



HEPBURN SHIRE COUNCIL
AUDIT AND RISK COMMITTEE MEETING
PUBLIC MINUTES

Monday 14 September 2020

Virtual Meeting
via Video Conference

1:00pm

MINUTES

Monday 14 September 2020

Virtual Meeting

via Video Conference

Commencing at 1:00pm

TABLE OF CONTENTS

1	IN CAMERA MEETING TO SET MEETING PRIORITIES	4
2	OPENING OF MEETING	4
3	APOLOGIES	4
4	DECLARATIONS OF CONFLICTS OF INTEREST	4
5	CONFIRMATION OF MINUTES	4
6	MATTERS ARISING FROM THE PREVIOUS MEETING	5
7	RISK UPDATE	6
7.1	RISK PROFILE - SEPTEMBER 2020	6
7.2	HEPBURN HUB AT THE REX PROJECT UPDATE	7
7.3	HEPBURN HUB AT THE REX VALUATION	8
7.4	CRESWICK TRAILS - PROJECT UPDATE	9
7.5	TRENTHAM COMMUNITY HUB PROJECT UPDATE	10
8	FINANCIAL AND MANAGEMENT REPORTING	11
8.1	DRAFT FINANCIAL AND PERFORMANCE STATEMENTS 2019/2020	11
8.2	2019/2020 PROJECT REPORTING - JUNE 2020	13
8.3	ANNUAL PLAN 2019/2020 PROJECTS UPDATE	14
8.4	ANNUAL PLAN 2020/2021	15
9	EXTERNAL AUDIT	16
9.1	MEETING IN CAMERA WITH EXTERNAL AUDITORS	16
10	INTERNAL AUDIT	17
10.1	STRATEGIC INTERNAL AUDIT PLAN 2019-2023	17
10.2	REVIEW OF WORKFORCE PLANNING AND DEVELOPMENT GAP ANALYSIS	18
11	AUDIT COMMITTEE COMPLIANCE AND GOVERNANCE	19
11.1	ESTABLISHMENT OF AUDIT COMMITTEE, APPOINTMENT TO MEMBERS AND ADOPTION OF CHARTER	19
11.2	UPDATE TO THE IMPLEMENTATION OF THE LOCAL GOVERNMENT ACT 2020	21

11.3 RECENT REPORTS AND PUBLICATIONS - LOCAL GOVERNMENT - AUGUST 2020.....	22
12 GENERAL BUSINESS	23
13 NEXT MEETING.....	23
14 IN CAMERA REFLECTION.....	23
15 CLOSE OF MEETING	23

1 IN CAMERA MEETING TO SET MEETING PRIORITIES

2 OPENING OF MEETING

COMMITTEE MEMBERS PRESENT: Mr Trevor Shard, Cr Licia Kokocinski (Mayor), Cr John Cottrell, Mr Robert Taylor, Ms Carol Pagnon, Ms Rachelle Tippett

COUNCIL OFFICERS PRESENT:

Mr Evan King – CEO

Mr Bruce Lucas – Director Infrastructure and Development Services

Mr Bradley Thomas – Director Community and Corporate Services

Ms Krysten Forte – Manager Governance and Risk

Mr Rob Ellis – Acting Manager Financial Services

Ms Alison Breach – Project Manager - Creswick Trails

Ms Bruce MacIsaac - Project Manager - Hepburn Hub

Ms Sharon Link - Manager People and Culture

EXTERNAL ATTENDEES:

Sanchu Chummar - External Auditor (VAGO)

Kevin Chan - External Auditor (VAGO)

Kundai Mtsambiwa - HLB Mann Judd

Mark Halloway - HLB Mann Judd

The meeting opened at 1:07pm.

3 APOLOGIES

Nil.

4 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meetings of the Audit and Risk Committee held on 11 May 2020, 25 May 2020 and 27 July 2020 be confirmed.

MOTION

That the Minutes of the meetings of the Audit and Risk Committee held on 11 May 2020, 25 May 2020 and 27 July 2020 be confirmed.

Moved: Ms Carol Pagnon

Seconded: Mr Robert Taylor

Carried

6 MATTERS ARISING FROM THE PREVIOUS MEETING

The following is a list of matters arising/outstanding from previous Audit and Risk Committee Meetings. Items highlighted reflect items that have been completed and will be removed from the listing.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee notes the update on matters arising from previous meetings.

