

# AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

## AGENDA

2 Prince Street, Grafton (Chambers)

Thursday, 28 April 2022

12noon - 12:30pm – Lunch

12:30 pm - 3:00pm – ARIC Meeting

### Members (voting):

- Neville Parsons (Chair)
- Barry Ford
- Christine Tyler

### Attendees:

- General Manager (Acting) – Laura Black
- Cr Peter Johnstone
- Kallet Ward- Internal Audit Officer
- Gearoid Fitzgerald – NSW Audit Office
- Kevin Franey -TNR Chartered Accountants
- Ben Rogers- TNR Chartered Accountants

**Welcome and Acknowledgment to Country:** Delivered by the Chair, Neville Parsons

**Apologies:**

**Declarations of Interest:**

**Confirmation of Minutes of previous meeting held on 7 April 2022**

Item No.	New Business	Attachment
1.	Directorate's risks and challenges. Directors to provide an overview of their high risks/ challenges that they are facing in their Directorates.	
2.	Enterprise Risk Management Framework and Business Continuity presentation (Council's high areas of risks and controls as per Council's current Risk Register) Also attached is the current Council Risk Management Framework (policy, plan and procedure) and the Business Continuity manual and procedure for information and review.	√
3.	Management Letter action plans- progress reports Action plans- progress reports that address issues identified in the External Audit Management Report (Final Management letter from the Audit Office) are attached for information and review.	√

Item No.	New Business	Attachment
4.	<p>Strategic- 3-year Audit Plan 2022-2025</p> <p>The current Strategic 3- year Audit Plan 2022-2025 is attached for information and review. To be reviewed based on the presentations from the Risk Management team and Directors plus the items identified in the Final Management Letter 2022.</p>	√
5.	<p>Annual Engagement Plan-2022</p> <p>A copy of the Annual Engagement Plan-2022 from the Audit office is attached for information and discussion.</p>	√
6.	<p>Council's Public Liability &amp; Professional Indemnity Insurance</p> <p>A copy of the Council's Public Liability &amp; Professional Indemnity Insurance is attached for information and noting.</p> <p>The ARIC members would be covered under this insurance.</p>	√
7.	<p>Observations from the Committee</p> <p>This will provide the opportunity for the Committee to provide insights and recommended areas for further review and information.</p> <p>This will also identify priority action items for the Committee.</p>	

Item No.	Business arising from previous minutes
8.	<p>Council's Overview Presentation</p> <p>Laura Black delivered a high-level presentation about Council's overview (organisational structure, values, council's assets, and Integrated Planning &amp; Reporting Framework (IP&amp;R))</p> <p><b>Recommendation:</b> At the 23 June 2022 Meeting Laura to deliver a high-level presentation of the IP&amp;R documents.</p>
9.	<p>Terms of Reference (ARIC)</p> <p>Terms of Reference have been reviewed by the committee. TOR will be reviewed annually, next review will be in April 2023.</p> <p><b>Recommendation:</b></p> <p>That the Terms of Reference as reviewed and agreed be submitted to Council for endorsement</p>
10.	<p>Internal Audit Charter has been reviewed by the committee. This charter will be reviewed annually, next review will be in April 2023.</p> <p><b>Recommendation:</b></p> <p>That the Internal Audit Charter as reviewed and agreed be submitted to Council for endorsement</p>
11.	<p>Summary Presentation of the 2018-2021 Internal Audit Plan-Progress Report</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>- That the Completed action plan (Information Management action plan) be removed from the list</li> <li>- That the committee invites the risk management team to assist from a risk perspective to set the order of priorities and to report their recommended priorities to the ARIC meeting 28 April 2022</li> </ul>

Item No.	Business arising from previous minutes
	- That following the Risk Management presentations, the committee identify the more critical and risky areas for Council and set an order of priorities to focus on those actions first. ("must have items", nice to have items")
12.	<p>Latest External Audit Management Report (Final Management Letter 2022)</p> <p><b>Recommendation:</b></p> <p>-That the action plan / responses to the issues listed in the Final Management Letter be followed up with the Finance team by Kallet Ward (Management Letter action plans- progress reports from 2019 and 2020 from Michael Salvestro)</p>
13.	<p>Council Strategic Risk Register. Council Risk Management Framework (policy, plan, and procedure). Please provide recommendations about the policy.</p> <p><b>Recommendation:</b></p> <p>-That the Enterprise Risk Management Framework be reviewed by the committee and discussed at the next meeting</p> <p>- The Committee to make any recommendations for improvement including identification of any other risks and/or changes to risk ratings</p>
14.	<p>Observations from the Committee</p> <p>This will provide the opportunity for the Committee to provide insights and recommended areas for further review and information.</p> <p>This will also identify priority action items for the Committee.</p> <p><b>Recommendation:</b></p> <p>- Ernst &amp; Young Report on Councils Finance 2021 to be sent to the committee members, for their information.</p> <p>- Council's current Business Continuity Plan to be presented as part of the Risk Management presentations at meeting 28 April 2022</p>

Item No.	Items for Next Meeting
15.	

**Meeting Closed:**