

**Minutes of Extraordinary Audit, Risk and Improvement Committee Meeting held on 20 October 2021 via Microsoft Teams**

**Meeting commenced at 5.34pm**

Prior to the meeting the Committee met in-camera with the Audit Office.

**PRESENT**

<b>Audit Risk &amp; Improvement Committee Members</b>	
Independent Member - Chair	John Gordon
Independent Member	Emily Hodgson
Independent Member	Heather Smith
Councillor (6:03pm)	Clr Louise Steer
Councillor	Clr Lucille McKenna
<b>Other attendees</b>	
General Manager	Peter Gainsford
Acting Director Corporate	Peter Livanes
Acting Director Community	Caroline McLeod
Director Infrastructure	Cathy Edwards-Davis
Chief Financial Officer	Daryl Jackson
Senior Manager Governance and Risk	Beau-Jane De Costa
Governance Coordinator - Minute Taker	Katherine Paixao
Audit Office	Caroline Karakatsanis
Audit Office	Rochelle Antolin

**ACKNOWLEDGMENT OF COUNTRY**

On behalf of the committee, the chairperson acknowledged the traditional custodians of the lands of Inner West Council and paid his respects to elders past, present and emerging.

The Chair, John Gordon requested Peter Livanes inform the committee of who is in attendance at the meeting.

**APOLOGIES:** Nil

**DISCLOSURES OF INTERESTS:**

Emily Hodgson disclosed that she has resigned from ASIC and has been appointed as Chief Financial Officer at ANSTO – Australian Nuclear Science and Technology.

The Chair, John Gordon requested Beau-Jane De Costa to give a background of her Governance experience

Councillor Steer entered the meeting at 6.03pm

**GENERAL MANAGER'S REPORTS**

ITEM	PERSON RESPONSIBLE	DEADLINE
<p><b>RIS1021 Item 1 Draft 2020/21 Annual Financial Statements</b></p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. The ARIC receive a summary of results from the last few years budget and get projection of the long term budget at a future meeting.</li> <li>2. Receive a report at a future meeting that describes the infrastructure backlog from the Morrison Low report.</li> <li>3. A footnote to be added to financial statements regarding backlog schedule summarising what has been covered.</li> <li>4. The ARIC receive a WHS update at the next ARIC meeting which includes EAP usage, metal health claims and Covid claims.</li> </ol> <p><b>RECOMMENDATION (Emily Hodgson/Heather Smith)</b></p> <p><b>THAT the Audit, Risk and Improvement Committee endorse General-Purpose Financial Statements for the period ended 30 June 2021 for submission to Council for adoption subject to minor corrections as agreed with management.</b></p> <p>Carried unanimously</p> <p><b>RECOMMENDATION (Clr Steer/Clr McKenna OAM)</b></p> <p><b>THAT the Audit, Risk and Improvement Committee thank the management team for pulling together the statements to such a high standard, recognising the progress over the last couple of years.</b></p> <p>Carried unanimously</p> <p><b>Action:</b></p> <p>The ARIC to receive a briefing on how asset management is progressing.</p> <p><b>RECOMMENDATION (Clr McKenna OAM/Clr Steer)</b></p> <p><b>THAT the Audit, Risk and Improvement Committee:</b></p> <ol style="list-style-type: none"> <li>1. Note the report from audit office; and</li> </ol>	<p>Chief Financial Officer</p> <p>Director Infrastructure</p> <p>Director Infrastructure</p> <p>Senior Manager People and Culture</p> <p>Director Infrastructure</p>	<p>February 2022</p> <p>February 2022</p> <p>31 October 2021</p> <p>November 2021</p> <p>February 2022</p>

<p><b>2. Thank Caroline Karakatsanis, Rochele Antolin and their team for supporting Council’s management team in bringing the audit to completion.</b></p> <p>Carried unanimously</p>		
<p><b>Interim Management Letter</b></p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li><b>1. A fraud update be provided at the November 2021 ARIC meeting which includes training and what has happened in the fraud space to date;</b></li> <li><b>2. A Governance update be provided at the November 2021 ARIC meeting on internal audit action points; and</b></li> <li><b>3. A register with all outstanding internal audit, external audit recommendations and also other recommendation to be provided to the ARIC.</b></li> </ol> <p><b>RECOMMENDATION (Emily/Heather)</b></p> <p><b>The ARIC note the September interim letter and seek feedback from management on action points at the November 2021 ARIC meeting.</b></p> <p>Carried unanimously</p>	<p>Acting Director Corporate</p> <p>Senior Manager Governance and Risk</p> <p>Acting Director Corporate</p>	<p>November 2021</p> <p>November 2021</p> <p>February 2022</p>
<p><b>General Manager Update</b></p> <p>Recruiting is progressing. The General Counsel has been appointed and will start in mid-November 2021. The Director positions will be announced within the next month.</p> <p>In preparation for the new Council, engagement on community strategic plan has commenced.</p> <p>Organisational values are being worked on to develop new values.</p> <p>Councillor Steer retired from the meeting at 7.22pm</p> <p>Staff survey occurred in July 2021.</p>		
<p><b>General Business</b></p> <p>The Audit, Risk and Improvement Committee to attend a Council meeting or briefing before the end of the Council term.</p>	<p>ARIC</p>	<p>3 December 2021</p>

Meeting closed at 7.37pm.

**CHAIRPERSON** – John Gordon