

**Minutes of Ordinary Audit, Risk and Improvement Committee Meeting held on 17 November 2021 via Microsoft Teams**

**Meeting commenced at 5.34pm**

Prior to the meeting the Committee met in-camera.

**PRESENT**

<b>Audit Risk &amp; Improvement Committee Members</b>	
Independent Member - Chair	John Gordon
Independent Member	Emily Hodgson
Independent Member	Heather Smith
Councillor	Clr Lucille McKenna
<b>Other attendees</b>	
General Manager	Peter Gainsford (left meeting 5.49pm)
Director Corporate	Peter Livanes
Acting Director Community	Caroline McLeod
Director Infrastructure	Cathy Edwards-Davis
Senior Manager People and Culture	Helen Lyons (left the meeting at 6.15pm)
WHS and Wellbeing Manager	Richard Bolton (left the meeting at 6.15pm)
Chief Financial Officer	Daryl Jackson
Financial Partnering & Analytics Manager	Chris Sleiman
Chief Information Officer	Harin Perera
Senior Manager Governance and Risk	Beau-Jane De Costa
Governance Support Officer - Minute Taker	Carmelina Giannini
Engagement Partner, EY	Melissa Broadhead
Engagement Manager, EY	Paulette Pang
Audit Office	Caroline Karakatsanis
Audit Office	Rochelle Antolin
Internal Ombudsman	Elizabeth Renneberg
Assistant Internal Ombudsman	Daniel Richardson

**ACKNOWLEDGMENT OF COUNTRY**

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

The Chair, John Gordon on behalf of the committee acknowledged and thanked Clr Lucille Mckenna OAM for her contribution to the Audit, Risk and Improvement Committee. He also requested Peter Livanes to introduce the committee to who was in attendance at the meeting.

**APOLOGIES:**

Apologies from Councillor Louise Steer and Graeme Palmer, Acting Director Planning.

**DISCLOSURES OF INTERESTS:**

Nil

	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p><b>CONFIRMATION OF MINUTES:</b></p> <p><b>Emily Hodgson/Heather Smith</b></p> <p>The Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 20 October 2021 were confirmed.</p> <p>Carried unanimously</p>		

**GENERAL MANAGERS & OFFICER'S REPORTS**

<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p><b>RIS1121 Item 1 Verbal Update from General Manager</b></p> <p>The General Manager provided an overview of Council matters and advised the committee on the recent appointments of the Executive.</p> <p>The General Manager thanked all the ARIC members for their contribution to Council and advised that he looked forward to working with them in the future</p> <p><b>RECOMMENDATION (Heather Smith/Clr McKenna OAM)</b></p> <p><b>THAT the Audit Risk and Improvement Committee receive and note the verbal update from the General Manager.</b></p> <p>Carried unanimously</p>		

<p><b>RIS1121 Item 2 Verbal update from HR</b></p> <p><b>RECOMMENDATION (Emily Hodgson/Heather Smith)</b></p> <p>The Senior Manager People and Culture introduced the WHS and Wellbeing Manager. The committee was advised on the initiatives being rolled out for the WHS and Wellbeing section.</p> <p><b>THAT the Audit Risk and Improvement Committee receive and note the verbal update from HR.</b></p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. That the Senior Manager People Culture provide a regular update to the Committee moving forward.</li> <li>2. That the Senior Manager People and Culture provide to a future meeting the statistics of what percentage of current staff at Inner West Council were also present at the merger in May 2016.</li> </ol> <p>Carried unanimously</p>	<p>Senior Manager People and Culture</p>	<p>23 February 2022</p>
<p><b>RIS1121 Item 3 Internal Ombudsman Shared Service – Annual Report 2020/21</b></p> <p>The Internal Ombudsman introduced the Assistant Internal Ombudsman to the committee and provided an update on the activities of the IOSS.</p> <p><b>RECOMMENDATION (Heather Smith/Emily Hodgson)</b></p> <p><b>THAT the Audit Risk and Improvement Committee receive and note the Internal Ombudsman Shared Service Annual Report for 2020-2021 and the Internal Ombudsman Shared Service Quarterly Report (November 2021).</b></p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. That the Internal Ombudsman provide an update on any activities undertaken as a result of any environmental scans conducted.</li> <li>2. That the Senior Manager People and Culture, in consultation with the IOSS provide a report back to the Committee, regarding the Sexual Harassment in Local Government report produced by VAGO (Victorian Auditor General’s Office).</li> </ol> <p>Carried unanimously</p>	<p>IOSS</p> <p>IOSS and Senior Manager People and Culture</p>	<p>23 February 2022</p> <p>18 May 2022</p>

