they are presented at the meeting.
- All attendees at the Meeting participated virtually via Google Meets.

Welcome, Apologies and Conflicts of Interest 10.01 am

The Committee Chair welcomed everyone to the meeting, particularly the two new independent members, Mr Jason Young and Mr Shannon Buckley who provided the Committee with a brief introductory overview of themselves.

Apologies

Three apologies for the meeting as noted above.

RESOLVED:

1. THAT the apologies listed above be noted.

CARRIED

Conflicts of Interest

Jason Young advised that he is also a member of the ARIC for Albury City Council and RAMJO.

Carolyn Rosetta-Walsh advised that she is also a member of the ARIC for Albury City Council and has a professional relationship with Jason Young as they both serve on the Albury ARIC.

The Chair did not believe there were any immediate conflicts, however, advised participants if a conflict did arise during the meeting to recuse themselves from the discussion.

RESOLVED:

1. THAT the Committee noted the conflicts of interest declared.

CARRIED

ITEM 1. Financial Management

1.1 External Audit Annual Letter of Engagement 10.10 am

The Annual Engagement Plan (AEP) was received and circulated to the Committee on Thursday 27 February 2025.

Discussion:

The Committee and External Auditor discussed the following key issues from the AEP:

- Amendments to the AASB 13 Fair Value Measurement. Jason Gilbert advised that the Office of Local Government (OLG) should be providing relevant guidance material to Councils' regarding implementing these amendments which will include appropriate templates. This should enable a 'high level' assessment to be made by Council staff and the Valuers to indicate if Council will need to provide an additional level of information in order to meet the AASB 13 requirements.
- Revaluation of Council's infrastructure, property, plant and equipment (IPPE), specifically, roads, bridges and bulk earthworks and land improvements.
- Assessing the fair value of Council's IPPE.
- Grant income recognition.
- Rehabilitation provision.
- Quality and timeliness of financial reporting – not specific to Federation Council, OLG and NSW Audit Office required item.
- Cyber security.

The 2025 estimated audit fees were also discussed. The Committee again expressed its concern regarding the extremely high fees charged by the New South Wales Audit Office and recommended that management send a formal letter objecting to the 2025 proposed audit fees.

The following document was referenced:

[FA1724 Annual Engagement Plan 2025 DRAFT Council distribution](#)

RESOLVED:

1. THAT the Committee note the update.
2. THAT the Committee, before the May 2025 ARIC Meeting, be provided with an update of the status of compliance with the requirements of the AASB 13 Fair Value Measurement. (Action: MF)
3. THAT the Committee note that Council is currently finalising the draft Waste Management Strategy and that although the audit landfill rehabilitation issue may not be closed by 30 June 2025 some actions to address this outstanding item will have been undertaken. (Action: MF/DES)
4. THAT management write to the NSW Audit Office expressing the Committee's dissatisfaction with the 2025 estimated audit fee which is almost \$100,000 for the 2024/25 financial year. (Action: DGMCF0)

CARRIED

1.2 Update on the Additional Costs of the 2023/24 Audit 10.18 am

The Auditors have provided information to substantiate the additional costs of the 2023/24 audit.

Management have considered the feedback and accept that this is not unreasonable.

Discussion:

The Committee discussed the IT system issues that led to the delay with the completion and upload of pension concessioner subsidy for audit and noted that the matter is now resolved.

RESOLVED:

1. THAT the Committee note the additional information provided by Council's external auditor.

CARRIED

1.3 Final Management Letter recommendations 10.21 am

Council is required to regularly monitor the implementation of any recommendations made by the External Auditor. The most recent Final Management Letter, dated 28 October 2024, contains 13 matters to be resolved. The following table breaks these down between prior year matter and current year matters, as well as the risk that has been assessed by the external auditors.

Risk assessed	Prior year matters	Current year matters	Total
High	0	0	0
Moderate	4	4	8
Low	3	2	5
	7	6	13

Discussion:

The Committee and External Auditor discussed:

Prior Year Matters:

- Item 1 Rural fire-fighting assets not recognised in the financial statements
- Item 2 Landfill rehabilitation
- Item 5 Review of debtor Masterfile – confirmation that there are mitigation controls in place
- Item 6 Bank account signatories

Current Year Matters:

- Item 5 Long standing receivables – The Committee requested that this item be resolved by the May 2025 ARIC meeting to enable the item to be closed by end of June. The Committee suggested that management provide an update on this matter to ARIC at the May 2025 Meeting and to the Council.

