



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 21 September 2022 commencing at 09.30 a.m..

## ATTENDANCE

### Present:

Andrew Cox	(External Chairperson)
Carolyn Rosetta-Walsh	(External member) – via zoom
Diana Hamono	(External member)
Cr Michele Biscotti	(Councillor) – via zoom

### Also Present:

Rebecca Ryan	(CEO)
Kate Monaghan	(PGM Organisation Capability)
Josh Staniforth	(SM Finance/CFO)
Ricky Tozer	(SM Workplace and Governance)
Michael Kharzoo	(Audit Office of NSW) – via zoom
Andrew Marsden	(O'Connor Marsden and Associates)
Judy Malpas	(O'Connor Marsden and Associates)
James Smart	(O'Connor Marsden and Associates – for item 5.4)
Anita Cakalic	(ARIC Secretary/Risk Specialist)
Jacqui Sullivan	(PC Financial Accounting – for items 6.1 to 6.2)
Peter John	(SM Digital – for items 6.3 to 6.5)
Megan De Vires	(Governance and Legal Administration Officer – Observer)

PGM – Portfolio General Manager

SM – Service Manager

PC - Program Coordinator

## 1. APOLOGIES

### Resolved

No apologies.

## 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 15 June 2022****Resolved**

Moved: Carolyn Rosetta-Walsh

Seconded: Cr Michele Biscotti

**4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES****4.1 Actions Arising Report September 2022****Resolved**

That the ARIC:

1. Noted the report received.
2. Noted the verbal response provided by the PGM Organisation Capability regarding quantification of low use credit cards, with no extra costs for additional cards (action arising item 5.3).
3. Confirmed the completion of the following action arising items:
  - 16 March 2022 meeting: 5.1, 5.3, 5.5, 6.7
  - 16 December 2021 meeting: 4.1, 6.7, 6.8, 6.11,7

**4.2 Policy Harmonisation Update****Resolved**

1. That the Policy Harmonisation Project be taken as complete and ongoing action be removed from the Actions Arising List.
2. An annual report be provided to the ARIC on QPRC Policies and Directives.

**5. AUDIT REPORTS****5.1 Audit Office of NSW Update September 2022****Resolved**

1. Noted the verbal update provided by the Audit Office of NSW, and that the ARIC will meet in October to recommend the QPRC Financial Statements to Council.
2. Noted the verbal update from the Financial Statements Sub Committee Chair, Carolyn Rosetta-Walsh.

**5.2 OCM Internal Audit Report September 2022****Resolved**

That the ARIC note the report.

**5.3 Final Internal Audit Report - Customer Service and Complaints**

**Resolved**

That the ARIC note the report and that OCM will review the sequence of agreed action timing with the responsible officer. ARIC members to be advised of any changes to the timing for agreed actions out-of-session.

**5.4 Final Internal Audit Report - Budget Management****Resolved**

That the ARIC note the report and inclusion of the agreed Management Actions within future quarterly monitoring report of Audit Recommendations.

**5.5 External Quality Assessment Internal Audit Function****Resolved**

1. That the ARIC note the report and include the agreed management actions within future audit status update reviews.
2. ARIC Chair and Cr Biscotti to present an overview of the function of the ARIC and internal audit at a Councillor workshop to be scheduled for late October.

**Note: O'Connor Marsden were not present for this report.**

**5.6 2022 HSEQ Surveillance Audit Report - Summary****Resolved**

That ARIC

1. Receive and note the report on the 2022 surveillance Audit
2. Note continued certification to the ISO 9001, 14001 and 45001 standards is recommended by the Auditor to the certification body
3. A maturity assessment to be presented at the March ARIC meeting.

**5.7 Status of Audit Recommendations September 2022****Resolved**

1. That the ARIC receive and note the report on the status of audit recommendation implementation.
2. Suggests 40 overdue audit recommendations from a total of 81 audit recommendations is cause for concern.
3. The Portfolio General Managers attend future ARIC meetings on a cyclical basis to provide their plans to implement overdue audit recommendations.

**6. REPORTS TO ARIC - ITEMS FOR INFORMATION****6.1 CFO Status Report 21 Sept 2022**

**Resolved**

That the report be received for information.

**6.2 DRAFT Financial Statements for the year ended 30 June 2022****Resolved**

That the ARIC endorse the signing of the draft financial statements by Council.

Moved: Carolyn Rosetta-Walsh

Seconded: Andrew Cox

**6.3 Implementation roadmap\_Cyber security strategy****Resolved**

That the report be received for information.

**6.4 Cyber Incident\_ Phishing attack and user account breach****Resolved**

That the report be received for information.

**6.5 ICT Report to ARIC\_September 2022****Resolved**

That the ARIC:

1. Receive the report for information.
2. Request an update report on Essential 8 maturity and improvement implementation every six months.

**6.6 ARIC Chair annual report - 2021-2022****Resolved**

That the report be received for information and presented to Council for their information.

**6.7 ARIC Charter Annual Review****Resolved**

That the ARIC endorse the Charter for Council adoption.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

**6.8 Update on OLG Guidelines****Resolved**

That the report be received for information.

**6.9 External reports of interest**

**Resolved**

That the report be received for information.

**7. SENIOR MANAGEMENT PRESENTATIONS**

**Kate Monaghan** – Portfolio General Manager Organisation Capability – Special Rate Variation Project

**8. GENERAL BUSINESS**

**Resolved**

The ARIC resolved that draft meeting minutes will be endorsed out-of-session within four weeks of a meeting being held. This will eliminate the current time lag created by minutes not being provided to Council until they have been endorsed at the next quarterly meeting of the ARIC.