



HEPBURN SHIRE COUNCIL
AUDIT AND RISK COMMITTEE MEETING
PUBLIC MINUTES

MONDAY, 21 DECEMBER 2020

Virtual Meeting
via Video Conference

1:00PM

MINUTES

21 DECEMBER 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	5
6	MATTERS ARISING FROM THE PREVIOUS MEETING	6
7	RISK UPDATE.....	7
7.1	RISK UPDATE - NOVEMBER 2020.....	7
7.2	HEPBURN HUB AT THE REX PROJECT - DECEMBER UPDATE	8
7.3	CRESWICK TRAILS PROJECT UPDATE	9
7.4	TRENTHAM COMMUNITY HUB PROJECT UPDATE	10
8	FINANCIAL AND MANAGEMENT REPORTING.....	11
8.1	ANNUAL PLAN 2020/2021 PROJECTS UPDATE QUARTER 1	11
8.2	SEPTEMBER QUARTER FINANCE REPORT	12
8.3	REVIEW OF PROCUREMENT POLICY	13
9	EXTERNAL AUDIT.....	15
9.1	2019/2020 FINANCIAL STATEMENTS CLOSING REPORT AND MANAGEMENT LETTER	15
10	INTERNAL AUDIT	16
10.1	INTERNAL AUDIT RECOMMENDATIONS	16
10.2	INTERNAL AUDIT DRAFT SCOPE DOCUMENTS FOR FORMAL AUDIT AND RISK COMMITTEE RESOLUTION	17
10.3	INTERNAL AUDIT DRAFT FINAL REPORT – RATES AND REVENUE	18

10.4 UPDATE ON STRATEGIC INTERNAL AUDIT PLAN 2019-2023 & RECENT REPORTS AND PUBLICATIONS.....	19
11 AUDIT COMMITTEE COMPLIANCE AND GOVERNANCE.....	21
11.1 AUDIT AND RISK COMMITTEE WORKPLAN.....	21
11.2 AUDIT AND RISK COMMITTEE MEETING DATES FOR 2021.....	22
11.3 UPDATE TO THE IMPLEMENTATION OF THE LOCAL GOVERNMENT ACT 2020.....	24
11.4 2020 GENERAL ELECTION AND INDUCTION UPDATE	25
11.5 ELECTION OF A CHAIRPERSON TO THE AUDIT AND RISK COMMITTEE	26
11.6 AUDIT AND RISK COMMITTEE ANNUAL ASSESSMENT SURVEY RESULTS.....	27
12 GENERAL BUSINESS.....	28
13 IN CAMERA REFLECTION.....	28
14 NEXT MEETING.....	28
15 CLOSE OF MEETING	28

1 IN CAMERA MEETING TO SET MEETING PRIORITIES

2 OPENING OF MEETING

The Councillors for Hepburn Shire Council were sworn in on Thursday 19 November 2020. The Ceremony was live streamed to Council's Facebook page.

The Statutory Meeting to Elect the Mayor and Deputy Mayor was held on Tuesday 24 November 2020 at 6:00pm. Cr Lesley Hewitt (Birch Ward) and Cr Brian Hood (Coliban Ward) were elected Mayor and Deputy Mayor of Hepburn Shire Council. The meeting was live streamed to Council's Facebook page.

At this meeting Council also resolved to appoint Councillor representatives and delegates to a range of advisory committees, reference groups and external bodies.

Mayor, Councillor Lesley Hewitt was elected to Council as and Deputy Mayor, Councillor Brian Hood were appointed to represent Council on the Audit and Risk Committee Meeting.

COMMITTEE MEMBERS PRESENT: Cr Lesley Hewitt, Cr Brian Hood, Mr Robert Taylor, Mr Trevor Shard, Ms Carol Pagnon, Ms Rachelle Tippett

COUNCIL OFFICERS PRESENT:

Mr Evan King – CEO

Mr Bruce Lucas – Director Infrastructure & Development Services

Mr Bradley Thomas – Director Community & Corporate Services

Ms Krysten Forte – Manager Governance and Risk

Ms Sharon Link – Manager People and Culture

Mr Bruce MacIsaac - Project Manager Hepburn Hub

Mr Ben Grounds – Manager Major Projects

Ms Alison Breach – Project Manager

Ms Hannah White – Manager financial Services

EXTERNAL ATTENDEES:

Kundai Mtsambiwa, HLB Mann Judd

Kevin Chan, Victorian Auditor-General's Office

The meeting opened at 1:06pm.