MOTION

That the Audit and Risk Committee notes the update on matters arising from previous meetings.

Moved: Ms Carol Pagnon

Seconded: Mr Robert Taylor

Carried

Mr Bruce Maclsaac joined the meeting at 1:15pm.

7 RISK UPDATE

7.1 RISK PROFILE - SEPTEMBER 2020

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide the Audit and Risk Committee with an update on high and urgent risk areas and incidents including fraud, injuries and claims.

In order for the Audit and Risk Committee to be informed about areas of focus or concern, this report provides a summary of fraud and protected disclosure events, incidents and urgent risks.

OFFICER'S RECOMMENDATION

That the Audit and Risk Advisory Committee receive and note the Review of Risk Event Summary Report.

MOTION

That the Audit and Risk Advisory Committee:

- 1. Receive and note the Review of Risk Event Summary Report; and*
- 2. Officers are to note whether there are any emerging risks in the resolution of the report for ongoing meetings.*

Moved: Ms Rachelle Tippett

Seconded: Mr Robert Taylor

Carried

Ms Sharon Link left the meeting at 1:14pm.

7.2 HEPBURN HUB AT THE REX PROJECT UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to the Audit and Risk Advisory committee as the Project Manager – Hepburn Hub, I Bruce Maclsaac have no interests to disclose in this report.

EXECUTIVE SUMMARY

The purpose of this report is:

- To provide an appropriate level of information to allow properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020.

OFFICER'S RECOMMENDATION

That the Audit and Risk Advisory committee notes the report.

MOTION

That the Audit and Risk Advisory committee notes the report.

Moved: Ms Carol Pagnon

Seconded: Ms Rachelle Tippett

Carried

Mr Bruce Maclsaac left the meeting at 1:34pm.

7.3 HEPBURN HUB AT THE REX VALUATION DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Director Community and Corporate Services, I Bradley Thomas have no interests to disclose in this report.

This report will be presented by:

- Bradley Thomas, Director Community and Corporate Services

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

A motion from the Audit and Risk Advisory Committee and Council has been prepared that request that officers prepare a report that complete a discussion on the Hepburn Hub at the Rex applied valuation methodology prior to Council moving into Caretaker Period in September 2020.

Independent advice has been sought from Chris Barrett, Certified Practising Valuer, and Councils appointed municipal valuer.

The recommendation of Mr Barrett and summary of the proposed valuation methodology has been included in the report.

This report was presented to the 8th September 2020 Councillor Briefing.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive and note the report, detailing possible valuation methodologies for the Hepburn Hub.

MOTION

That the Audit and Risk Committee receive and note the report, detailing possible valuation methodologies for the Hepburn Hub.

Moved: Ms Carol Pagnon

Seconded: Ms Rachelle Tippett

Carried

Ms Alison Breech joined the meeting at 1:43pm.

7.4 CRESWICK TRAILS - PROJECT UPDATE DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES

In providing this advice to the Audit and Risk Committee as the Project Manager - Creswick Trails, I Alison Breach have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The Creswick Trails Project is currently progressing positively against project timelines and funding milestones. There are some high-level risks that have the potential to put the project at risk. These factors are being actively managed, however there is a need to prepare and consider options should the project's scope, funding or timeline need to be amended.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee note this report for information.

MOTION

That the Audit and Risk Committee note this report for information.

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Ms Alison Breach left the meeting at 2:00pm.

7.5 TRENTHAM COMMUNITY HUB PROJECT UPDATE DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Manager Major Projects, I Ben Grounds have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide to the Audit and Risk Committee an update on the Trentham Community Hub project. The project is progressing through the broad community consultation stage, which will have closed at the end of August. A number of key decisions will be required by Council on the project. These are planned for a December Council meeting.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee note the progress on the progress of the Trentham Community Hub.

MOTION

That the Audit and Risk Committee note the progress on the progress of the Trentham Community Hub.

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Mr Rob Ellis joined the meeting at 2:00pm.

8 FINANCIAL AND MANAGEMENT REPORTING

8.1 DRAFT FINANCIAL AND PERFORMANCE STATEMENTS 2019/2020 DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to Audit and Risk Committee as the acting Manager of Financial Services I Robert Ellis have no interests to disclose in this report.