The following document was referenced:

[Attachment 1 25_4235 Final Management Letter 2023/2024 - Recommendations and Management Response - last updated December 2024](#)

RESOLVED:

1. THAT the Committee note the status of implementation of the Final Management Letter recommendations.
2. THAT the Committee be provided with an update at the 30 May 2025 ARIC Committee meeting of the long standing receivable issue. (Action: MF)
3. THAT the Committee recommend that Management report to Council on the long standing receivable issues. (Action: MF)

CARRIED

ITEM 2. Information Technology

2.1 Update on Council's ICT Systems 10.32 am

The Manager Information & Customer Service and the IT & Security Administrator presented on the:

- Key aspects of Council's cybersecurity posture, including penetration testing schedule (past and present)
- Process for registering and responding to cyber security incidents
- Insights gained from cyber security reports
- Ongoing efforts to monitor and strengthen our defences using the Essential Eight mitigation strategies

The Manager Information & Customer Service provided an overview, via a Power Point presentation, of the Information & Customer Service area, highlighting the key risks and challenges that are faced in maintaining a secure environment.

Discussion:

The Committee discussed security vulnerabilities associated with Google Workspace, referring to data quoted by one of the independent members, that indicates a higher frequency of security breaches within the Google Workspace environment compared to Microsoft. They noted that local councils and hospitals are often considered soft targets for cyberattacks. The Committee acknowledged the cost and resource implications of migrating to Microsoft and Council's current financial constraints.

The following document was referenced:

Jason Gilbert left the meeting at 10.37 am.

RESOLVED:

1. THAT the Committee note the update.
2. THAT the Committee, based on security concerns with Google Meet, request that Management consider investigating the option of hosting future meetings via Microsoft Teams. (Action: GM)

CARRIED

Kristie Richey & Simon Allen left the meeting at 10.57 am.

ITEM 1. Financial Management – Continued

1.4 Monthly Financial Performance Report 10.58 am

A monthly Financial Performance Report for 31 December 2024 was considered by Council at the 21 January 2025 Council Meeting and the report for 31 January 2025 was considered at the 25 February 2025 Council Meetings.

The reports were provided to the Committee for information and noting.

Discussion:

The Committee discussed:

- Capital works
- The flood work costs and when the value of works to be funded by Council will be determined
- NSW Severe Weather Funding Income
- Corowa Aquatic Centre

The following documents were referenced:

[Attachment 3 Financial Performance Report at 31 December 2024](#)

[Attachment 4 Financial Performance Report at 31 January 2025](#)

RESOLVED:

1. THAT the Committee note the Financial Performance Reports at 31 December 2024 and 31 January 2025.

CARRIED

1.5 Quarterly Budget Review Statement 10.58 am

The Quarterly Budget Review to 31 December 2024 and cover report were considered by Council at its Ordinary Meeting on 25 February 2025.

The following document was referenced:

[Attachment 5 25_5445 Quarterly Budget Review to 31st December 2024](#)

RESOLVED:

1. THAT the Committee note the Quarterly Budget Review Statement to 31st December 2024.

CARRIED

1.6 AASB13 and Accounting Policies Update 11.06 am

This agenda item was discussed within agenda item 1.1 External Audit Annual Letter of Engagement.

1.7 Special Rate Variation 2025/26 11.07 am

At the January 2025 extraordinary Council meeting, Council resolved to submit an application to IPART for a permanent 69.94% increase to general rates over two years commencing 1 July 2025. The 69.94% increase effectively includes the 19% and 17% temporary increases to general rates approved by IPART in June 2023.

The SRV application for a permanent increase, with supporting documentation, was submitted to IPART on 31 January 2025. An initial IPART Request for Information has already been addressed.

Discussion:

The Committee discussed:

Financial risk – Uncertainty on the quantum of additional general rates, if any, will remain until IPART announce their decision. This is expected in May 2025. When developing the LTFP in early 2024 a baseline scenario, with no additional SRV funds was included. This will be further reviewed as plans for 2025/26 are prepared. Two draft budgets for 2025/26 are under development – one with the proposed SRV and one without.