3 APOLOGIES

Nil.

4 DECLARATIONS OF CONFLICTS OF INTEREST

Nil.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Audit and Risk Committee held on 14 September 2020 be confirmed.

MOTION

That the Minutes of the meeting of the Audit and Risk Committee held on 14 September 2020 be confirmed.

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

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: Ms Rachelle Tippett

Carried

7 RISK UPDATE

7.1 RISK UPDATE - NOVEMBER 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

1. Survey Results - Hepburn Shire Council - VAGO investigation into sexual harassment in Local Government [7.1.1 - 15 pages]

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. *Received and noted the Review of the Risk Event Summary Report*
2. *Requests an update on actions undertaken in response to the recommendations made by VAGO in their review of Sexual Harassment in LG in May and December 2021; and*
3. *Notes that one Freedom of Information application has been received by Council since the distribution of the agenda papers.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Ms Sharon Link left the meeting at 1:45pm and did not return.

Mr Bruce Maclsaac joined the meeting at 1:45pm.

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

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

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

The purpose of this report is:

- To provide an appropriate level of information to allow to Audit and Risk Committee and Council to properly monitor the progress of the project against the Project Plan endorsed on the 18 February 2020 and as amended on 15 September 2020.
- To acquit Council's resolution that management provide periodic reporting to Council on the progress of the Hepburn Hub at the Rex.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receives and notes the project update report regarding the Hepburn Hub at the Rex Project.

MOTION

That the Audit and Risk Committee:

1. *Receives and notes the project update report regarding the Hepburn Hub at the Rex Project; and,*
2. *Notes that the Chief Executive Officer provided a verbal update to the Committee on the recent status of the Inspectorate Review.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Mr Bruce MacIsaac left the meeting at 2:03pm and did not return.

Ms Alison Breach joined the meeting at 2:04pm.

**7.3 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

1. Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the Creswick Trails project.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee notes the update on the Creswick Trails project.

MOTION

That the Audit and Risk Committee notes the update on the Creswick Trails project.

Moved: Cr Lesley Hewitt

Seconded: Mr Robert Taylor

Carried

Ms Alison Breach left the meeting at 2:27pm and did not return.

Mr Ben Grounds joined the meeting at 2:28pm.

7.4 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 has completed broad community consultation, which closed at the end of August. A number of key decisions will be required by Council on the project. These are planned for a February Council meeting.

OFFICER'S RECOMMENDATION

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

MOTION

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

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Mr Ben Grounds left the meeting at 2:33pm and did not return.

Ms Hannah White joined the meeting at 2:34pm.

8 FINANCIAL AND MANAGEMENT REPORTING

8.1 ANNUAL PLAN 2020/2021 PROJECTS UPDATE QUARTER 1 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 2020-2021 Q1 Projects Update [8.1.1 - 35 pages]

EXECUTIVE SUMMARY

The attached report provides a list of the projects included in the Annual Plan 2020/2021 and a progress comment has been provided for each project by a responsible officer.

The purpose of this briefing report is to provide the Audit and Risk Committee with an update of the progress of actions included in the Annual Plan for the period ended 30 September 2020. A Council report will be presented to the December Ordinary Meeting of Council for consideration.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receives and notes the report and the progress of actions included in the Annual Plan for the period ended 30 September 2020.

MOTION

That the Audit and Risk Committee receives and notes the report and the progress of actions included in the Annual Plan for the period ended 30 September 2020.

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

8.2 SEPTEMBER QUARTER FINANCE REPORT DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

ATTACHMENTS

1. Operating Projects - October 2020 [**8.2.1** - 4 pages]
2. Capital Projects - October 2020 [**8.2.2** - 6 pages]

EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Risk Committee to review a summary of Council's financial performance and position for the 2020/2021 financial year up to 30 September 2020, and also a summary of project expenditure up to 31 October 2020.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receives and notes the information the financial report for the three months ending 30 September 2020, and the Statement of Capital Works for the period ending 31 October 2020.

MOTION

That the Audit and Risk Committee receives and notes the information the financial report for the three months ending 30 September 2020, and the Statement of Capital Works for the period ending 31 October 2020.

