



Southern Grampians
SHIRE COUNCIL

Audit & Risk Committee Minutes

Special Meeting
9 July 2019

Held at 1.30pm in the
Martin J Hynes Auditorium
3 Market Place, Hamilton

	Outcome Sought	Presenter	Tabled
1. MEMBERSHIP			
Members	<i>Noting</i>	<i>M Murphy</i>	<i>Verbal</i>
Mr Michael Murphy OAM – Chair			
Mr Brian Densem			
Cr Mary Ann Brown – Mayor			
Cr Colin Dunkley			
Attending			
Mr Michael Tudball – Chief Executive Officer			
Ms Evelyn Arnold – Director Community & Corporate Services			
Ms Belinda Johnson – Manager Finance			
Mr Jason Cay – Finance Co-Ordinator			
Mr Darren Barber – Manager Organisational Development			
Minutes			
Ms Nadine Rhook – Executive Assistant – Director Community & Corporate Services			
2. WELCOME			
3. APOLOGIES			
4. CONFLICT OF INTEREST			
5. COMMITTEE IN CAMERA			
6. CONFIRMATION OF MINUTES			
Confirmation of Minutes: Audit & Risk Committee Meeting – 16 April 2019	<i>Confirmation</i>	<i>Chair</i>	<i>Attachment</i>
7. SUMMARY TABLE			
7.1 Summary Table of Outstanding Matters	<i>Information</i>	<i>B Johnson</i>	<i>Attachment</i>
8. EXTERNAL AUDIT			
8.1 Interim Management Letter	<i>Information</i>	<i>C Kol/B Johnson</i>	<i>Attachment</i>
9. INTERNAL AUDIT			
9.1 Internal Audit – Risk Management – Final Report	<i>Information</i>	<i>RSD Audit/ D Barber</i>	<i>Attachment</i>
9.2 Internal Audit Status Update & Newsletter – July 2019	<i>Information</i>	<i>RSD Audit</i>	<i>Attachment</i>
10. STANDING ITEM			
10.1 Local Government Bill 2018	<i>Information</i>	<i>D Barber</i>	<i>Attachment</i>

	Outcome Sought	Presenter	Tabled
--	----------------	-----------	--------

11. GENERAL BUSINESS

11.1 Councillor Expenses Report

*Information**D Barber**Attachment***12. NEXT MEETING**

1. Attendance

Members

Mr Michael Murphy OAM – Chair
Mr Brian Densem
Cr Mary Ann Brown – Mayor
Cr Colin Dunkley

Officers

Mr Michael Tudball – Chief Executive Officer
Ms Evelyn Arnold – Director Community & Corporate Services
Ms Belinda Johnson – Manager Finance
Mr Jason Cay – Finance Coordinator
Mr Darren Barber – Manager Organisational Development
Mr Rohit Srivastava – A/Director Shire Infrastructure

Minutes

Mrs Nadine Rhook – Executive Assistant – Director Community & Corporate Services

Guests

Mr Chris Kol – Partner - McLaren Hunt Financial Group
Mr Ryan Kienhuis – RSD Audit

2. Welcome - Chair

The Chair declared the meeting open and welcomed all to the meeting especially Mr Rohit Srivastava, Acting Director Shire Infrastructure and Mr Brian Densem via teleconference.

He also requested that the External and Internal Audit items be presented first to allow Mr Chris Kol and Mr Ryan Kienhuis to leave due to travel.

Each attendee then introduced themselves to the group.

3. Apologies

Cr Colin Dunkley

4. Conflict of Interest

Mr Mick Murphy – Wannan Water
Mr Brian Densem – Chair of Glenelg Hopkins CMA Audit & Risk Committee

5. Confirmation of Minutes

Minutes of the meeting held on 16 April 2019 have been circulated.

These unconfirmed minutes were presented to Council at the Ordinary Monthly Meeting held on Wednesday 8 May 2019.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Audit & Risk Committee held on 16 April 2019 be confirmed as a correct record of business transacted.

Subject to the amendment of the minutes being amended at Section 12 to record the names of who specifically left the ARC Meeting, the minutes are confirmed

It should be noted that the next ordinary meeting of the Audit & Risk Committee is to be confirmed for 20 August 2019.

Moved: Cr Brown

Seconded: Mr Densem

CARRIED

Item 8.1 and 8.2 were presented first to allow Mr Kol & Mr Kienhuis to leave the meeting for travel purposes.

Item 7.1 was presented after Item 9.1

7.1 Summary Table of Outstanding Matters

ACTION/AGREEMENT

THAT the four matters be closed and the others continue to be listed.

THAT this item be noted.

Moved: Cr Brown

Seconded: Mr Densem

CARRIED

8.1 Interim Management Letter 2019/2020

ACTION/AGREEMENT

THAT the Committee receive the Interim Management Letter and outstanding actions be added to the Corporate Action Plan for monitoring and reporting by the Executive, with particular note of the progression and reduction of unresolved matters.

Moved: Cr Brown

Seconded: Mr Densem

CARRIED

Mr Srivastava left the meeting at 2.25pm

9.1 Internal Audit – Risk Management – Final Report

ACTION/AGREEMENT

THAT the Committee endorse the Final Report for the Risk Management Review as attached.

THAT the actions will be entered into CAMMS and the report will be continually monitored and updated and discussed at each Audit & Risk Committee meeting.

Moved: Mr Densem
Seconded: Cr Brown

CARRIED

9.2 Internal Audit Status Update & Newsletter – July 2019

ACTION/AGREEMENT

THAT Mr Tudball to take on notice the information from the VAGO Report – Fraud and Corruption Control – Local Government, relating to staff credit cards.

THAT the Committee note this item.

NOTED

Mr Kol & Mr Kienhuis left the meeting at 2.55pm

10.1 Local Government Bill 2018

ACTION/AGREEMENT

THAT this report is for noting and outlines the additional reforms in the Local Government Bill 2018.

NOTED

11.1 Councillor Expenses Report

ACTION/AGREEMENT

THAT the Committee:

1. Review the attached draft Councillor expense report and provide feedback on whether the level of detail and proposed formatting is sufficient for future reviews; and
2. Note that a finalised Councillor expense report will proceed to the Committee once the end of financial year is finalised.

THAT the Committee note and endorse the draft Councillors Expenses Report.

Moved: Mr Densem

Seconded: Cr Brown

CARRIED

12. Next Meeting

The Chair thanked all for the work that had been done in putting the papers and agenda together and finalising some of the processes.

The next quarterly meeting is scheduled for Tuesday 20 August 2019 commencing at 1.30pm for an In Camera Session for the External and Internal Auditors with the formal session to commence at 2.00pm in the Martin J Hynes Auditorium.

Meeting closed 3.16pm.