

Agenda Item	Responsible	Comment / Action
1. Financial and Performance Reports		
1.1 Financial Performance Report Financial Performance Report: Jul 19 to Jan 2020	Manager Finance	Committee noted report on the basis that report was provided to Council via InfoSum in Feb 20. Moved: Administrator Brown Seconded: Mr Badger
1.2 Performance Report (Non-Financial) and Local Government Performance Reporting Framework Organisational Performance Report – Jul 19 to Dec 19 and LGPRF Results – Jul 19 to Dec 19	Coordinator Corporate Planning and Council Business	Committee noted report on the basis that report was endorsed by Council on 26 February 2020. Moved: Administrator Brown Seconded: Mr Badger
1.3 Investment of Council Funds Policy Investment of Council Funds Policy	Manager Finance	Committee provided feedback and recommended report be presented to Council for adoption. Moved: Mr. Badger Seconded: Mr Burjorjee
2. Internal Control System		
2.1 Annual Procurement Policy Review Procurement Policy Review	Senior Procurement Officer	Committee recommended report be presented to Council for adoption. Moved: Administrator Brown Seconded: Mr Badger
3. Risk Management		
3.1 Risk Profile and Registers Risk Management Framework (RMF) Risk Management Policy Strategic Risk Committee Minutes: 4 Feb 20	Senior Risk Officer	Committee discussed reports and noted the Annual Strategic Risk Briefing was presented to Council on 19 Feb and that officers have consulted with Independent Members and relevant external agencies to adopt better practice in relation to risk assessments. Action: Committee noted the 18 Mar 20 RMF and Policy. Council Briefing has been postponed to enable the CEO to determine an appropriate process for review, training and consultation (including consideration of workshops) and report back to the Jun 20 meeting. Moved: Mr. Badger Seconded: Mr Burjorjee
3.2 Quarterly report from CEO/Director	Director Development Services	Committee received a verbal report from Director Development Services on relevant risks from the Strategic Risk Register.
3.3 Fraud, Corrupt Conduct or possible illegal acts	Coordinator Risk	Verbal report: Committee received a verbal report from the F&CC Officer above in the In-Committee section.
4. Internal Audit		
4.1 Planned Internal Audits Internal Audit Plan 2019/20 OHS Audit Scope Internal Audit Report for Budget Management including Capital and Major Works Budget	Senior Risk Officer	Committee discussed and approved reports. Committee noted Administrators and Management determined an OHS audit should be undertaken in April/May 20 for the remainder of the 19/20 Internal Audit Program and management are determining an Action Plan to address the actions raised in the Budget Processes Audit Report which will be provided to the Committee in June 20.

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		Moved: Administrator Brown Seconded: Mr Badger
4.2 Internal Audit Plan	Senior Risk Officer	Committee noted a draft 20/21 Internal Audit Plan will be presented for consideration at the June 2020 Audit Committee Meeting.
4.4 Internal Audit Function Review: review the internal audit function, monitor satisfaction with internal audit service. Annual Surveys	Senior Risk Officer	Committee noted this report. Action: Committee recommended management consider fewer audits per annum but a deeper dive and more time spent on the ground by RSD staff per audit. Moved: Mr Burjorjee Seconded: Administrator Brown
5. External Audit		
5.1 External Auditor Proposed Audit Scope/Strategy VAGO Proposed Audit Scope/Strategy	Senior Risk Officer	Committee discussed and noted report. Moved: Mr Burjorjee Seconded: Mr. Badger
6. Compliance and ethics		
6.1 Regulatory Updates: keep informed of findings of any examinations by regulatory agencies Regulatory Reports (including RSD Internal Audit Report)	Senior Risk Officer	Committee discussed and approved report, noting that report was deferred by the Audit Committee at the Jun 19 meeting. Committee further noted that the timing of the Regulatory Reports going forward is to be determined on the basis of available resourcing. Moved: Mr. Badger Seconded: Mr Burjorjee
6. Reporting responsibilities		
6.1 Audit Committee reports regularly to Council	Senior Risk Officer	Committee noted the 10 Dec 19 Minutes were reported to Council at the 26 Feb 20 Ordinary Meeting of Council.
7. General		
7.1 Audit Committee: Local Government Bill 2019 Local Government Bill 2019/ Explanatory Memorandum	Senior Risk Officer	Verbal report: Committee received a report on proposed amendments impacting the operation of the Audit Committee in the Local Government Bill 2019, including the requirement to adopt a new Audit and Risk Committee Charter and Policy by 1 Sept 20. Moved: Administrator Brown Seconded: Mr Burjorjee
7.2 Committee performance/fees Audit Committee Performance Report	Senior Risk Officer	Committee received and noted this report. Moved: Administrator Brown Seconded: Mr Badger
7.3 Independent Committee Membership	Senior Risk Officer	Committee noted Council reappointed Mr. Burjorjee for a second and final consecutive three-year term commencing 22 Feb 2020 and concluding on 21 Feb 2023 at the 18 Dec 19 Council Meeting, and at that same meeting, appointed Dr. Purcell as Chair for 2020. Committee noted Dr. Purcell's second and final three-year term will conclude on 24 Feb 21. Advertising for this vacancy will occur in June / July 20, with interviews in Aug / Sept. Appointment and induction in

