



Ordinary Meeting of Council

13 November 2024

**UNDER SEPARATE COVER
ATTACHMENTS**

ITEMS 10.1 TO 11.2

**QUEANBEYAN-PALERANG REGIONAL COUNCIL
ORDINARY MEETING OF COUNCIL**

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 NOVEMBER 2024

ITEM 10.1 ANNUAL FOOD ACTIVITY REPORT TO NSW FOOD
AUTHORITY 2023-2024

ATTACHMENT 1 QPRC ANNUAL FOOD SAFETY ACTIVITY REPORT 2024

Activity Report

Reference code: VTM7UY

08-07-2024

Food Act enforcement agency activity report



Food Act enforcement agency activity report 2023-24

The NSW Food Authority (Food Authority) works with all NSW councils and the Department of Climate Change, Energy, the Environment and Water (in respect of Kosciusko National Park) and the Lord Howe Island Board (in respect to Lord Howe Island), as enforcement agencies under the *Food Act 2003*.

All enforcement agencies are required to report annually to the NSW Food Authority on their food surveillance activity, which is then collated into an annual activity report.

The purpose of the annual activity report is for the Food Authority to capture data collected by the agencies across the state into a central report in order to monitor and assess trends in food surveillance work.

In tracking the food safety surveillance activity of enforcement agencies, the Food Authority can identify trends and plan strategies and activities to better improve food safety and protect the health of the NSW community.

Use this form to enter data for the 12 months from 1 July 2023 to 30 June 2024.

Please complete your organisation's report by 28 July 2024.

v20240705-1209

Enforcement Agency Details



1. If you wish to save the Activity Report before completing it all, you can click on the 'Save For Later' button at the top right or bottom left of each page. You can then use the link on the 'Save For Later' page to resume or you can request an email be sent to you with instructions on how to resume the Activity Report.
2. Please ensure that the Activity Report is approved by the General Manager or delegate prior to submission.
3. You can print a copy of the Activity Report to give to the GM/delegate for approval prior to submission. Just answer 'No' to Q55 and click on 'Save For Later' button. If there are no errors, this will take you to a page where you can download a pdf of the saved Activity Report. You must also confirm your email address and click 'Send' to be sent a reminder email with a pdf copy and a link to the saved Activity Report. You will then need to click the link in the email once you have your GM/delegate's approval, to complete the submission.
4. Please note that you cannot change any data in the Activity Report Form after successful submission. Should you need to make any amendments please contact the Local Government Unit at food.contact@dpi.nsw.gov.au
5. All questions are mandatory. Previous optional questions 46 to 54 regarding 'Impact of recent events' have been removed.
6. Whilst completing the Activity Report the following symbols may appear:



provides guidance to assist in answering the question



represents a warning that your response appears erroneous



means there is an error; this must be rectified before submission can proceed.

Enforcement Agency Details

Enforcement Agency Name	Queanbeyan-Palerang Regional Council
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Completed by	Andrew Gault
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Email	andrew.gault@qprc.nsw.gov.au
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Telephone	0439 412 816
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Reference Code	VTM7UY
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Business Profile

Business Profile

Fixed Premises

Q1. Number of fixed food premises categorised as high risk? 14



'High risk' typically means premises which:

- handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and
- also had known risk-increasing factors such as:
 - potential for inadequate/incorrect temperature control (reheated or hot-held food),
 - larger scale of operations (employed more than people),
 - large catering operations (different preparation and serving location), and/or
 - supplied directly to at-risk customers (child care centres; nursing home caterers).

High risk premises require at least one programmed inspection per year.

Q2. Number of fixed food premises categorised as medium risk? 147



'Medium risk' typically means premises which:

- handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth
- served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present
- served high- and medium-risk, ready-to-eat foods only portioned before receipt by the customer
- were small or medium scale of operations (less than 10 people), and/or
- were small or medium scale catering.

Medium risk premises require at least one programmed inspection per year.

Total Number of High-Risk and Med-Risk Fixed Premises 161

Q3. Number of fixed food premises categorised as low risk? 90



'Low risk' typically means premises which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

Low risk premises should be inspected in response to incident or complaint only.



Examples:

Bars selling packaged crisps only; confectionery stores; liquor shops; newsagents selling packaged low risk foods.

Total Number of Fixed Premises 251

Temporary Premises

Q4. Number of temporary food premises notified in the council area? 91



'Temporary food premises': food stalls and facilities which handled, prepared and sold food at periodic markets, fairs, festivals, shows and non-mobile temporary facilities such as fruit stalls. The same stall present at repeated regular events should be counted as 1.

Exclude: mobile food premises such as vans, food trucks & coffee carts.

Mobile Premises

Q5. Number of mobile food premises notified in the council area? 18



'Mobile food premises': food premises which handled, prepared and sold food, were designed to be movable from place to place (whether motorised or not) and were self-contained with its own hand wash basin, equipment and consistent operating conditions.

Exclude: temporary, non-mobile facilities such as market stalls.



Examples:

Coffee carts, juice carts, food trucks, mobile facilities for hamburgers, hot dogs, kebabs, commercial spits, BBQs grills, popcorn, icecream, fairy floss.

Retail Sector Requirements

Retail Sector Requirements

Q6. Number of food premises requiring a Food Safety Supervisor (FSS)? 154

Q7. Number of these food premises that have a current FSS? 116

Q8. Number of 'standard food outlets' (Fast Choices)? 20

Q9. Are you checking whether nutritional information is displayed at 'standard food outlets'? Yes

Q10. How many 'standard food outlets' did not display nutritional information? 0

Resources

Resources

Q11. Number of authorised officers engaged in food regulatory work over the 12 month reporting period? 3



This is the total number of people (head count) appointed as authorised officers under the Food Act 2003 that have conducted any food regulatory work in the reporting year. This is regardless of whether they are full time, part time, consultants or responsible for other work as well. The response must be an integer.