The proposed additional rates in the first two years of the LTFP are primarily allocated to asset renewal, with the asset renewal to be undertaken by contractors rather than employees. If the proposed SRV is approved, Council will be able to allocate the funds to asset renewal and resource accordingly, whether it be by contractors or employees. If the proposed SRV is not approved, Council will operate to the relevant budget for 2025/26, asset maintenance and renewal will remain at current levels for two years before being reduced from 2027/28 onwards (this asset maintenance and renewal is currently being funded by NSW Government road funding).

Political risk –Public backlash against the proposed SRV increase is evident. There are segments of the community that have expressed their dissatisfaction with the decision to proceed with the SRV application in the midst of a “cost of living crisis”. Council has adopted updated hardship provisions providing a \$300 Rates Assistance Program and the ability for aged pensioners to defer their rates to their estate. This continuing

discontent is adversely impacting Council’s relationship with the community and levels of trust in Council and Council officers.

RESOLVED:

1. THAT the Committee note the update and requested a further update at the 30 May 2025 ARIC Committee meeting.

CARRIED

ITEM 3. Governance

3.1 Endorse Minutes of Previous Meeting 11.14 am

The status of previous minutes from ARIC Committee meetings is as outlined in the table below:

Date of meeting	Draft minutes circulated to Chair and Committee	Draft minutes presented to Council	Minutes endorsed by ARIC	Minutes uploaded to Council’s website
13 December 2024	19 December 2024	21 January 2025		
18 October 2024	29 October 2024	26 November 2024	13 December 2024	17 December 2024
4 September 2024	13 September 2024	22 October 2024	18 October 2024	28 November 2024

The Minutes of the meeting held on 13 December 2024 were submitted for the Committee to endorse as being a true and correct copy.

Draft Minutes of the meeting were submitted to the Council meeting on 21 January 2025.

In accordance with the Risk Management And Internal Audit for local government in NSW Guidelines after the minutes are confirmed as an accurate record of the meeting, they are to be signed by the Chair.

The following document was referenced:

[Attachment 6 24_51069 Draft Meeting Minutes Audit and Risk Improvement Committee \(ARIC\) 13 December 2024](#)

RESOLVED:

1. THAT the Committee endorsed the Minutes of the Audit Risk and Improvement Committee meeting held on 13 December 2024 as a true and accurate copy.

2. THAT the Chair sign the Minutes of the Audit Risk and Improvement Committee meeting held on 13 December 2024 to confirm they have been endorsed by the Committee as being true and accurate. (Action for GO)
3. THAT the Minutes of the Audit Risk and Improvement Committee meeting held on 13 December 2024 be published on Council's website, as per Council Resolution number 15/2025FC. (Action for GO)
4. THAT the Minutes of the Audit Risk and Improvement Committee meeting held on 28 February 2025 be reviewed and approved by the Chair and submitted to the 25 March 2025 Council meeting, for noting. (Action for GO)

CARRIED

3.2 Audit Risk and Improvement Committee Meeting Actions Report 11.15 am

The Audit Risk and Improvement Committee meetings actions report identifies actions arising from ARIC meetings and progress made on completing the actions.

ARIC has a role to monitor the implementation of any internal and external audit recommendations and to ensure that Council is operating in a financially sustainable manner and with the resources; capacity and capability to undertake its strategic plans and programs.

The ARIC Meeting Actions 2025 – In Progress report (Attachment 7) included an update on:

- Inconsistency in the colour coding of the WHS incident reports
- Update on the StateCover WHS Boost Audit Action Plan
- Amendment to Risk Management Policy – review of Council's risk appetite

Discussion:

The Committee noted the absence of projected completion timeframes within the report. Furthermore, concerns were raised regarding the prolonged status of certain outstanding actions, with members questioning their continued appropriateness and relevance, particularly as mitigating controls may have been put in place to address the longer outstanding recommendations.

The following documents were referenced:

[Attachment 7 25_200 ARIC Meeting Actions 2025 - In Progress](#)

[Attachment 8 25_200 ARIC Meeting Actions 2025 – Completed](#)

RESOLVED:

1. THAT the Committee noted the reports.
2. THAT the Chair will meet with GO & DGMCF0 to review outstanding actions and determine relevance and current appropriateness and make recommendations to ARIC for closure of any items deemed to be no longer necessary. (Action GO & DGMCF0)

CARRIED

3.3 Forward Agenda 11.18 am

The Forward Agenda has been updated as follows:

- Governance:
 - Items 1 & 2: Reference to circulating minutes now applies to Item 2 only
 - Item 15 has been moved to Item 5
- Financial Management (Item 4): Rescheduled from the second to the first meeting of 2025
- Policy: Regular review of Council's policy register has been added

Discussion:

The Committee discussed that future improvements could include using the agenda as a tracking tool by using item numbers and recording what agenda items have been presented.

