

1. PRESENT:

Members: Rosanne Kava – Independent Chairperson; Sandra Gordon – Independent Local Government Specialist (Murray River Council). Keith Coates Internal Audit Service Provider, Cr Alan Purtill, Kris Kershaw finance Manager, Terri Bilske Director Corporate & Community Services, Michael Kitzelmann General Manager, Cr Alan Purtill,

Simon Rule Wentworth Shire Council and Brett Hanger auditor attended the meeting by Blue Jeans Video conferencing.

Secretariat: Carol Holmes – Senior Executive Assistant

Apologies were received from: Cr Jeff Mannix and Cr Ugarte

1. OPEN AND WELCOME:

The Chair welcomed the Committee and opened the meeting at 12noon

2. CONFLICT OF INTEREST:

No conflicts of interest were declared.

Brett Hangar from Hill Rogers advised the committee that the interim audit had been completed by the External Auditors for Balranald Shire Council yesterday, which had a successful outcome. Also advised they will be visiting in October for reviewing of the Financial Statements.

Discussions were made regarding the Financial Statements. The General Manager advised Brett, that the Audit and Risk Committee would be reviewing the Draft Financial Statements prior to being submitted to Council.

Brett Hangar advised the committee that the auditors would make themselves available for the Audit Committee Meeting on 12 September.

3. MINUTES of 21st March 2019

MOVED by: Sandra Gordon and SECONDED by Cr Alan Purtill

4. ACTIONS OF PREVIOUS MEETINGS

Michael Kitzelmann updated the Committee with the progression of the Action List. The Committee noted that;

- OLG have advised they will be providing training free of charge for councillors, staff and committee members with the exception of Audit Committee.
- LGNSW will need to be approached for audit committee members training.
- Michael Kitzelmann suggested that the training for all members be considered to take place late October, early November 2019.
- The procurement policy and manual are almost completed.

Reporting Officer: General Manager

Report:

That the Audit Committee,
1. Note the Actions from the Previous Meetings

Attachments:

- Action Table
- Standing Items
- Performance Improvement Order Update
- Audit Recommendations (Internal Auditor/ External Auditor)

Motion:

That the committee note the actions of the previous meeting and thanked the staff for the actions.

Moved by Cr Alan Purtil and Seconded by Sandra Gordon.

CARRIED

ITEM 5 : Annual Financial Statements

Reporting Officer: Director of Corporate and Community Services

Recommendation :

That the Audit Committee,
1. Note the following Attachments

Attachments:

- March Quarterly Budget Review
- Draft 2019-20 Operational Plan including proposed Fees and Charges
- Draft 2019-20 to 2028-29 Long Term Financial Plan

The Committee:

- Requested that the Annual Financial Statement report papers for next meeting are to be provided to Committee members on the Friday prior to the meeting.
- Noted that the Community Safety Plan, Operational Plan and Asset Management Plan reviews will commence in September 2019.
- The committee were advised of no new borrowings planned in the coming year.
- The committee congratulated the staff on the works involved in the QBR, Draft Operational Plan and Draft Long Term Financial Plan.

ITEM 6 : Update on Performance Improvement Order

Reporting Officer: General Manager

Report:

General Manager provided a verbal update on the ongoing items listed in the Actions table.

Michael Kitzelmann provided an update on the Performance Improvement Order and advised that only one item remains outstanding.

ITEM 7: Strategic Internal Audit Plan

Reporting Officer: Director of Corporate and Community Services

Report:

Director of Corporate and Community Services

- Update

Attachments:

- Strategic Internal Audit Plan

A verbal report was given on the Strategic Internal Audit Plan with the following notes to be made;

- 1.2 Risk Management Framework - has not been completed
- 1.8 Cash Handling & 1.9 Disaster Recovery Planning have both been completed
- 1.18 Crown Land Management – move from 2019/2020 to 2020/2021
- 1.19 Project Management move from 2020/2021 back to 2019/2020.

ITEM 8: WHS Environment

Reporting Officer: HR/Governance Coordinator

Recommendation :

That the Audit Committee

- Note the Quarterly WHS Report
- Note the WHS Update (February all staff meeting)
- Note the WHS Supervisor training.
- Note the Health Monitoring carried out.

Attachments:

- Quarterly WHS Report
- WHS Update (February all staff meeting)
- WHS Supervisor Training
- Dust Diseases schedule.

Phil Ruddick gave a verbal report on WHS Environment.

ITEM 9 : Internal Auditor Reports

Reporting Officer: General Manager

Report:

Internal Auditor

- 5 internal Auditor Reports

Attachments:

- Accounts Payable and Receivable Review
- Cash Handling Review
- Fraud Final Review
- Contract Management Review
- Compliance Audit

The Committee were advised that;

- Keith discussed the Accounts payable and Receivable review in detail, where it was advised that with a complete review of Councils Practical system will complete some of the recommendations in the Internal Auditors Reports.
- The Committee were advised that Fraud and Corruption Training by ICAC will be provided for staff, councillors, committee members and interested community members.
- Discussions were held with the cash handling issues council is facing with our offsite agencies. Euston Post Office being the main concern.

The chair deferred any further discussions until next meeting.

The Chair congratulated Keith Coates, Internal Auditor on his reports.

Items 10, 11 and 12 as listed below were deferred until the next meeting.

ITEM 10 : Risk Environment

Reporting Officer: HR & Governance

Report: Verbal

Review of Current Risk Environment including;

- Enterprise Risk Management Status
- Risk Management Registers

Attachments:

- Draft Risk Management Registers
(to be presented at the meeting)

ITEM 11: Investigation / Referrals

Reporting Officer: General Manager

Report: Verbal

General Manager

- ICAC - None
- OLG - Public Inquiry
- Complaints

ITEM 12: Legal Matters

Reporting Officer: General Manager

Report: Verbal

General Manager

Legal Matters

- IRC Staff – 1
- Supreme Court – Caravan Park

Next Meeting: The next meeting will be held on 12th September at 12noon.

CLOSURE: There being no further business the meeting closed at 2.15pm