Example:

A council with 1 authorised officer who works solely 100% on food, plus 2 authorised officers who work on food for 25% of their time, plus 1 contractor appointed as an authorised officer who works 10 days (2 weeks) on food would answer 4, regardless of how much food work they did. A separate person appointed as an authorised officer who did not perform any food regulatory work in the period is not counted.

Q12. Number of full time equivalent (FTE) authorised officers to fulfil food regulatory duties? 0.8



'FTE': the number of authorised officers required to undertake council's level of food work (as per previous question) if they had worked full time on food.



Example:

A council with 1 authorised officer who works solely 100% on food (=1 FTE), plus 2 authorised officers who work on food for 25% of their time (ie $2 \times 0.25 \text{ FTE} = 0.5 \text{ FTE}$), plus 1 contractor appointed as an authorised officer who works 25 days (5 weeks) on food (ie $5/47 \text{ working weeks} = 0.1 \text{ FTE}$) would answer 1.6.

Surveillance Activity

Surveillance Activity

Number of INSPECTIONS

Q13. Number of primary inspections conducted for fixed food premises? 159



Primary inspections: total number of inspections of **high and medium risk fixed food premises** which were scheduled and completed.

Note: Low risk food premises should be inspected in response to an incident only. For example, complaint, as per the FRP Protocol.

Exclude re-inspections for unsatisfactory issues, and inspections of mobile and temporary premises.



Example:

If a council inspects 25 high risk fixed food premises twice per year and 50 medium risk fixed food premises once per year, all of which are completed, then the answer is 100.

Q14. Number of primary inspections conducted for temporary food premises? 0



'Primary inspections': inspections of temporary premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and mobile premises.

Q15. Number of primary inspections conducted for mobile food premises? 8



'Primary inspections': inspections of mobile premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and temporary premises.

i Example:

If a festival in a council area had 2 mobile coffee carts and inspected them both, and the council has 7 regular mobile food businesses selling ice cream, sandwiches, coffee and hot pies and completes inspections of them all, the answer is 9. Temporary food stalls at the festival should not be counted.

Risk-based inspection program of high and medium risk fixed food PREMISES during the 12 month reporting period

Q16. Number of high and medium risk fixed food premises actually inspected? 151

i 'Fixed food premises': include the number of all high and medium risk fixed food premises that were inspected.

Exclude multiple visits to the same premises, any visit to low risk fixed food premises and all mobile and temporary food premises inspected.

i Example:

If a council inspects 25 high risk fixed food premises twice per year, 50 medium risk fixed food premises once per year, and 10 good performers once per 18 months but the good performers were not scheduled in this reporting period, then the answer is 75. That is, the 25 are counted once; and the 10 not at all.

Q16a. Number of high and medium risk fixed food premises scheduled to be inspected? 159

Q17. Number of these fixed food premises requiring re-inspection? 13

i 'Re-inspection': Fixed premises which required follow-up to a primary inspection due to significant breaches or possible enforcement action.

'Significant breaches': those which pose a food safety risk or are matters which cannot be left until the next routine inspection.

Do not count premises where matters are left to the next routine inspection, the officer 'pops in' to check on a minor issue or if council routinely re-visits for minor issues with no enforcement action taken.

i Examples:

Re-inspections due to hand washing, temperature control, cross contamination, pest control, inadequate cleaning and sanitation, sale of food past 'use by' dates and maintenance issues that pose a food safety risk.

Q18. Number of these fixed food premises requiring additional re-inspection(s)? 3

i 'Additional re-inspection': Fixed premises requiring further follow-up after a first re-inspection.

i Example:

A premises found at primary inspection to have evidence of inadequate cleaning and sanitising of food contact surfaces and equipment, and at re-inspection is found to have not addressed the issues, and so requiring a further reinspection the next day, would count as 1.

Childcare facilities

Q19. Are there any childcare facilities in your LGA that cook and/or serve PHF? This question does not include childcare facilities that receive and store lunch/food packed by parents/carers Yes

Q20. Are all these childcare facilities inspected at least once per year? Yes

Business Inspection Outcomes

Every inspection should result in a score on the FPAR, REGARDLESS OF WHETHER IN 'SCORES ON DOORS' PROGRAM and type of premises. For premises where there were two or more inspections, please report the score of the **most recent primary inspection**.

Business Inspection Outcomes

Please indicate the types of premises for which the business inspection outcomes are being reported

- Fixed premises
- Mobile premises

Q24. Number of premises with 0-3 points (5 star Scores on Doors rating) determined at the most recent primary inspection?

48

Q25. Number of premises with 4-8 points (4 star Scores on Doors rating) determined at the most recent primary inspection?

66

Q26. Number of premises with 9-15 points and with no single 8 point breach (3 star Scores on Doors rating) determined at the most recent primary inspection?

25

Q27. Number of premises with more than 15 points or with any single 8 point breach ('no star' Scores on Doors rating) determined at the most recent primary inspection?

20

Total

159

Complaints

Complaints



Where food complaints were determined to be in relation to multiple matters (eg. both hygiene and labelling) then please count that complaint only in the category identified as the most significant matter at the time of the investigation.

Number of complaints investigated in relation to alleged

Q28. Hygiene & handling

8



Number of complaint investigations which related to cleaning, sanitation, pest control, temperature control, storage, potential for cross contamination, etc.

Q29. Foreign matter

0



Number of complaint investigations which related to food contaminated with foreign matter.

Q30. Food quality including deterioration

1



Number of complaint investigations which related to poor food quality because of mould, damaged packaging, staleness etc.

Q31. Labelling & advertising

1



Number of complaint investigations which related to incorrect labelling, missing labelling such as country of origin information, false or misleading advertising, etc. and may include food sold after a 'use by' date.

Q32. Single-incident foodborne illness.

4



Number of complaint investigations which related to single-incident cases of alleged foodborne illness (cases of either a single person or a single family).

Q33. Other

5



Number of complaint investigations which related to other issues under the *Food Act 2003*.

