

PRESENT

Ms Margaret Nicholls (Chairperson)
Mr Adrian Lindner
Mr Bryce McNair
Mr David Rosetta
Councillor R Kendall
Councillor Y Braid

IN ATTENDANCE

General Manager (RP-1 to RP-6)
Director Corporate Services
Manager Risk and Governance
Director, Financial Audit NSW Audit Office
Audit Leader, Financial Audit NSW Audit Office
Governance Coordinator
Manager Information & Communications
Technology Services (RP-12 and RP-13)
Acting Director Community (RP-4)
Manager Community Services (RP-4)

Peter Thompson
Natalie Te Pohe
Ingrid Hensley
Lawrissa Chan
Eric Nathaniel
Nicole Johnson
Reece Hamblin

Mark Gardiner
Madeleine Scully

APOLOGIES

Councillor D Tout
The Mayor, Councillor G Conkey OAM

The meeting of the Audit, Risk and Improvement Committee commenced at 8:02am.

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of this Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Community members present.

CONFIRMATION OF MINUTES

CM-1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

Recommendation:

On the Motion of D Rosetta and Councillor R Kendall

That the Minutes of the proceedings of the Audit, Risk and Improvement Committee Meeting held on 8 October 2020 be confirmed as a true and accurate record, noting that the recommendations contained in the minutes of that meeting were endorsed by Council at its Ordinary Meeting on 26 October 2020.

CARRIED

DECLARATIONS OF INTEREST

No declarations of interest were received.

PROCEDURAL MOTION - ENGLOBO

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee Meeting the following items be adopt RP-3, RP-9 to RP-11, RP-14 and RP-16 as recommended in the business papers.

CARRIED

REPORTS

RP-1 BUSINESS ARISING FROM ARIC MEETING ON 8 OCTOBER 2020

Recommendation:

On the Motion of Councillor R Kendall and M Nicholls

That the Audit, Risk and Improvement Committee note the actions being taken to address outstanding business arising from the May and October 2020 ARIC meetings.

CARRIED

RP-2 GENERAL MANAGER'S UPDATE

Recommendation:

On the Motion of A Lindner and Councillor Y Braid

That the Audit, Risk and Improvement Committee:

- a receive and note the verbal update provided by the General Manager in relation to litigated insurance matters, internal audit resourcing, Sydney Office update; Protected Disclosure Policy and processes and Council's extractive sites.**
- b receive the General Manager's update in a written report at all future meetings**

CARRIED

RP-3 2019/20 FINANCIAL STATEMENTS

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee receive and note the 2019/20 Wagga Wagga City Council Financial Statements.

CARRIED

RP-4 PRESENTATION - ACTING DIRECTOR COMMUNITY

Recommendation:

On the Motion of B McNair and A Lindner

That the Audit, Risk and Improvement Committee note the presentation by the Acting Director Community, together with the Manager Community Services.

CARRIED

RP-5 ARIC ACTIONS REGISTER

Recommendation:

On the Motion of M Nicholls and B McNair

That the Audit, Risk and Improvement Committee receive and note the report.

CARRIED

RP-6 INTERNAL AUDIT UPDATE

Recommendation:

On the Motion of M Nicholls and D Rosetta

That the Audit, Risk and Improvement Committee:

- a note the current status of internal audit activity**
- b note the current status of and progress towards recruitment for a Chief Audit Executive**
- c receive a report at the February 2021 meeting on outstanding recommendations on the Audit Issues register that are reviewed and prioritised for action ('Internal Audit Improvement Initiatives')**
- d receive a report at the February 2021 meeting detailing how internal audit will be continued for the balance of the 2020/21 financial year and also for the 2021/22 financial year**

CARRIED

RP-7 GOVERNANCE AND RISK UPDATE

Recommendation:

On the Motion of A Lindner and Councillor Y Braid

That the Audit, Risk and Improvement Committee:

- a receive and note this Report**
- b receive a report at the February 2021 meeting outlining the status of all Council policies**

CARRIED

RP-8 AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) ANNUAL REPORT

Recommendation:

On the Motion of Councillors B McNair and D Rosetta

That the Audit, Risk and Improvement Committee:

- a endorse the draft Audit, Risk and Improvement Committee Annual Report 2019-20**
- b request the Audit, Risk and Improvement Committee Annual Report 2019-20 be presented at the next available Ordinary Meeting of Council**

CARRIED

RP-9 SEPTEMBER 2020 QUARTERLY BUDGET REVIEW

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee note the Quarterly Budget Review for the quarter ended 30 September 2020 reported to Council at the 26 October 2020 Council meeting.

CARRIED

RP-10 RIVERINA REGIONAL LIBRARY - 2019/20 FINANCIAL STATEMENTS

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee receive and note the 2019/20 Riverina Regional Library Financial Statements.

CARRIED

RP-11 CAPITAL WORKS UPDATE

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee note the contents of the Report.

CARRIED

RP-12 CYBER SECURITY POLICY AND PLAN UPDATE

Recommendation:

On the Motion of Councillor R Kendall and A Lindner

That the Audit, Risk and Improvement Committee:

- a review and provide feedback on the draft Cyber Security Policy and associated security protocols**
- b note the high-level process and timeframes associated with Council's Cyber Security Plan**
- c receive an updated Policy and Plan incorporating the committee's feedback out of session calling for any additional feedback from the Committee**

CARRIED

RP-13 PENETRATION TESTING OUTCOME

Recommendation:

On the Motion of Councillor R Kendall and M Nicholls

That the Audit, Risk and Improvement Committee:

- a receive and note the outcome of the external penetration test results and subsequent resolutions that have been implemented**
- b receive an update at the February 2021 meeting on the outcome of the penetration test**

CARRIED

RP-14 MANAGEMENT OF FRAUD AND CORRUPTION RISKS DURING COVID-19

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee receive and note the Report.

CARRIED

RP-15 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING DATES AND PLANNING SCHEDULE

Recommendation:

On the Motion of B McNair and Councillor Y Braid

That the Audit, Risk and Improvement Committee:

- a approve the below meeting schedule for 2021, subject to confirmation of availability:**
 - 25 February 2021**
 - 20 May 2021**
 - 19 August 2021**
 - 7 October 2021**
 - 25 November 2021**
- b approve the Audit, Risk and Improvement Committee Planning Schedule 2020 - 2021, noting further review is anticipated to be undertaken by the incoming internal audit resource**
- c receive the legislative compliance register at the February 2021 meeting**

CARRIED

RP-16 PRIVACY POLICY REVIEW - POL 095

Recommendation:

On the Motion of B McNair and Councillor R Kendall

That the Audit, Risk and Improvement Committee:

- a note minor amendments to Privacy Policy – POL 095**
- b provide comment and feedback to be considered in finalising the draft Privacy Policy – POL 095**
- c recommend that the General Manager approve POL 095 – Privacy Policy under delegated authority 3.04**

CARRIED

QUESTIONS WITH NOTICE

QWN-1 CONTRACT MANAGEMENT

Recommendation:

On the Motion of Councillors B McNair and M Nicholls

That the Audit, Risk and Improvement Committee receive a report to the May 2021 meeting on Council's contract management process including probity oversight of contracts.

CARRIED

QWN-2 COMPLAINT HANDLING

Recommendation:

On the Motion of Councillors B McNair and M Nicholls

That the Audit, Risk and Improvement Committee receive a report to the May 2021 meeting outlining Council's process in analysing complaints.

CARRIED

The Audit, Risk and Improvement Committee rose at 11:07am.