Moved: Ms Carol Pagnon

Seconded: Mr Trevor Shard

Carried

Ms Rachelle Tippett left the meeting at 2:40pm.

8.3 REVIEW OF PROCUREMENT POLICY 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. Draft Policy 46 (C) Procurement Policy December 2020 [**8.3.1** - 24 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to consider the Draft Procurement Policy which has undergone review by Officers.

The purpose of presenting this report to the Audit and Risk Committee is for the Committee to provide input and insight into the Policy prior to it going to the Confidential Councillor Briefing meeting on Tuesday 15 December 2020 and then for final presentation for adoption by Council at its Ordinary Council Meeting on Tuesday 22 December 2020.

Review and input from the Audit and Risk Committee will assist in the refinement and development of the Draft Policy before presentation and identify any emerging areas for focus for Officers to consider.

Under the Act 1989, which is still in force for procurement activities, procurement policy should be reviewed at least once a year. The previous review was in December 2019.

The 1989 Act regarding procurement activities is going to be repealed in July 2021, and the Council will have a new procurement policy pursuant to the Act 2020, following this.

Because of this, the present review includes mainly minor changes. The most relevant changes include: the definition of Best Value Principles; statements about procurement approach to Ethics and Probity, Disability and Discrimination, and; detailed definition of contract variations.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

1. *Receive and note the Draft Procurement Policy as presented to the Audit and Risk Committee for consideration and comment; and*
2. *Recommend to the Councillors the Procurement Policy for consideration and ultimately to Council for adoption.*

MOTION

That the Audit and Risk Committee:

- 1. Notes the review on the Procurement Policy; and*
- 2. Notes that an Internal audit will occur on procurement and contract management in 2021 which will provide insight and input into the full review of the Procurement Policy in line with the Local Government Act 2020 legislative reform.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Ms Rachelle Tippett rejoined the meeting at 3:00pm.

Mr Kevin Chan joined the meeting at 3:03pm.

9 EXTERNAL AUDIT

9.1 2019/2020 FINANCIAL STATEMENTS CLOSING REPORT AND MANAGEMENT LETTER DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

ATTACHMENTS

- Closing Report 2019/2020
- Hepburn Draft Final Management Letter 2020

EXECUTIVE SUMMARY

The purpose of this report is to provide the Audit and Risk Committee with:

- the final Closing Report relating to the 2019/20 financial statement and performance statement
- responses to the recommendations made in the final Management Letter for the 2019/20 Audit

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee notes the Closing Report and final Management Letter received from the Victorian Auditor General's Office

MOTION

That the Audit and Risk Committee notes the Closing Report and final Management Letter received from the Victorian Auditor General's Office

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Ms Rachelle Tippett left the meeting at 3:07pm.

Ms Rachelle Tippet rejoined the meeting at 3:08pm.

Mr Kevin Chan left the meeting at 3:08pm and did not return.

10 INTERNAL AUDIT

10.1 INTERNAL AUDIT RECOMMENDATIONS 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. Internal Audit Recommendations - December 2020 [10.1.1 - 3 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to have the opportunity to have oversight of the outstanding internal audit recommendations that have arisen out of previous internal audits that have been undertaken in line with the Strategic Internal Audit Plan.

The register of internal audit recommendations assists Council to ensure that any audits that have been undertaken, and their associated recommendations from Council's internal auditors, are continually being assessed and implemented to ensure that best practice is implemented or work has commenced to be implemented on each.

The Internal Audit Recommendation Register will be circulated outside of the agenda papers, to ensure the most update to date data, and will be attached to the meeting minutes.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receives and notes the status updates against each outstanding internal audit recommendation in the Internal Audit Recommendation Register.

MOTION

That the Audit and Risk Committee accepts the verbal update from the Director Community and Corporate Services and will be presented with an updated spreadsheet in early 2021.

Moved: Ms Carol Pagnon

Seconded: Ms Rachelle Tippett

Carried

Kundai Mtsambiwa joined the meeting at 3:19pm.

10.2 INTERNAL AUDIT DRAFT SCOPE DOCUMENTS FOR FORMAL AUDIT AND RISK COMMITTEE RESOLUTION 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 Accounts Payable and Credit Cards incl data interrogation [10.2.1 - 10 pages]
2. Review of Rates Revenue incl Data Interrogation IA Plan Final [10.2.2 - 9 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to formally adopt the Internal Audit Scope Documents that were distributed out of session that arise out of the Strategic Internal Audit Workplan.