Total Number of complaints investigated 19

Enforcement

Enforcement

Q34. Number of warnings issued relating to Food Act breaches, for all premises types? 64



'Warnings': number of warnings written on reports such as Food Premises Assessment Reports (FPARs), plus Warning Letters issued by authorised officers, relating to Food Act breaches, for all premises types.

Exclude instances where Notices or Orders were issued.

Q35. Number of Improvement Notices issued relating to Food Act breaches, for all premises types? 13

Q36. Number of Penalty Notices issued relating to Food Act breaches, for all premises types? 2

Q37. Number of seizure notices issued relating to Food Act breaches, for all premises types? 0

Q38. Number of Prohibition Orders issued relating to Food Act breaches, for all premises types? 0

Q39. Number of legal proceedings determined relating to Food Act breaches, for all premises types? 0

Comments, Value-added Services and GM notices

Comments, Value-added Services and GM notices

Comments

Q40. Please provide any comments/explanations to support the data in your submission

QPRC is a risk based food inspection program and so a number of well performing business are not inspected every financial year due to an 18 month inspection rotation for high performing businesses.

Value-Added Services

Please indicate what value-added services have been provided in the 12 month reporting period. Please provide details for each in the box e.g. type and number of training sessions run.

Q41. Participation in 'Scores on Doors'

Yes

Comments

QPRC has participated in the Scores on Doors program for many years however the local food businesses close to Canberra show little interest in the program as it does not mirror any similar program from the ACT. Regional towns such as Bungendore and Braidwood are more receptive to the program but due to the voluntary nature only well performing businesses are participating.

Q42. Technical advice provided to food businesses

Yes

Comments

Council offers free food safety and food administrative advice food all those that enquire. Other information avenues provided are via factsheets, website information, and a quarterly newsletter sent to all active food businesses containing current information and helpful tips.

Q43. Information provided to food businesses e.g. factsheets, website, newsletter

Yes

Comments

Council offers factsheets, website information, and a quarterly newsletter sent to all active food businesses containing current information and helpful tips.

Q44. Food handler training organised or facilitated

Yes

Comments

Council pays for and provides free access to the "I'm Alert" online training and recommends that all food businesses have their food handlers complete the free training course.

Q45. Any other services provided e.g. participation in surveys

Yes

Comments

Council participates in food related surveys when received. Council participates in the regional food group meetings and workshops when available.



Previous optional questions 46 to 54 regarding 'Impact of recent events' have been removed.

GM Approval



NOTE:

This report can only be submitted once approved by the General Manager or delegate, and you select "Yes".

If you do not have approval please select "No" then "Save for later" – you will be emailed a pdf copy of your saved report for your GM/delegate to approve. The email will also have details of how to log back in, once you have your GM/delegate's approval, so you can complete the submission.

Q55. Has this report submission been approved by the General Manager or delegate?

Yes



You may be contacted by NSW Food Authority staff to verify responses.

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 NOVEMBER 2024

ITEM 10.2 LAND-USE PLANNING BRANCH UPDATE

ATTACHMENT 1 LAND-USE PLANNING STRATEGIC WORK PROGRAM UPDATE

Attachment 1 - Land-Use Planning Strategic Work Program

Infill Housing technical studies

In addition to the \$720,000 from the Federal Government, Council allocated \$300,000 to the strategy over a three-year period, with \$100,000 being allocated in the 24/25FY. Approximately \$30,000, from the 24/25FY allocation, will be utilised to undertake demographic forecasting for the area subject to the strategy. The remainder of the funds will be reallocated to a project on the priority funding list.

3D MESH Data Capture

As part of the budget bid process, Council allocated \$100,000 for a 3D MESH data capture for Bungendore and \$20,000 for the ARCGIS Urban program to inform the review of the Bungendore Structure Plan.

The Housing Support Program funding included 3D MESH data for Queanbeyan. Staff have been able to reduce the costs associated with the Bungendore 3D MESH data capture by reviewing the capture area and including it in the same procurement for Queanbeyan. Procurement is underway and any left-over funds will be re-allocated to projects on the priority funding list.

Bungendore Economic Land Analysis

A total of \$60,000 was allocated to undertake an economic land analysis in Bungendore, to identify employment land needs and opportunities for future growth. The analysis will be a key component to inform the review of the Bungendore Structure Plan. The analysis will be completed by 30 June 2025 and the review of the Bungendore Structure Plan will commence mid-2025.

Review of Schedule 5 Environmental Heritage in the Queanbeyan-Palerang Regional Local Environmental Plan 2022

The review of Schedule 5 Environmental Heritage will analyse existing heritage listed items, make recommendations as to whether it should remain listed, update descriptions and heritage inventories. It will also include the potential addition of items that have heritage significance, where appropriate.

The project has a budget allocation of \$200,000 over a 3-year period. Council staff are currently finalising the procurement process. It is expected that the final quote will exceed the \$200,000. A total of \$23,000 this financial year will be reallocated from the underspend of other projects; future years will be subject to budget bid processes.

Rezoning of Braidwood depot studies

Technical reports are being prepared to inform a planning proposal to rezone the Braidwood Depot and adjoining properties, to provide more housing choice in Braidwood. A total of \$80,000 has been allocated to the project. Council has undergone procurement for a contamination report and the total cost of the report is \$66,000 (inc. GST).

Council will utilise the remaining \$14,000 on a heritage analysis to ensure future development controls on the site maintains reflect the heritage values of Braidwood. Depending on the final quote, underspend outlined in the body of the report will be reallocated to ensure the heritage analysis can be undertaken.

A planning proposal to rezone the Depot to facilitate residential development will be presented to Council late 2025.

Review of existing holdings and rural subdivision provisions

The review of existing holdings and rural subdivision provisions seeks to identify existing holdings for the purpose of Clause 4.2A(5) in the QPRLEP 2022. Council has allocated \$100,000 to the project over a 2-year period. Procurement is underway and it is anticipated that the entire budget will be required.