ATTACHMENTS

1. Draft Financial Statement [8.1.1 - 47 pages]
2. Draft Performance Statement [8.1.2 - 12 pages]

EXECUTIVE SUMMARY

This report aims to present to Audit and Risk Committee the draft Annual Financial Report and Performance Statement for review and discussion prior to seeking adoption at the September Ordinary Council meeting.

The financial and performance statement are still subject to audit clearance however, the draft statements are presented for Councillor discussion.

Details are included in this report's key issues section that detail Councils performance during the 2019/2020 financial year.

OFFICER'S RECOMMENDATION

That that Audit Risk and Advisory Committee recommends that Council authorises two Councillors to approve the 2019/2020 Financial Statements and Performance Statements in their final form after any changes recommended or agreed to by the auditor have been made.

MOTION

That that Audit and Risk Committee:

1. *Recommends that Council authorises two Councillors to approve the 2019/2020 Financial Statements and Performance Statements in their final form after any changes recommended or agreed to by the auditor have been made.*
2. *Notes that the Draft Closing Report and Management Letter were discussed by VAGO representatives and that the final versions will be presented to the Committee at the next Audit and Risk Committee meeting.*

Moved: Ms Rachelle Tippett

Seconded: Ms Carol Pagnon

Carried

Item 9.1 was brought forward and heard after Item 8.1.

Mr Evan King, Mr Bruce Lucas, Mr Bradley Thomas, Ms Krysten Forte and Mr Rob Ellis left the meeting at 2:50pm to allow for the in camera meeting with the Committee and the external auditor representatives.

The Audit and Risk Committee met in confidence with external auditors.

Mr Bruce Lucas, Mr Bradley Thomas and Ms Krysten Forte returned to the meeting at 3:00pm.

8.2 2019/2020 PROJECT REPORTING - JUNE 2020 DIRECTOR OF COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Director Community and Corporate Services, I Bradley Thomas have no interests to disclose in this report.

ATTACHMENTS

1. Operating Projects Report - June 2020 [**8.2.1** - 5 pages]
2. Capital Projects Report - June 2020 [**8.2.2** - 9 pages]

EXECUTIVE SUMMARY

The purpose of this report is to present a summary of Council's financial performance, and position for the 2019/2020 financial year ending 30 June 2020, for capital and operating projects.

Council's external audit is being undertaken in the two weeks commencing 10 August, with detailed financial statement and performance to be presented at the September Councillor briefing, with financial statements being considered by the Audit and Risk Advisory Committee on 7 September 2020 and then Council at the Ordinary Meeting 18 August 2020.

This project reporting update was provided to the August Ordinary Meeting of Council.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee notes both the Operating Projects Report, and Capital Works Project Report as at 30 June 2020, the progress of projects, and notes the report was presented to Council at the August Ordinary Meeting.

MOTION

That the Audit and Risk Committee notes both the Operating Projects Report, and Capital Works Project Report as at 30 June 2020, the progress of projects, and notes the report was presented to Council at the August Ordinary Meeting.

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

8.3 ANNUAL PLAN 2019/2020 PROJECTS UPDATE DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Director Community and Corporate Services, I Bradley Thomas have no interests to disclose in this report.

ATTACHMENTS

1. Annual Plan 2019/2020 Project Updates - Quarter Progress 4 [**8.3.1** - 18 pages]

EXECUTIVE SUMMARY

The attached report provides a list of the projects included in the Annual Plan 2019/2020 and a progress comment has been provided for each project by a responsible officer.

The report is presented to the Audit and Risk Committee for information to give the Committee assurance that the progress of major projects is reported to the Council, and Community.

OFFICERS RECOMMENDATION

That the Audit and Risk Committee notes the Annual Plan 2019/2020 June 2020 Project Update, as presented to the August Ordinary Meeting of Council.

MOTION

That the Audit and Risk Committee notes the Annual Plan 2019/2020 June 2020 Project Update, as presented to the August Ordinary Meeting of Council.

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

8.4 ANNUAL PLAN 2020/2021 DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Director of Community and Corporate Services, I Bradley Thomas have no interests to disclose in this report.