<p><b>RIS1121 Item 4 EY-Internal Audit Status Report</b></p> <p><b>RECOMMENDATION (Clr McKenna OAM/Emily Hodgson)</b></p> <p><b>THAT the Audit, Risk &amp; Improvement Committee receive and note the report.</b></p> <p>Carried unanimously</p>		
<p><b>RIS1121 Item 5 2021/22 First Quarter Budget Review.</b></p> <p><b>RECOMMENDATION (Heather Smith/Clr McKenna OAM)</b></p> <p><b>THAT the First Quarter Budget Review for 2021/22 be received and noted.</b></p> <p>Carried unanimously</p>		
<p><b>RIS1121 Item 6 Investment Report at 31 October 2021</b></p> <p><b>RECOMMENDATION (Heather Smith/Clr McKenna OAM)</b></p> <p><b>THAT the report be received and noted.</b></p> <p><b>Action:</b></p> <p>That the Chief Financial Officer provide ARIC with the October Investment report at the next ARIC meeting.</p> <p>Carried unanimously</p>	<p>Chief Financial Officer</p>	<p>23 February 2022</p>
<p><b>RIS1121 Item 7 ICT SOC Compliance Assessments for Cloud Service Providers</b></p> <p><b>RECOMMENDATION (Heather Smith/Emily Hodgson)</b></p> <p><b>THAT the Audit, Risk and Improvement Committee receive and note the report.</b></p> <p><b>Action:</b></p> <p>That the Chief Information Officer provide a copy of the Independent Audit reports at the next ARIC meeting.</p> <p>Carried unanimously</p>	<p>Chief Information Officer</p>	<p>23 February 2022</p>

<p><b>RIS1121 Item 8 Enterprise Risk Management Quarterly Report</b></p> <p><b>RECOMMENDATION (Cllr McKenna OAM/Emily Hodgson)</b></p> <p><b>THAT the Audit, Risk and Improvement Committee (ARIC):</b></p> <ol style="list-style-type: none"> <li><b>1. Endorse the proposed 2022 Meeting dates for the ARIC being:</b> <ol style="list-style-type: none"> <li>a) 23 February 2022;</li> <li>b) 18 May 2022;</li> <li>c) 17 August 2022;</li> <li>d) 19 October 2022 (Annual Audited Financials); and</li> <li>e) 16 November 2022. as outlined in the report.</li> </ol> </li> <li><b>2. Note the ARIC Resolutions Register, at attachment 1;</b></li> <li><b>3. Note the Audit RESOLUTION Register (Outstanding Items), as detailed within the report;</b></li> <li><b>4. Note the Interim Management Letter, at attachment 2; and</b></li> <li><b>5. Endorse the Chair of the ARIC:</b> <ol style="list-style-type: none"> <li>a) reporting twice a year to a Councilor briefing and that this frequency be incorporated into the review of the ARIC Charter;</li> <li>b) provide an overview of the role of ARIC to the new Council including role and responsibilities as part of this briefing.</li> </ol> </li> </ol> <p>Carried unanimously</p>	<p>Senior Manager Governance and Risk</p>	<p>23 February 2022</p>
<p><b>General Business</b></p> <p>The Audit, Risk and Improvement Committee consider the frequency and length of time the committee needs to meet for moving forward to ensure that an appropriate coverage of topics and relevant discussion can be had in the context of the soon to be introduced Risk Management &amp; Internal Audit Framework developed by the Office of Local Government.</p>		

Meeting closed at 7.52pm.