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		Oct/Nov, with the view to the new member attending the Dec 20 meeting as Observer.
8. General Business		
<ul style="list-style-type: none"> • September Meeting Timing: Committee discussed timing of the meeting and recommended management confirm the date with members offline. • Business Continuity Plan (BCP) Update: Committee received a verbal update on Council's BCP in the context of COVID 19. • VAGO Performance Audit "Effectiveness of the Enhanced Maternal and Child Health Program": Committee noted Council has been selected for this audit as a part of VAGO's 3 Year Program of Performance Audits. • Faith Page Farewell: Committee thanked and acknowledged the excellent contributions made by Director Corporate and Community Services, Faith Page, and wished her well for the future. 		
9. Close / Next meetings: Tuesday 9 June 2020, Tuesday 8 September 2020 and Tuesday 8 December 2020 starting at 3pm.		
10. Actions		
Meeting Date / Action Description	Status	Comment
11 June 19: Item 2.1 Risk Management Framework <ul style="list-style-type: none"> • The Committee be provided an overview of Council's RMF at the Dec 19 meeting and in particular, on Council's Risk Appetite. 	In progress: rescheduled to June 20 meeting	<ul style="list-style-type: none"> • Note from 10/3 Meeting: Committee noted the 18/3/20 RMF and Policy Council Briefing has been postponed to enable the CEO to determine an appropriate process for review, training and consultation (including consideration of workshops) and report back to the Jun 20 meeting.
11 June 19: Item 3 OHS Trends / Annual Leave Balances The Committee recommended that for the next report, officers: <ul style="list-style-type: none"> • Adopt the use of frequency rates to benchmark against industry comparisons; • Include contractor OHS claims / incidents in OHS reporting and frequency rates; and Clarify the vertical scale in the graphs contained on page 100 (OHS and Return to Work Trends).	In progress – due 9 June 20	
10 Dec 19: 3.1 Risk Profile and Registers Officers to consult with Independent Members and relevant external agencies to adopt better practice in relation to risk assessments regarding residual risk ratings and risk appetites.	Complete: due 10 Mar 20	This action has been completed, noting comments from Section 3 above and action item from 11 June 19 above which captures the additional actions underway.
10 Dec 19: 4.1 Planned Internal Audits Management determine with Administrators which audit/s (i.e. OHS and / or Internal Audit Action completion) should be undertaken in March / April 20 and advise the Committee at Mar 20 meeting.	Complete: due 10 Mar 20	This action has been completed (see Section 4 above).
10 Dec 19: 4.3 Internal Audit Recommendation Implementation	In progress: due 9 June 20	

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The Strategic Risk Committee consider including outstanding audit actions in departmental business plans and consider an Internal Audit project to assess the completion of prior audit actions and determine if any prior audit actions are no longer required and report back to the Committee in June 20.		
10 Dec 19: 9.4 Independent Committee Membership Officers complete a further draft of the skills matrix using details provided in members Curriculum Vitae's and present to the Committee at the June 20 meeting.	In progress: due 9 June 20	
10 March 20: 3.1 Risk Profile and Registers	In progress: due 9 June 20	
10 March 20: 4.4 Internal Audit Function Review Committee recommended management consider fewer audits per annum but a deeper dive and more time spent on the ground by RSD staff per audit.	In progress: due 9 June 20	