ATTACHMENTS

1. Annual Plan 2020/2021 [8.4.1 - 14 pages]

EXECUTIVE SUMMARY

The purpose of this report is to present to the Audit and Risk Committee the Annual Plan for 2020/2021 for noting, as Council adopted at the August Council Meeting.

Council has adopted a Council Plan for 2017-2021 and Budget 2020/2021 in accordance with the Local Government Act 1989 (the Act). The Council Plan sets out the aspirations of the Council and the strategies and objectives to achieve the Council's vision for the Shire.

Previously Council had not adopted an Annual Plan. However, adopted an Annual Plan for 2019/2020 to detail to the organisation, Councillors and the Community how Council will monitor progress towards actions in the Council Plan.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee note that Council has adopted the 2020/2021 Annual Plan, for information purposes.

MOTION

That the Audit and Risk Committee note that Council has adopted the 2020/2021 Annual Plan, for information purposes.

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

Mr Kundai Mtsambiwa and Mr Mark Holloway from HLB Mann Judd joined the meeting at 3.15pm.

9 EXTERNAL AUDIT

9.1 MEETING IN CAMERA WITH EXTERNAL AUDITORS

DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Acting Manager Financial Services, I Robert Ellis have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is to allow time for an in-camera discussion between members of the Audit and Risk Committee and VAGO (external auditors)

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee note that an in-camera discussion with representative of VAGO was held.

Item 9.1 was brought forward and heard after Item 8.1.

MOTION

That the Audit and Risk Committee note that an in-camera discussion with representative of VAGO was held.

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

10 INTERNAL AUDIT

10.1 STRATEGIC INTERNAL AUDIT PLAN 2019-2023 DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

1. Strategic Internal Audit Plan 2019-2023 [10.1.1 - 23 pages]

EXECUTIVE SUMMARY

The purpose of this report is to present the Draft Strategic Internal Audit Plan 2019–2023 to the Audit and Risk Committee for approval, detailing amendments to upcoming audits as determined by the Executive Leadership Team.

Years 2022 onwards will be subject to a review of the contract internal audit services contract, that will be subject to public tender.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive and note the Strategic Internal Audit Plan 2019–2023 and support the amendments made to the upcoming internal audits.

MOTION

That the Audit and Risk Committee:

1. *receive and note the Strategic Internal Audit Plan 2019–2023 and support the amendments made to the upcoming internal audits; and*
2. *Note that Officers will disseminate the scope for the internal audit out of session before the next meeting.*

Moved: Ms Rachelle Tippet

Seconded: Mr Robert Taylor

Carried

Ms Sharon Link returned to the meeting at 3:20pm.

Mr Evan King returned to the meeting at 3:25pm.

10.2 REVIEW OF WORKFORCE PLANNING AND DEVELOPMENT GAP ANALYSIS DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

1. Review of Workforce Planning and Development Gap Analysis [**10.2.1** - 47 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to receive the Final Report – Review of Workforce Planning and Development Gap Analysis that was undertaken in May 2020.

OFFICER’S RECOMMENDATION

That the Audit and Risk Committee receive and note the Final Report – Review of Workforce Planning and Development Gap Analysis and recommend the findings to Council.

MOTION

That the Audit and Risk Committee receive and note the Final Report – Review of Workforce Planning and Development Gap Analysis and recommend the findings to Council.

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Mr Kundai Mtsambiwa and Mr Mark Holloway left the meeting at 3.27pm.

11 AUDIT COMMITTEE COMPLIANCE AND GOVERNANCE

11.1 ESTABLISHMENT OF AUDIT COMMITTEE, APPOINTMENT TO MEMBERS AND ADOPTION OF CHARTER DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

1. Council Report - Establishment of Audit and Risk Committee & Appointment to members [**11.1.1** - 6 pages]
2. Audit and Risk Committee Charter August 2020 [**11.1.2** - 17 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to be presented with outcomes of Council's work towards meeting it's requirements under section 53 and section 54 of the *Local Government Act 2020* specifically relating to audit and risk committees.

The report also addresses comments presented by committee members relating to the Draft Charter that was presented for feedback prior to presentation at Council for final adoption.

The report also provides for a way forward in the development of the Audit and Risk Committee Workplan from November 2020 – November 2024 (4-year workplan to align to Charter).