Review of Rural Contribution Plans

The purpose of this project is to review and replace of nine (9) existing and outdated developer contribution plans applicable to rural areas within the Queanbeyan-Palerang local government area (LGA). Procurement is underway and it is anticipated that the total project cost will be \$150,000 (approx.), from the contribution reserves. The project will be run over a 12-month timeframe, finalising the plans late 2025.

Braidwood Structure Plan

Council staff in the process of finalising a draft Braidwood Structure Plan, which identify future growth opportunities and areas in and around the township. The Structure Plan is informed by contiguous and connected urban environments, minimisation of development costs, environmental preservation, building resilience to hazards and the effects of climate change and protecting cultural and physical heritage. The delivery of the Structure Plan is being undertaken by the Land-Use Planning Branch resources.

The draft Braidwood Structure Plan will be presented to Council at the 18 December 2024 meeting, seeking endorsement to exhibit in February.

C4 Environmental Living - Complying Development

At its meeting 22 May 2024 Council resolved to support a Council led scoping proposal to enable complying development on C4 Environmental Living zone land. Staff have held a round table workshop with the relevant State agencies and have received their responses to the scoping proposal. The delivery of the project is being undertaken by the Land-Use Planning Branch resources.

Council staff are now reviewing each response and will seek Council's endorsement on a way forward early in 2025.

Planning Proposals

The below table outlines the active scoping and planning proposals in Council.

Proposal	Status
PP.2023.0003 – Council led Scoping Proposal - Complying Development – C4 Environmental Living Zone	See above
PP.2023.0009 – Private led Planning Proposal - Googong Dam catchment Realignment	Awaiting Gateway determination
PP.2024.0005 – Council led Planning Proposal - Reclassification – Community Land to Operational Land – 88 Wallace Street and 41 Ryrie	Planning proposal requires amendment, to be presented to council 27 November 2024
PP.2024.0006 – Council led Planning Proposal QPRLEP – Housekeeping amendment 2024	To be presented to Council early 2025
PP.2024.0007 – Council led Planning Proposal – Rezone Bungendore Sports Hub	Awaiting Gateway determination
PP.2024.0009 – Private led Planning Proposal – Additional Permitted Use South Jerrabomberra	Additional information requested from applicant
PP.2024.0010 – Private led Planning Proposal – amend land zoning and minimum lot size at 141 Googong Road, Googong	Lodged and under assessment

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 NOVEMBER 2024

ITEM 10.2 LAND-USE PLANNING BRANCH UPDATE

ATTACHMENT 2 ACT-NSW REGIONAL FUTURES FRAMEWORK



OFFICIAL



Regional Futures Framework

Overview of project scope

Overview

As an initiative under *The ACT-NSW MoU for Regional Collaboration*, the ACT and NSW Governments are collaborating on development of the *ACT-NSW Regional Futures Framework* (the Framework). The objective of the Framework is to provide Canberra and the surrounding region¹ with a shared long-term vision and agreed principles to deliver cross-government and sustainable outcomes for growth in the city and region. The framework will consider a regional approach to land-use, resources, biodiversity, social and cultural services and infrastructure. The Framework will support longer-term strategic decision-making across all levels of Government.

The Framework is intended to:

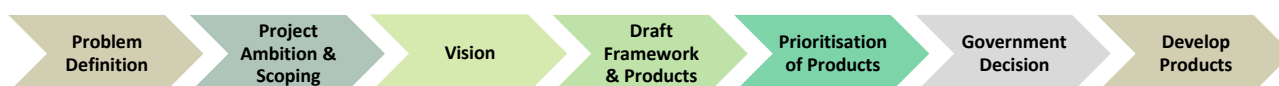
- support alignment and coordination of long-term policy, planning and strategy based on a shared vision for the region.
- ensure policy decision-making and advice on regional policy is consistent, well informed, and has a sound strategic basis to maximise benefits in the region.
- establish a shared regional vision across ACT, NSW and local councils that maximises benefits and outcomes, enabling integrated decision making and shared benefits.

To compliment the Framework, an initial product suite will be designed and developed to address priorities of critical importance to the region's growth and ensure there is scope for the Framework to evolve over time as new issues come to light.

As part of this process, SGS Economics and Planning (SGS) has been engaged to assist with initial design aspects of the Framework, including a vision and structure for the Framework and drafting of initial products following its approval and implementation.

Work so far

The project will continue to involve significant engagement between relevant governments, agencies and councils. The deliverables of the project will be split across six stages and one formal approval process.



The ACT and NSW Governments have conducted:

- preliminary stakeholder discussions;
- literature and case study reviews;
- established a Steering Committee²; and
- held a cross-jurisdictional workshop.

The Steering Committee and working group are in the process of defining outcomes of the project, and will seek to engage with key stakeholders in the course of finalising the initial Framework.

¹ The initial focus for the Framework will be on the ACT, Yass Valley and Queanbeyan-Palerang local government areas.

² The inter-governmental Steering Committees comprises of representatives from; Chief Minister, Treasury and Economic Development Directorate; Environment, Planning and Sustainable Development Directorate; Office of the Cross Border Commissioner; and Department of Planning, Housing and Infrastructure.

OFFICIAL

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 NOVEMBER 2024

ITEM 10.6 QPRC V MINISTER EDUCATION AND EARLY LEARNING:
CASE NUMBERS 2022/3377152 AND 2022/3377095

ATTACHMENT 1 BHS PROJECT UPDATE NOV 2024

Rebuilding Public Education

NSW Department of Education

Bungendore High School Project update | November 2024

Image caption: Example of a modern classroom being delivered in NSW



Investing in our schools

As part of the NSW Government's plan to rebuild public education, the 2024-25 Budget is delivering record education funding, including \$1.4 billion for new and upgraded schools in regional NSW. This targeted investment will ensure growing communities get access to a world class public education.

Future planning for the Majara Street site

As we advised in the September 2024 project update, further expansion of the temporary high school is planned on the vacant block and existing facilities at 4-10 Majara Street in time for the 2026 school year.