The 2025 meeting dates were confirmed:

- 30 May 2025
- 29 August 2025
- 17 October 2025
- 12 December 2025

The following document was referenced:

[Attachment 9 24_49563 Audit Risk and Improvement Committee \(ARIC\) Forward Agenda V1.1](#)

RESOLVED:

1. THAT the Committee noted the updates to the Forward Agenda.
2. THAT the Committee finalised the Committee meeting dates for 2025.

CARRIED

3.4 Annual Attestation Statement 11.20 am

Under s216T of the updated Local Government (General) Regulation 2021, Council is required to prepare an annual attestation on its compliance with Division 6A of the Regulation. This division includes requirements for the composition of the ARIC, conduct and operation of the ARIC, internal audit and risk management requirements. A template has been provided for councils to consider using.

The recommended template has been updated for the current status of the 18 matters that are required to be attested to (as attached).

Discussion:

The Committee reviewed the matters that require further action to be compliant:

- Four-year strategic work plan for ARIC.
- ARIC strategic assessment each Council term of the matters listed in section 428A (compliance, risk management, fraud control, financial management, governance, implementation of the strategic plan,

delivery program and strategies, service reviews, collection of performance measurement data by the council and any other matters prescribed by the regulations).

- Council review of effectiveness of ARIC at least once each council term.
- Review of risk management framework that is consistent with current Australian risk management standard.
- Adoption of an updated internal audit charter.

The following document was referenced:

[Attachment 10 25_6526 Attestation-and-non-compliance-statement-status at 20 February 2025](#)

RESOLVED:

1. THAT the Committee noted the update.
2. THAT a draft Internal Audit Charter be reviewed at the 30 May 2025 ARIC Committee Meeting (Action GO).

CARRIED

ITEM 4. Implementation of the Strategic Plan, Delivery Program and Strategies

4.1 Delivery Program – Annual Operation Plan 2024/25: Progress Report 11.22 am

The General Manager's Six-Month Progress Report to Council for the 2024-25 financial year outlining progress against the Delivery Plan for the period 1 July to 31 December 2024 was considered by Council at its Ordinary Meeting on 25 February 2025.

This report was provided to the Committee for information and noting.

The following document was referenced:

[Attachment 11 25_5899 Six Monthly Progress Report 1 July - 31 December 2024 \(H1\)](#)

RESOLVED:

1. THAT the Committee noted the Six-Monthly Progress Report for the period 1 July to 31 December 2024.

CARRIED

ITEM 5. Internal Audit

5.1 Internal Audit – Credit Cards 11.09 am

The draft report from the internal audit into credit cards was received. All 6 recommendations are accepted. The management responses will be updated in the coming week, along with allocation to responsible officers and timelines.

The draft report was provided for the Committee's consideration.

Discussion:

The Internal Audit – Credit Cards confirmed that there were no high risk findings. It was noted that the Credit Card Policy is out dated and needs to be updated to include fuel and store cards.

Management will provide comments and due dates for the recommendations in the Internal Report within the next week.

The following document was referenced:

[Attachment 12 25_6322 Internal Audit Report - Credit Cards – Draft](#)

RESOLVED:

1. THAT the Committee noted the Internal Audit Report - Credit Cards and request the recommendations be added to the Internal Audit Actions reporting system. (Action GO & DGMCFD)
2. THAT Management circulate the report with managers comments and due dates to the Committee 'out of session'. (Action DGMCFD)
3. Item to be added to the 30 May 2025 ARIC Committee Meeting Agenda with the comment that the audit was considered at the 28 February 2025 ARIC Committee Meeting and management comments and due date have been received 'out of session'. (Action GO)

CARRIED**5.2 Internal Audit – Payroll 11.33 am**

The draft scope for the internal audit into payroll was received.

The draft report was provided for the Committee's input and endorsement before proceeding with the audit.

Discussion

The Committee was concerned the scope doesn't assess the risk due to the following exclusions:

- Any interpretation of any: taxation law; employment law requirements; industrial award or enterprise agreement.
- Assessing whether all applicable laws, agreements and awards have been identified.
- Making any determination as to which elements, and under what circumstances a law, industrial award or agreement may apply to Council's employees or contractors.
- Determining whether Council currently complies with all laws, agreements and awards.