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee

1. *Receive and note the outcomes of the Special Council Meeting held on 25 August 2020 relating to its requirements under the Local Government Act 2020, specifically as it relates to:*
 - *The Establishment of the Audit and Risk Committee;*
 - *Appointment of members to the Audit and Risk Committee;*
 - *Adoption of the Audit and Risk Committee Charter;*
2. *Note the adopted Audit and Risk Committee Charter, as adopted by Council on 25 August 2020; and*
3. *Receive and note the officer responses to the feedback presented by committee members to the draft Charter prior to Council adoption.*

MOTION

That the Audit and Risk Committee

1. *Receive and note the outcomes of the Special Council Meeting held on 25 August 2020 relating to its requirements under the Local Government Act 2020, specifically as it relates to:*
 - *The Establishment of the Audit and Risk Committee;*
 - *Appointment of members to the Audit and Risk Committee;*
 - *Adoption of the Audit and Risk Committee Charter;*
2. *Note the adopted Audit and Risk Committee Charter, as adopted by Council on 25 August 2020; and*
3. *Receive and note the officer responses to the feedback presented by committee members to the draft Charter prior to Council adoption.*

Moved: Ms Carol Pagnon

Seconded: Ms Rachelle Tippett

Carried

11.2 UPDATE TO THE IMPLEMENTATION OF THE LOCAL GOVERNMENT ACT 2020 DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to be provided with an update on Council's progress with respect to the implementation of the *Local Government Act 2020* and presentation of the roadmap of work that is required to be undertaken for Council to continue to meet its obligations under the *Local Government Act 2020*.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive and note the update provided relating to the implementation of the Local Government Act 2020.

MOTION

That the Audit and Risk Committee receive and note the update provided relating to the implementation of the Local Government Act 2020.

Moved: Ms Rachelle Tippett

Seconded: Ms Carol Pagnon

Carried

11.3 RECENT REPORTS AND PUBLICATIONS - LOCAL GOVERNMENT - AUGUST 2020 DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Manager Governance and Risk, I Krysten Forte have no interests to disclose in this report.

ATTACHMENTS

1. Recent Reports and Publications - Local Government - August 2020 [**11.3.1** - 16 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to receive the Recent Reports and Publications (Local Government) report as prepared by HLB Mann Judd.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee note the Recent Reports and Publications (Local Government) report as prepared by HLB Mann Judd.

MOTION

That the Audit and Risk Committee:

1. *Note the recent reports and publications document as prepared by HLB Mann Judd;*
2. *Request the internal auditors highlight at the next Audit and Risk Committee and future Committee meetings any reports that they believe are relevant to the Hepburn Shire Council specifically; and*
3. *Note that the report will be presented at future Audit and Risk Committee Meetings as an attachment to the internal audit report.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Ms Rachelle Tippet left the meeting at 3:45pm and did not return.

12 GENERAL BUSINESS

Mr Trevor Shard requested an update on funding and advocacy available to the Tourism and Hospitality industry under COVID-19.

Mr Bradley Thomas advised that the next Committee meeting would be delayed until approximately December 2020 due to the Council Elections and the timeframes for the induction of the new Council.

Cr John Cottrell thanked the Committee and noted that their professionalism had been motivating and rewarding during his tenure as the Councillor delegate for the Audit and Risk Committee

Cr Licia Kokocinski thanked the Committee for their contribution during her tenure as a Councillor delegate to the Audit and Risk Committee

Mr Robert Taylor thanked Councillor delegates and their involvement in the Committee and reflected on their positive and active contribution and thanked the Councillors for being engaged with the Committee who he believed understood what the Committee was trying to achieve.

13 NEXT MEETING

The next Audit and Risk Committee meeting is scheduled for November 2020.

The declaration of the poll of the 2020-2024 Council after the 2020 General Elections takes place on 24 October 2020 is not expected to be announced until 13 November 2020, and possibly even after this date.

Officers propose that the next Audit and Risk Committee meeting be rescheduled to a date in December 2020, when the Councillors are formally elected, have been inducted and appointments of Councillor delegates to the Audit and Risk Committee are made.

The location of the meeting will be determined at a later date based on restrictions due to COVID-19. The in-camera session for committee members will commence at 1:00pm, with officers and external attendees joining the meeting from 1:30pm.

14 IN CAMERA REFLECTION

Nil.

15 CLOSE OF MEETING

The Meeting closed at 3:53pm.