Following the opening of the new permanent High School on Day 1, Term 1 2027, the Department of Education will have no ongoing operational need for the Majara Street site.

Under the Land Acquisition Act, where land is no longer needed for the purpose it was acquired, it must first be offered to the previous owner. As such, the department has commenced discussions with Queanbeyan-Palerang Regional Council (Council) regarding the land which was under their ownership prior to acquisition. To facilitate these discussions the current proceedings being heard in the Land and Environment Court have been adjourned to a future date.

Subject to entering into an agreement, the department and Council would work together with the aim of returning the land to Council ownership from 2027. Council will be conducting its own community consultation regarding this proposal.

In parallel, the department will work with relevant authorities in relation the future management of Mick Sherd Oval and land at Turallo Terrace.

Next steps

We will provide information on the plans for the temporary school expansion to Majara Street at an upcoming community information session. Details of the information session will be provided shortly.



Email: schoolinfrastructure@det.nsw.edu.au
Phone: 1300 482 651
schoolinfrastructure.nsw.gov.au



QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 NOVEMBER 2024

ITEM 11.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 5
 SEPTEMBER 2024 AND 9 SEPTEMBER 2024

ATTACHMENT 1 ARIC MINUTES 5 SEPTEMBER 2024



MINUTES OF THE SPECIAL MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Nellie Hamilton Centre, 257 Crawford Street, Queanbeyan on Thursday, 5 September 2024 commencing at 2:00 PM.

ATTENDANCE

Members Present:

Rhonda Wheatley	(External Chairperson) – via zoom
Carolyn Rosetta-Walsh	(External Deputy Chairperson) – via zoom
Diana Hamono	(External member) – via zoom

Also Present:

Rebecca Ryan	(General Manager)
Kate Monaghan	(Director – Corporate Services)
Tracy Sligar	(CFO)
Caitlin Flint	(Manager Governance, Legal and Risk)
Anita Cakalic	(ARIC Secretary/Risk and Internal Audit Coordinator)
Lesley Smith	(Risk and Internal Audit Admin Officer)

Meeting opened at 2pm.

1. APOLOGIES

That apologies for non-attendance be received and that leave of absence be granted for Councillor Biscotti and Councillor Wilson.

2. DECLARATIONS OF INTEREST

Resolution

No declarations of interest made.

3. REPORTS TO ARIC - ITEMS FOR INFORMATION

3.1 Review of Draft Financial Statements

The ARIC noted the draft financial statements presented and that:

- The Chief Financial Officer (CFO) has been working closely with the Chair of the Financial Statements Sub-Committee (FSS), Carolyn Rosetta-Walsh. Regular (minimum fortnightly) meetings have been held to discuss progress updates and analysis with regard to variations between the last financial year's and the 2023/24 Financial Year statements.
- The Chair of the FSS was satisfied with the explanations provided at these meetings, and the analysis undertaken to explain variations.
- The value of gifted assets arising from 23/24 may not be

Special Meeting of the QPRC Audit, Risk and Improvement Committee held 5 September 2024

SPECIAL MEETING OF THE QPRC ARIC

5 SEPTEMBER 2024

considered material at this stage, but when reassessed by the external auditors, may trigger a prior period error.

- Further explanation will be provided by the CFO with regard to note B2.1 and increase in waste management services at the ARIC meeting to be held on 9 September.
- There was a change made to the management of debt recovery by more proactively engaging with rate payers to enter payment arrangements.
- Several minor amendments to be made to the draft statements including:
 - Noting that the risk management rebate was from Statecover.
 - Explaining an acronym for a government department
 - Ensuring explanatory notes are added earlier in the document to align with data.
 - Referencing explanations contained in graphs, particularly in relation to debt to service ratio.
 - Explanation in relation to decrease in water access charges.
- The CFO confirmed that monthly bank reconciliations were being conducted.
- The external auditors will be conducting the Financial Statements Audit commencing Monday 9 September, with the audit expected to take two weeks.

The CFO concluded by stating:

- The CFO's concluding comments noting that the statements are still in draft, pending review by the external audit process;
- That as the team and the external auditors continue to collect data regarding the financial assets, some prior period errors may be recognised, as discussed above, and
- That Schedule 7 is yet to be finalised.

The ARIC were satisfied with the explanations provided by the CFO during the meeting and acknowledged and congratulated the CFO and her team in the work undertaken in preparing the draft financial statements.

Resolution

The Audit, Risk and Improvement Committee endorsed the Draft Financial Statements, with minor amendments, for the submission to the Audit Office of NSW and approval of Council.

With no further business the meeting closed at 2.28pm.

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Council Meeting Attachment

13 NOVEMBER 2024

ITEM 11.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 5
 SEPTEMBER 2024 AND 9 SEPTEMBER 2024

ATTACHMENT 2 ARIC MINUTES 9 SEPTEMBER 2024



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Nellie Hamilton Centre, 257 Crawford Street, Queanbeyan on Monday, 9 September 2024 commencing at 9.30 AM.

ATTENDANCE

Members Present:

Rhonda Wheatley	External Chairperson
Carolyn Rosetta-Walsh	External Deputy Chairperson – via zoom
Diana Hamono	External member

Also Present:

Rebecca Ryan	General Manager
Kate Monaghan	Director – Corporate Services
Furqan Yousuf	Audit Office of NSW
Yas Wickramasekera	O'Connor Marsden and Associates (OCM)
Hubert van Mierlo	O'Connor Marsden and Associates (OCM)
Jacqui Richards	Director Community, Arts and Recreation (Items 5.5 and 5.9)
Ruth Ormella	Director Development and Environment (Items 5.10 and 7)
Peter John	Manager Digital (Items 4.2, 5.3 and 6.2)
Vicktor Petrov	Manager Economy, Place and the Arts (Item 5.9)
Tracy Sligar	Chief Financial Officer (Item 6.1)
Anita Cakalic	ARIC Secretary/Risk and Internal Audit Coordinator
Lesley Smith	Risk and Internal Audit Administrative Officer (Minutes)

External Audit In-Camera Session:

The ARIC voting members held a separate in-camera session with the Auditor General for NSW Bola Oyetunji and Furqan Yousuf (Director Financial Audit) from the Audit Office of NSW, at 2pm. No minutes are taken for this in-camera session.

