



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 15 June 2022 commencing at 09.30 a.m..

## ATTENDANCE

### Present:

Andrew Cox	(External Chairperson) - Apology
Carolyn Rosetta-Walsh	(External member) – via zoom
Max Shanahan	(External member – A/g Chair)
Cr Michele Biscotti	(Councillor)

### Also Present:

Rebecca Ryan	(CEO)
Kate Monaghan	(PGM Organisation Capability)
Josh Staniforth	(SM Finance)
Ricky Tozer	(SM Workplace and Governance) – via zoom
Michael Kharzoo	(Audit Office of NSW) – via zoom
Andrew Marsden	(O’Connor Marsden and Associates)
Judy Malpas	(O’Connor Marsden and Associates) - Apology
Anita Cakalic	(ARIC Secretary/Risk Specialist)
Phil Hansen	(PGM Community Connections – for item 7)

PGM – Portfolio General Manager

SM – Service Manager

## 1. APOLOGIES

### Resolved

That the committee noted the apology from Andrew Cox and Judy Malpas.

## 2. DECLARATIONS OF INTEREST

### Resolved

No disclosures were made by Committee members of any interest in the matters under consideration at this meeting.

## 3. CONFIRMATION OF MINUTES

### 3.1 Minutes of the Ordinary Meeting of the QPRC ARIC held on 16 March 2022

### Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Wednesday 16 March 2022 be confirmed.

Moved: Carolyn Rosetta-Walsh

Seconded: Max Shanahan

#### **4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES**

##### **4.1 Actions Arising Report June 2022**

###### **Resolved**

- a) That the report be received for information.
- b) Confirmed completion of the following action items: 4.1, 5.2, 5.3(b), 5.4, 5.5 and 6.9.

##### **4.2 Policy Harmonisation Update**

###### **Resolved**

Report noted.

#### **5. AUDIT REPORTS**

##### **5.1 Audit Office NSW Update 15 June 2022**

###### **Resolved**

- a) Noted verbal update provided by the Audit Office of NSW.
- b) Noted verbal update from Financial Statements Sub-committee Chair Max Shanahan.

##### **5.2 OCM Internal Audit Report June 2022**

###### **Resolved**

Report noted.

##### **5.3 Internal Audit - Credit Card Management**

###### **Resolved**

- a) Report noted
- b) The ARIC requested that the cost of low use cards be quantified.

##### **5.4 Draft Annual Internal Audit Plan 2022 - 2023**

###### **Resolved**

- a) Report noted
- b) Draft Annual Internal Audit Plan for 2022-2023 approved.

Moved: Cr Michele Biscotti  
Seconded: Carolyn Rosetta-Walsh

## 5.5 Status of Audit Recommendations June 2022

### Resolved

- a) Report noted.
- b) Overdue items to be reviewed by Executive and a report provided to ARIC at its next meeting to be held in September.

## 6. REPORTS TO ARIC - ITEMS FOR INFORMATION

### 6.1 CFO Status Report June 2022

#### Resolved

Report noted.

### 6.2 ICT Report June 2022

#### Resolved

Report noted.

### 6.3 Procurement Integrity

#### Resolved

Report noted.

### 6.4 Risk Management

#### Resolved

Report noted.

### 6.5 Governance - Special Agenda Item

#### Resolved

Report noted.

## 7. SENIOR MANAGEMENT PRESENTATIONS

**Phil Hansen** – Portfolio General Manager Community Connections  
– Asset Management

## 8. GENERAL BUSINESS

No general business

Next meeting: 21 September 2022

Meeting closed: 10.48am