The following document was referenced:

[Attachment 13 25_6327 Draft Terms of Reference - Payroll \(updated\)](#)

RESOLVED:

1. THAT the Internal Auditor will amend and provide an updated scope to the Committee 'out of session'. (Action DGMCFD)
2. THAT the new Independent ARIC members be provided with a schedule of the internal audits that have previously been conducted since ARIC commenced in 2017. (Action GO & DGMCFD)

CARRIED

5.3 Internal Audit Reports - Actions Update 11.45 am

As discussed at the last meeting, there have been some challenges with the software used to track actions from internal audits, external audits and those arising from ARIC. Actions arising from the Committee and external audits have been extracted and are currently being tracked in a spreadsheet. Further information has been sought from the software provider and other users of the software to determine a more effective process for tracking actions. Council officers are hopeful that the internal audit actions report will be able to be generated through the reporting system and presented to the May 2025 ARIC meeting.

RESOLVED:

1. THAT the Committee noted the update and the outstanding internal audit report be provided at the 30 May 2025 ARIC Committee Meeting. (GO & DGMCF0)

CARRIED

ITEM 6. Risk Management

6.1 Legal Updates 11.45 am

The Committee was provided an update on two current legal matters.

RESOLVED:

1. THAT the Committee noted the updates.

CARRIED

6.2 WHS Reporting 11.46 am

WHS incidents reports for the period December 2024 – January 2025 was provided for the information of the Committee.

Discussion:

The Committee discussed the benefit of adding a narrative to the WHS graphical information, detailing areas of focus and accomplishments in Workplace Health and Safety (WHS). It was agreed that a trend-based narrative is not yet appropriate for analysis due to the recent introduction of these reports.

The StateCover WHS Boost Audit Action Plan was discussed and the Committee was advised that a report is being prepared to highlight priority WHS areas, for review by MANEX. StateCover will participate in a MANEX meeting to discuss the report findings and support the development of a prioritised WHS action plan.

The following documents were referenced:

[Attachment 14 25_1013 WHS Monthly Reporting - December 2024](#)

[Attachment 15 25_4500 WHS Monthly Reporting - January 2025](#)

RESOLVED:

1. THAT the Committee noted the WHS incident reports for the period December 2024 – January 2025.
2. THAT the Committee will be provided with an update on the StateCover WHS Boost Audit Action Plan at the 30 May 2025 ARIC Committee meeting. (Action MPC)

CARRIED

6.3 Strategic Risk Register 11.50 am

The Strategic Risk Register review has not progressed as planned. With resourcing redirected to the SRV application, IP&R processes and responding to required WHS processes, it has not been possible to focus on this work. It is noted that this work is a high priority and the review will be revisited in coming months.

RESOLVED:

1. THAT the Committee noted the update.

CARRIED

6.4 Asbestos Update 11.51 am

The Committee received an updated report on the asbestos inspection project, which included a status update for each recommendation and the associated action plans resulting from the review.

Discussion:

The Committee questioned if the buildings in Boree Creek (or other buildings closed for demolition) can be accessed by the community.

The following document was referenced:

[Attachment 16 24_45170 Buildings and facilities asbestos inspections 2024](#)

RESOLVED:

1. THAT the Committee noted the Buildings and facilities asbestos inspections 2024.
2. THAT the Committee receive an 'out of session' update on the security of the Boree Creek buildings (and any other buildings closed for demolition) to ensure that access to such buildings is prevented. (Action DPPS)

CARRIED

6.5 Section 355 Committees

The Committee was provided with an update on the Section 355 Committees.

The Working Group are:

- Meeting with staff delegates next week and collating financial data
- Preparing a paper for the review of MANEX

RESOLVED:

1. THAT the Committee noted the update and requested a further update at the 30 May 2025 ARIC Committee Meeting. (Action MPC)

CARRIED

ITEM 7. Compliance

7.1 Update on Non-Compliance Issues 11.56 am

There are no reported instances of non-compliance that have come to management attention since the last meeting.

RESOLVED:

1. THAT the Committee noted the update.

CARRIED

ITEM 8. Fraud Control

8.1 Update on Fraud Instances 11.57 am

There were no reported instances of fraud that have come to management attention since the last meeting.