The attendance of Bola Oyetunji provided an opportunity for staff to meet and greet the Auditor General for NSW. The ARIC members and staff would like to personally thank Bola Oyetunji for taking the time to visiting QPRC.

Meeting opened at 9.30am.

1. APOLOGIES

Apologies for non-attendance were received and that leave of absence be granted to:

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- Cr Michelle Biscotti (Councillor – Non-voting member)
- Cr Bryce Wilson (Councillor – Alternate Non-voting member)

2. DECLARATIONS OF INTEREST

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 17 June 2024

Resolution

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Nellie Hamilton Centre on Monday 17 June 2024 were confirmed.

Moved: Carolyn Rosetta- Walsh

Seconded: Diana Hamono

3.2 Minutes of the Special Meeting of the QPRC ARIC held on 5 September 2024

A Special Meeting of the QPRC ARIC was held on 5 September 2024 to review the draft financial statements. The minutes of this meeting will be confirmed out-of-session and included in the agenda for the ARIC meeting to be held in December 2024.

4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Actions Arising Report September 2024

ARIC discussed and noted the excellent progress made to date in the completion of actions arising from past meetings.

Resolution

That the Audit, Risk and Improvement Committee confirmed the status of action items.

4.2 Cyber Security in Local Government

ARIC noted the report provided and discussed:

- In relation to data availability and integrity, the reassurance received that QPRC has confidence in the top tier SaaS (Software as a Service) providers that are currently used. The responsibility and accountability of appropriate access control (Data confidentiality) will always remain with the Council.
- QPRC obtains the SaaS provider's independent third-party audit reports (SOC 2 Type 2) as validation of their information security controls in place.
- A draft Incident Response Plan (IRP) has been submitted to the Executive.

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- Completion of the self-assessment template provide by Cyber Security NSW.

Resolution

1. That the report was received for information.
2. Results from the Cyber Security NSW Self-assessment template will be submitted to the next ARIC meeting to be held in December.

5. AUDIT REPORTS

5.1 Audit Office of NSW Update September 2024

ARIC noted the verbal update from the Audit Office (AO) NSW regarding RFS Assets:

- AO NSW have now received all details in relation to RFS assets in NSW and an audit team is now verifying replacement costs.
- An estimated list for each Council will be provided by the AO NSW.
- QPRC's RFS Assets are currently within the acceptable materiality threshold, however, this will be confirmed during final audit examination process.

Resolution

That the verbal update provided by the Audit Office of NSW was received for information.

Interim Management Letter 2024 – Supplementary Item

ARIC discussed the four observations provided by the Interim Management Letter 2024 which included:

- issues noted in remediation provision (prior year matter),
- Improvement Opportunities in the IT risk register (prior year matter),
- Revenue recognition assessment not performed (current year matter), and
- Improvement opportunities in Council's cyber security landscape.

ARIC noted:

- That two issues (1 and 3) have already been resolved,
- The support provided by the Director and CFO (and team) was acknowledged, and
- The remaining observations were considered minor improvements and the plans developed will achieve the desired outcomes.

Resolution

That the Interim Management Letter 2024 was noted and received.

Moved: Diana Hamono

Seconded: Carolyn Rosetta- Walsh

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5.2 OCM Internal Audit Update for September 2024

ARIC noted and discussed:

- The consistent progress and achievement of internal audits, although one was delayed due to time constraints.
- The upcoming audits are progressing as planned and will be completed within the timelines posed.
- A definite shift in culture to accepting internal audits as part of Council's continuous improvement journey and the high level of cooperation and commitment to actions from all QPRC staff involved.
- The culture shift can be attributed to the proactive, professional and positive approach to the internal audit function from the General Manager and the Risk and Internal Audit Coordinator.

Resolution

That the update provided by OCM on the progress of internal audits for 2023-2024 was received for information.

5.3 Final internal audit report Disaster Recovery

The ARIC noted that the Disaster Recovery Audit Report Identified four focus areas for improvement, of which critical systems strategy and planning, scenario testing and continuous improvement were identified as major improvement opportunities and the current disaster recovery plan had some improvement opportunity.

Resolution

1. The ARIC received the final internal audit report on Disaster Recovery.
2. Agreed that any outstanding audit actions in relation to the Digital Branch are reviewed, with the aim of retiring any AMAs that can be combined with the AMAs from this current audit, provided that this is noted in any AMAs to be retired/closed.

5.4 Final internal audit report Swimming Pool (Private) Compliance

ARIC noted and discussed:

- The identification of an unacceptable risk exposure and a number of major improvement opportunities, specifically: One very high finding in relation to mandatory inspections; Three high findings relating to compliance and proactive inspections and community awareness and education; and two medium findings relating to unregistered swimming pools; and governance documents.
- That resourcing implementing the 2019 private swimming pool compliance inspection plan/program has been problematic for the organisation.
- As a result, much of the work conducted in this space was reactive (in response to urgent requests) rather than proactive as per the plan/policy.
- The structure of the compliance team has been changed and a dedicated position has been created to meet the compliance need. Recruitment for this position should be finalised shortly.

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- The demographics of drownings across Australia includes a high number of people over 75 – QPRC would benefit from aligning messaging to include this group, together with under school age children who are at risk.
- The liability risks in relation to uncertified pools.
- Possibility of the implementation of a three year rotational inspection program.
- Acknowledged the prompt and positive response to the agreed management actions provided by QPRC to address the observations made in the internal audit report.

