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18 November 2020

Minutes of Audit, Risk and Improvement Committee Meeting held on 18 November 2020 via Microsoft Teams

Meeting commenced at 5:35pm

PRESENT			
Audit Risk & Improvement Committee Members			
Independent Member - Chair	John Gordon		
Independent Member	Heather Smith		
Councillor	Clr Louise Steer		
Councillor	Clr Lucille McKenna		
Other attendees			
Chief Operating Operator, Director Development and Recreation	Elizabeth Richardson		
Acting Director City Living	Caroline McLeod		
Director Infrastructure	Cathy Edwards-Davis		
Chief Financial Officer	Daryl Jackson		
Chief Information Officer	Harin Perera		
Senior Manager Business Excellence, Risk, WHS and Customer Service	Peter Livanes		
Temporary Governance Coordinator - Minute Taker	Nalini Datt		
Engagement Partner, EY	Melissa Broadhead		
Engagement Manager, EY	Paulette Pang		
Audit Office	Caroline Karakatsanis		
Acting Internal Ombudsman	Elizabeth Renneberg		
Manager Resource Recovery and Fleet	Erin White		
ICT Infrastructure Manager	Sasha Sutarov		
Social and Cultural Planning Manager	Simon Watts		
Guest joined to present Child Safe Risk	Andrea Lauchs		
Management Review Findings - Item 10	Karen Dabner		

ACKNOWLEDGMENT OF COUNTRY

The chairperson acknowledged the traditional owners of the Land on which the meeting took place and paid his respects to elders past and present.

APOLOGIES:

Apologies were received from Brian Barrett, Interim General Manager and Emily Hodgson, Independent Member.

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DISCLOSURES OF INTERESTS:

None

CONFIRMATION OF MINUTES:

The Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 2 September 2020 were confirmed.

Moved: Heather Smith/Seconded: John Gordon

Carried unanimously

The Minutes of the Extraordinary Audit, Risk and Improvement Committee Meeting held on Wednesday, 21 October 2020 were as confirmed with the addition of following comment,

"Prior to the meeting the Committee met in-camera with the External Auditors"

Moved: Heather Smith/Seconded: Clr Lucille McKenna

Carried unanimously

CHIEF EXECUTIVE OFFICER'S REPORTS

ITEM	PERSON RESPONSIBLE	DEADLINE
RIS1120 Item 1 ARIC Resolution Register - November 2020		
RECOMMENDATION (Heather Smith/Clr Lucille McKenna)		
THAT the Audit Risk and Improvement Committee receive and note the ARIC Resolution Register	Senior Manager Business	Feb 2021
Action: ARIC to receive a report on Anti-Fraud and Corruption Control Plan	Excellence, Risk, WHS and Customer	
Carried unanimously	Service	
RIS1120 Item 2 Internal Ombudsman Shared Service Quarterly Report		
RECOMMENDATION (CIr Lucille McKenna/Heather Smith)		
THAT the Audit Risk and Improvement Committee receive and note the IOSS Quarterly report.		
Carried unanimously		

Audit, Risk and Improvement Committee Meeting

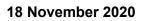


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RIS1120 Item 3 Internal Ombudsmen Shared Service – Draft Annual Report 2019/20		
RECOMMENDATION (CIr Lucille McKenna/Heather Smith)		
THAT the Audit Risk and Improvement Committee note and endorse the Internal Ombudsman Shared Service 2019/20 Annual Report.		
Carried unanimously		
RIS1120 Item 4 Progress Update on Motor Vehicles Incidents - Risk Strategies		
RECOMMENDATION (Heather Smith/Clr Lucille McKenna)		
THAT the Audit Risk and Improvement Committee receive and note the report.		
Carried unanimously		
RIS1120 Item 5 Update on Technology One Project		
RECOMMENDATION (CIr Lucille McKenna/Heather Smith)		
THAT the report be received and noted.		
Last phase of the project to be implemented for this financial year including 3 modules to be transitioned	Chief Operating Operator, Director Development and Recreation	May 2021
Carried unanimously		
RIS1120 Item 6 ICT Security incident and notifiable data breach		
RECOMMENDATION (CIr Lucille McKenna/Heather Smith)		
THAT the report be received and noted.		
Carried unanimously		
RIS1120 Item 7 ICT – Security Assessment		
RECOMMENDATION (Heather Smith/Clr Louise Steer)		
THAT the Audit Risk and Improvement Committee receive and		

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note the report.		
Continue to receive ICT Security Updates		
Action: Report on Security Strategy Plan on Protection and Management of Data to be presented to the ARIC.	Chief Operating Operator, Director	Feb 2021
Carried unanimously	Development and Recreation	
RIS1120 Item 8 Verbal Report - COVID-19 Update – Staff		
RECOMMENDATION (Heather Smith/Clr Lucille McKenna)		
THAT the Audit Risk and Improvement Committee receive and note the verbal update.		
Action: Report on the Summary of Staff and Wellbeing Survey at the next Meeting.	Chief Operating Operator, Director	Feb 2021
Carried unanimously	Development and Recreation	
RIS1120 Item 9 Budget Update Investments & Restricted Assets Summary		
RECOMMENDATION (CIr Lucille McKenna/CIr Louise Steer)		
THAT the Audit Risk and Improvement Committee receive and note the report.		
Action: Report on projection of Continuing Financial Impact from COVID-19 and a Financial Contingency Plan	Chief Financial Officer	Feb 2021
Carried unanimously		
RIS1120 Item 10 Internal Audit		
RECOMMENDATION (Heather Smith/Clr Lucille McKenna)		
THAT the Audit Risk and Improvement Committee receive and note the report. NB this report was received out of order prior to Item 2.		
Action: A report on Child Safe progress is presented at future ARIC	Social & Cultural Planning	May 2021
Carried unanimously.	Manager	



RIS1120 Item 11 Verbal update on Ashfield Pool opening		
RECOMMENDATION (Heather Smith/Clr Lucille McKenna)		
THAT the Audit Risk and Improvement Committee receive and note the verbal update.		
Carried unanimously		
RIS1120 Item 12 Enterprise Risk Report		
RECOMMENDATION (Heather Smith/Clr Lucille McKenna)		
THAT the Audit Risk and Improvement Committee:		
1. Note the Audit RESOLUTION Register;		
2. Note the work to date on the Strategic Risk Refresh; and		
3. Endorse the proposed 2021 meeting schedule subject to adoption of Council Meeting Schedule		
Action: Present the Strategic Risk Refresh output and forward audit planning to future ARIC meeting.	Senior Manager Business	Feb 2021
Carried unanimously	Excellence, Risk, WHS and Customer	
RIS1120 Item 13 Verbal Report - ARIC Self-Assessment & Annual Report	Service	
RECOMMENDATION		
THAT the Audit Risk and Improvement Committee receive and note the verbal report.	Senior Manager	Feb 2021
Action:	Business Excellence,	
1. Self-Assessment questionnaire to be circulated out of session for completion by early December 2020.	Risk, WHS and Customer Service	
2. Present a draft ARIC self-assessment report and Annual Report at next meeting		
Carried unanimously		

Meeting closed at 7:42pm.

CHAIRPERSON

John Gordon