RESOLVED:

1. THAT the Committee noted the update.

CARRIED

8.2 Fraud Risk Assessment 11.57 am

Due to the prioritisation of resources to the Special Rate Variation application and IP&R processes there has been no further progress on this item since the last meeting.

RESOLVED:

1. THAT the Committee noted the update.

CARRIED

ITEM 9. Service Reviews 11.57 am

9.1 Service Reviews

The following table provides a summary of the status of each of the current service reviews.

Service area	Notes	Status update (December 2024)	Status update (February 2025)
Corowa Aerodrome		Commenced March 2024. Community input period closed 12 June 2024. Draft report received. Scheduled for Council consideration in early 2025.	The report is included on the agenda for the February 2025 Council meeting with a recommendation to accept the report and proceed with ceasing to operate the aerodrome.
Community Engagement	This service review will be undertaken as part of the development of the new comprehensive Community Engagement Strategy.	Community input period closed 19 June 2024. Draft report scheduled for Council consideration in early 2025.	This service review has been delayed due to resourcing being prioritised to the SRV application and the IP&R process. The service review will resume in coming months.
Water Services	This service review will be undertaken as part of the Public Works engagement to advance future water service planning.	Work is continuing.	Work is continuing with expected finalisation of reports in June 2025.

Service area	Notes	Status update (December 2024)	Status update (February 2025)
Sewerage Services	This service review will be undertaken as part of the Public Works engagement to advance future sewer service planning.	Work is continuing.	Work is continuing with expected finalisation of reports in June 2025.
Planning and Development		Contract for service review awarded to SMEC in October 2024. Engagement occurring with key stakeholders in December 2024.	A survey has opened to gain community member, architects, developers, and business and industry representatives views on Council's Planning and Development Service. Closes 13 March 2025.

Discussion:

The Committee was advised that Council considered a report (Corowa Aerodrome Service Review V7.0 – October 2024 Report) at the 25 February 2025 Ordinary Meeting on the Aerodrome.

RESOLVED:

1. THAT the Committee noted the update.
2. THAT the Committee receive a copy 'out of session' of the Corowa Aerodrome Service Review – October 2024 Report. (Action DES)

CARRIED

ITEM 10. Policies

10.1 Review of Council Policy Register 11.59 am

The Committee's Forward Agenda includes provision for the Committee to monitor the status of key Council policies and procedures as a key factor in mitigating risks identified and compliance requirements.

The attached policy register provides a listing of all Council policies (both those adopted by Council and the General Manager).

Discussion:

The Committee discussed that a further review was required of Council's policies and which policies are to be reviewed by the Committee.

The following document was referenced:

[Attachment 17 16_29772 Federation Council document and policy register](#)

RESOLVED:

1. THAT the Committee noted the Council Policy Register.
2. THAT the Chair review the Council Policy Register with the GO to determine policies appropriate for ARIC review and to develop an achievable timeframe for such policies to be presented to the Committee.
(Action GO)

CARRIED

10.2 Work Health and Safety Policy 11.59 am

The Committee reviewed the Work Health and Safety Policy at the meeting on the 4 September 2024 and recommended the policy be reviewed with a focus on volunteers and contractors and strengthened around the roles and responsibility of volunteers and Section 355 Committees.

Discussion:

The Committee discussed that the policy needed a further focus on the roles and responsibility of volunteers and Section 355 Committees.

It was agreed a new section (6.11) would be added to specifically address volunteers and Section 355 Committees.

The following document was referenced:

[Attachment 18 17_16597 Work Health and Safety - Policy Version 2.0 - January 2025 - FINAL](#)

RESOLVED:

1. THAT the Committee noted and provided feedback on the revised Work Health and Safety Policy.
2. THAT the Work Health and Safety Policy be updated to include a new section (6.11) addressing volunteers and Section 355 Committee roles and responsibilities. (Action MPC)

CARRIED

ITEM 10. Other Business 12.09 am

The Committee was informed that the Mulwala Pioneer Museum was closed effective Thursday, 27 February 2025. This immediate closure followed engineering reports indicating significant structural risks, posing a safety hazard to volunteers and visitors. The closure prevented the scheduled opening of the Museum on Friday, February 28, 2025.

RESOLVED:

1. THAT the Committee noted the closure of the Mulwala Pioneer Museum.

CARRIED

Meeting closed at 12.09 pm.