Resolution

1. The ARIC received and noted the report for the internal audit on Swimming Pool (Private) Compliance.
2. That Council consider offering an incentive for pool owners (e.g. free resuscitation chart) to have their pools inspected.

5.5 Final internal audit report s355 Committees

ARIC noted and discussed:

- One very high finding in relation to committees and training; four high findings relating to documentation of internal processes, terms of reference for s355 committees, setting and waiver of fees, meeting minutes, documentation and recording, financial and annual reporting and one medium finding relating to identifying detective controls.
- The positive response to the audit by staff members and their commitment to achieving actions in relation to the findings.
- The challenge faced by many Councils and the vagueness of s355 of the Local Government Act 1993
- The limited support, knowledge sharing and resourcing due to one person managing the process.
- The Federation Council as an exemplar for QPRC to learn and benchmark the management of s355 committees.
- Current documentation can be amended to accommodate agreed management actions recommended.
- That the selection of committees for inclusion in the audit was based on the committees that were the most active.
- The benefits that s355 committees provide.
- The observation that many Council's in NSW are rationalising the use of s355 committees.

Resolution

The ARIC received and noted the final internal audit report on the management of s355 Committees.

5.6 Final internal audit report Fuel Cards Management

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ARIC noted and discussed:

- Three high findings relating to the lack of restrictions in place for fuel cards, data integrity within fuel card reports obtained from fuel companies and analysis of fuel card reports; one medium finding relating to a lack of a standardised operational framework for fuel management; and two low findings relating to discrepancies in Council's fuel card register and fuel issuance and recording process in mobile fuel trucks.
- This audit was triggered as an outcome from the procurement audit conducted in 2022/23.
- Some timelines could be brought forward due to the action not being too complex or resource intensive (e.g. separation process and an internal policy in relation to limiting use of certain fuel on fuel cards).
- Acceptance that there could be occasional 'human error' and further investigation of fuel usage data and staff vehicle data is to be conducted by Council.
- Acknowledged the prompt and positive response to the agreed management actions provided by QPRC to address the observations made in the internal audit report.

Resolution

1. The ARIC received and noted the final internal audit report on Fuel Cards Management.
2. Time lines are to be reviewed to bring forward deadlines for actions AMA 1 and AMA 2.
3. Data obtained by the audit is to be provided to the General Manager to assist with further analysis of excess fuel usage.

5.7 Status of Agreed Audit (Management) Actions - as at 30 August 2024

ARIC discussed the outstanding actions and noted the pleasing results of audit actions being finalised and progressed during the reporting period.

Resolution

The ARIC:

1. Received the report providing an update on the status of agreed audit actions (overdue and completed items).
2. Agreed that dates should be reviewed and changed where appropriate.
3. Agreed that agreed management actions (AMAs) are either retired or collapsed with later audits to ensure actions are not duplicated in the report, and that this should be noted in the update provided for retired/closed AMAs.

5.8 Delegations Update

ARIC noted and discussed:

- The verbal update to the report, noting that all delegations resting with managers, coordinators and authority to enter land has been 100% completed, team leaders and the regulatory/compliance

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delegations are 97% and 98% complete.

- The review of delegations provides an opportunity to ensure:
 - that all current staff with financial delegated authority understand their delegations and when they can use that delegation; and,
 - new staff understand their financial delegations as part of the onboarding/induction process.
- Development of a documented process to ensure that new starters receive their delegation and authorities in a timely manner.
- Ensure that the onboarding process includes the requirement to notify the Governance, Finance and Digital Team so that correct delegations and authorities are issued and updated in the financial system. in a timely manner.

Resolution

1. The report on the progress of the delegations project was received and noted.
2. An update regarding training for those officers with financial delegations is to be provided to the December ARIC meeting.

5.9 Event Management Update

ARIC noted and discussed the:

- Progress report on the internal audit of Public Events Management and that the revised approach extends beyond the original audit objectives.
- Development and implementation of an Events Management Framework which will include an events management policy, internal operational processes and an events guide.

Resolution

1. ARIC noted the information provided and progress being made with the event management agreed management actions (AMAs).
2. Agreed that new actions should be included in the reporting system. and that the existing AMAs and timeframes can be reviewed and updated, by either retiring or collapsing original actions and mapping them to the corresponding new actions.

5.10 Climate Change Adaptation Update

ARIC noted and discussed:

- That the timeframe for the agreed management actions (AMAs) arising from the Climate Change Adaptation audit in relation to the development of a climate strategy (AMA 3 and 4) will be pushed out to late 2025 due to the Canberra Region Joint Organisation (CRJO) funding received from Sustainable Australia.
- The CRJO project funding has added to the \$25K provided by Council to undertake data measurement and capture to assist with determining QPRC future state in 2030, 2050 and 2070.
- Scope 1 and 2 of the project will be funded and managed with the CRJO with Scope 3 being funded and managed by Council.

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Resolution

1. ARIC noted the information and progress being made with the climate change adaptation AMAs.
2. That the Director Planning and Environment will review the timeframes and achievable actions (to demonstrate progress being made) to meet the relevant AMAs discussed.

6. REPORTS TO ARIC - ITEMS FOR INFORMATION

6.1 CFO Status Report - September 2024

The ARIC commended the CFO and her team on the improvements that have been made and noted that:

- stronger cash flow monitoring and reporting processes have been developed,
- a more proactive approach is being taken to the recovery of debts in relation to rates with the negotiation of payment plans and monitoring progress of payments,
- the sale of properties for unpaid rates timeline has been pushed back to April 2025 with some outstanding rates being paid on receipt of letters re sale of properties, and
- staffing continues to be an issue with recent departures, however the financial controller role has recently been filled.

Resolution

1. ARIC received the CFO Status Report for September 2024 received for information.
2. The CFO to include commentary in the next ARIC update on the status of debtors and what percentage or amount is likely to be recovered during the reporting period.
3. A verbal update in relation to funding of the Abbeyfield (Senior's Housing Project) development in Bungendore to be provided for the December ARIC meeting.