The Scope Documents were presented to ARC via email and feedback was sought from all members. The feedback informed the refinement of each Scope document and set the framework for the internal audits to be undertaken.

The Final Scope Documents are also attached to this report for completeness.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee confirms and approves the Final Scope Documents for the following internal audits:

- a. Final Scope Document – Review of Accounts Payable and Credit Cards;*
- b. Final Scope Document – Rates and Revenue.*

MOTION

That the Audit and Risk Committee confirms and approves the Final Scope Documents for the following internal audits:

- a. Final Scope Document – Review of Accounts Payable and Credit Cards;*
- b. Final Scope Document – Rates and Revenue.*

Moved: Ms Carol Pagnon

Seconded: Mr Robert Taylor

Carried

10.3 INTERNAL AUDIT DRAFT FINAL REPORT – RATES AND REVENUE DIRECTOR COMMUNITY AND CORPORATE SERVICES

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

ATTACHMENTS

1. Review of Rates Revenue - Draft Report [**10.3.1** - 36 pages]

EXECUTIVE SUMMARY

As part of the 2020/2021 Internal Audit Program, an audit on rates revenue processes was undertaken during October and November 2020.

The primary objective of this review was to assess and evaluate the effectiveness and efficiency of internal controls embedded in rates revenue and arrears management processes, and to identify potential risks and opportunities to improve related practices.

The audit report highlighted a number of good practices being undertaken, as well as nine (9) recommendations for action.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

1. *Receives and notes the report;*
2. *Endorses the recommendations within the attached be added to the outstanding audit actions report for tracking and reporting purposes.*

MOTION

That the Audit and Risk Committee:

1. *Receives and notes the report;*
2. *Endorses the recommendations within the attached be added to the outstanding audit actions report for tracking and reporting purposes.*

Moved: Ms Carol Pagnon

Seconded: Ms Rachelle Tippett

Carried

Ms Hannah White left the meeting at 3.40pm and did not return.

10.4 UPDATE ON STRATEGIC INTERNAL AUDIT PLAN 2019-2023 & RECENT REPORTS AND PUBLICATIONS 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 2020/2021 [**10.4.1** - 23 pages]
2. Local Government Recent Reports and Publications November 2020 [**10.4.2** - 17 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:

1. *Receives and notes the Strategic Internal Audit Plan 2019–2023;*
2. *Receives and notes the Local Government Recent Reports and Publications documents as provided by HLB Mann Judd and note the verbal update from HLB Mann Judd to specific learnings and outcomes from those reports and publications as it relates to Hepburn Shire Council.*

MOTION

That the Audit and Risk Committee:

1. *Receives and notes the Strategic Internal Audit Plan 2019–2023;*
2. *Receives and notes the Local Government Recent Reports and Publications documents as provided by HLB Mann Judd and note the verbal update from HLB Mann Judd to specific learnings and outcomes from those reports and publications as it relates to Hepburn Shire Council.*

Moved: Ms Carol Pagnon

Seconded: Ms Rachelle Tippett

Carried

Kundai Mtsambiwa left the meeting at 3:40pm and did not return.

11 AUDIT COMMITTEE COMPLIANCE AND GOVERNANCE

11.1 AUDIT AND RISK COMMITTEE WORKPLAN 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. Hepburn Shire Council Audit & Risk Committee Workplan & Rolling Four Year Review Program [11.1.1 - 2 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to consider the Audit and Risk Committee Workplan as attached to this report.

The *Local Government Act 2020* stipulates Audit and Risk Committees established under section 53 must adopt an annual workplan.

The requirement to adopt a workplan is detailed in section 54(3) of the *Local Government Act 2020*.

The workplan has been developed to align to the Audit and Risk Committee Charter and provides for the various reports and functions that officers are to present to the Audit and Risk Committee scheduled meetings.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee considers and adopts the developed Audit and Risk Committee Workplan.

MOTION

That the Audit and Risk Committee notes the draft workplan, and provided feedback, noting that Officers will prepare an updated draft for circulation and feedback via email.