6.2 ICT Report to ARIC – September 2024

ARIC noted that:

- Regular email phishing exercises are conducted.
- All new staff and staff that fail the phishing test must undertake cyber awareness training within seven days. If the training is not undertaken within the timeframe their access is disabled until such time training is completed.
- There is a process to provide different mock phishing emails on different subjects to reduce the amount of sharing of information within teams.

Resolution

The ARIC received and noted the ICT Report to September 2024 for information.

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6.3 Bi-Annual Compliance Reporting

Resolution

ARIC noted the report submitted on Compliance and Reporting Activities for the six-month period from 1 January 2024 – 30 June 2024.

6.4 Legal Matters Update - 1 January 2024 - 30 June 2024

Resolution

ARIC received the Legal Matters Update – 1 January to 30 June 2024 report.

6.5 ARIC Charter Annual Review - September 2024

The ARIC discussed their financial obligations under the new guidelines and the role that the Financial Statements Sub-Committee currently plays.

Resolution

The ARIC:

1. Endorsed the ARIC Charter for Council adoption.
2. Will provide the CFO with guidance in relation to the quarterly reporting ARIC requires to fulfill their financial obligations under the legislation.
3. Will determine what role the Financial Statements Sub-Committee plays, given that the ARIC cannot delegate its legislative obligations to a sub-committee. To be determined at the next ARIC meeting.

6.6 Chair Annual Report 2024

Resolution

That the Chair's report was received for information and for inclusion in the QPRC Annual Report for 2023/24, in addition to being presented to Council at its meeting of 13 November 2024.

6.7 Local Government Audit Risk and Improvement Leadership Forum

Resolution

ARIC received the report on the LG AR&I Leadership Forum for information.

7. SENIOR MANAGEMENT PRESENTATIONS

Ruth Ormella – Director Planning and Environment – Development Applications and Ministerial Expectations

The ARIC thanked the Director for her presentation.

8. GENERAL BUSINESS

No further General Business.

There being no further business, the meeting was declared closed at 1.07pm.

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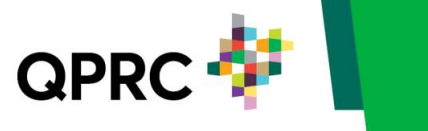
QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

13 NOVEMBER 2024

ITEM 11.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE - CHAIR'S
ANNUAL REPORT 2024

ATTACHMENT 1 2024 ARIC CHAIR'S ANNUAL REPORT



QPRC Audit Risk and Improvement Committee Chair's Annual Report 2024

QPRC has an Audit, Risk and Improvement Committee (ARIC) consisting of 3 independent voting members and two non-voting Council members. The ARIC is an advisory committee to Council and plays a pivotal role in the governance framework by providing Council with independent oversight and monitoring of Council's audit processes, including internal control activities.

Independence is assured through the recruitment process where the Office of Local Government has prescribed the assessment requirements for recruitment. ARIC members are required to complete a *Pecuniary Interest Statement & Other Matters* disclosure return annually. Representatives of The Audit Office of NSW are invited to attend the ARIC meetings.

The ARIC Charter provides the framework for the performance of the Committee activities and has been developed in accordance with the Office of Local Government's model Terms of Reference. The ARIC Charter documents the duties and responsibilities of the Committee and is reviewed annually. The Charter is required to be adopted by Council within the first year of a new Council being appointed. The current Charter was approved in the Ordinary meeting of Council held 25 October 2023.

One of the ARIC functions is to ensure a strategic 4-year internal audit plan is developed that reflects the current Council priorities and risks, including emerging risks. 2023-24 represents the second year of this plan and has driven the activities of our internal auditors. The Internal Audit function is outsourced to an external provider. An open tender process occurred in late 2023 to select our providers for the next 3 years and after review by the tender panel, against the tender assessment criteria, the internal audit services were awarded to O'Connor Marsden.

The first ARIC meeting of the 23-24 financial year was held on 18 September 2023. The following table shows the members and their meeting attendance for the year.

Name	Meetings eligible to attend	Meetings Attended
Rhonda Wheatley Independent Chair – appointed 2023	4	4
Carolyn Rosetta-Walsh Independent Member – appointed 2019	4	4
Diana Hamono Independent Member – appointed 2022	4	4
Councillor Michele Biscotti Non-voting Council Member – appointed 2022	4	1
Councillor Bryce Wilson (alternate) Non-voting Council Member – appointed 2022		1

Ref: 2840960

QPRC ARIC Chair's Annual Report 2024

During the year, 8 internal audits were undertaken across the main areas of business and administration within Council. These included:

Review	Key Directorate
Developer Contributions	Development and Environment
Grants Management	Corporate Services
Project Health Check – Bungendore Sports Hub	Community, Arts and Recreation
Public Events Management	Community, Arts and Recreation
Contract Management	Corporate Services
Procurement of Materials	Corporate Services
Climate Change Adaptation	Development and Environment
Data Governance	Corporate Services

Each audit identified areas of improvement and actions to make those improvements were agreed to by management, as were specific timeframes in which the actions would be implemented. The ARIC monitors performance against those actions so that risks are able to be mitigated within the timeframes identified.

Major highlights of the work undertaken by ARIC during the 2023-24 year were:

- ARIC reviewed its annual work plan
- Considered presentations by management on major projects
- Worked with Financial Statements Sub-Committee (FSSC) which met 8 times during the financial year to undertake a micro level review of the annual financial statements and the project plan and risks associated with the preparation of the annual financial statements.
- Reviewed compliance with *the Local Government Amendment (Governance and Planning) Act 2016* Section 428A and the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023*.

As Chair of the ARIC, I would like to extend my appreciation to my fellow committee members for their contributions and dedication during the year. I would also like to extend my appreciation to Anita Cakalic, Risk & Internal Audit Coordinator for her support and that of her team during the year, and to Rebecca Ryan, General Manager, and her leadership team for their efforts to meet their obligations during times of staff shortages.