Moved: Ms Carol Pagnon

Seconded: Mr Robert Taylor

Carried

11.2 AUDIT AND RISK COMMITTEE MEETING DATES FOR 2021 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 review and approve meeting dates for the 2021 calendar year and reporting dates to Council at its Ordinary Council meetings.

OFFICER'S RECOMMENDATION

- 1. That the Audit and Risk Committee approves the following meeting dates for the 2021 calendar year:*
 - *22 February 2021, 1:00pm*
 - *24 May 20201, 1:00pm*
 - *6 September 2021, 1:00pm*
 - *22 November 2021, 1:00pm*
- 2. That the Audit and Risk Committee approves the following Ordinary Council Meeting dates for the Audit and Risk Committee Chair to report to Council:*
 - *15 June 2021, 6:00pm*
 - *21 December 2021, 6:00pm*

MOTION

1. *That the Audit and Risk Committee approves the following meeting dates for the 2021 calendar year:*

- *22 February 2021, 1:00pm*
- *24 May 2021, 1:00pm*
- *6 September 2021, 1:00pm*
- *22 November 2021, 1:00pm*

2. *That the Audit and Risk Committee approves the following Ordinary Council Meeting dates for the Audit and Risk Committee Chair to report to Council:*

- *15 June 2021, 6:00pm*
- *21 December 2021, 6:00pm*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

11.3 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 the 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 Carol Pagnon

Seconded: Mr Robert Taylor

Carried

11.4 2020 GENERAL ELECTION AND INDUCTION UPDATE 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

1. Councillor Induction Program 2020 (00 C) [**11.4.1** - 5 pages]

EXECUTIVE SUMMARY

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

1. *Receives and notes the report on the 2020 General Election and outcome of results; and*
2. *Receives and notes the Induction Program to date provided to Councillors for their 2020-2024 Term.*

MOTION

That the Audit and Risk Committee:

1. *Receives and notes the report on the 2020 General Election and outcome of results; and*
2. *Receives and notes the Induction Program to date provided to Councillors for their 2020-2024 Term.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Mr Trevor Shard vacated the chair for the election of a Chairperson.

Mr Evan King took the role of chairperson.

11.5 ELECTION OF A CHAIRPERSON TO THE AUDIT AND RISK COMMITTEE 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 elect a Chairperson for the Audit and Risk Committee for 2021 and make this recommendation to Council.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

- 1. Recommends to Council that Independent Committee Member _____ is appointed as the Audit and Risk Committee Chairperson for the 2021 calendar year.*
- 2. Thank Mr Trevor Shard for his commitment, leadership and support as Chairperson for the Audit and Risk Committee.*

MOTION

That the Audit and Risk Committee:

- 1. Recommends to Council that Independent Committee Member Trevor Shard is appointed as the Audit and Risk Committee Chairperson for the 2021 calendar year.*
- 2. Thank Mr Trevor Shard for his commitment, leadership and support as Chairperson for the Audit and Risk Committee.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

Mr Evan King departed as the role of Chairperson.

Mr Trevor Shard took the role of Chairperson.

11.6 AUDIT AND RISK COMMITTEE ANNUAL ASSESSMENT SURVEY RESULTS DIRECTOR COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Committee as the Governance Specialist, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. Self Assessment Survey Results December 2020 [**11.6.1** - 7 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Audit and Risk Committee to consider and note the annual self assessment survey results as presented at the meeting. The results of the survey results will be provided to the Committee out of season to ensure adequate time for members of the Committee to take part in the survey.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

- 1. Receive and note the survey results as compiled from the Annual Assessment Survey that was prepared and sent to Committee Members; and*
- 2. Recommends to Council any recommendations or feedback obtained from the survey to improve the administration, performance and / or conduct of the Audit and Risk Committee to assist in it being a high functioning and purposeful advisory committee to Council.*

MOTION

That the Audit and Risk Committee:

- 1. Receives and notes the survey results as compiled from the Annual Assessment Survey that was prepared and sent to Committee Members.*

Moved: Mr Robert Taylor

Seconded: Ms Carol Pagnon

Carried

12 GENERAL BUSINESS

Nil.

13 IN CAMERA REFLECTION

14 NEXT MEETING

The next Audit and Risk Committee meeting will be held on Monday 22 February 2021 (pending approval of the Council on the Audit and Risk Committee's recommendation on meeting dates for 2021). 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.

15 CLOSE OF MEETING

The Meeting closed at 4:45pm.