



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Committee Room, 253 Crawford St, Queanbeyan on Wednesday, 21 June 2023 commencing at 09.30am.

## ATTENDANCE

### Present:

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

### Also Present:

Ricky Tozer	(Acting Director Corporate Services)
Kate Monaghan	(Acting Chief Financial Officer)
Phil Hansen	(Director Infrastructure Services – for Item 7.1)
Peter John	(Manager Digital for Item 6.6)
Michael Kharzoo	(Audit Office of NSW) - via zoom
Judy Malpas	(O'Connor Marsden and Associates - OCM) – via zoom
Yas Wickramasekera	(O'Connor Marsden and Associates - OCM) – via zoom
Steve Eckart	(Statewide Mutual Regional Risk Manager for item 4.1) – via zoom
Megan de Vries	(Governance and Legal Administration Officer)
Anita Cakalic	(ARIC Secretary/Risk and Internal Audit Coordinator)

Meeting declared open at 9.32am

## 1. APOLOGIES

### Resolved

That the committee noted the apology from Rebecca Ryan (General Manager).

## 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 March 2023

**Resolved**

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Wednesday 15 March 2023 be confirmed.

Moved: Carolyn-Rosetta Walsh

Seconded: Diana Hamono

**4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES****4.1 2022 Statewide CIP - presentation****Resolved**

1. That the Audit, Risk and Improvement Committee note the verbal presentation provided by the Statewide Mutual Regional Risk Manager.
2. The ARIC requested bench marking information indicating QPRC's excess in comparison to other councils of a similar size.

**4.2 Actions Arising Report June 2023****Resolved**

1. That the report be received for information.
2. Confirmed the completion of actions arising from the following meetings:
  - 15 March 2023: 5.1(2), 5.1(3), 5.3(4), 5.5(3), 6.2(2), 6.7(2), 6.11(2)
  - 29 November 2022: 6.1
3. The ARIC requested that the Director Infrastructure Services provide a presentation on outstanding Audit Actions at its next meeting.

**5. AUDIT REPORTS****5.1 Audit Office of NSW Update June 2023****Resolved**

That the Audit, Risk and Improvement Committee note the verbal update provided by the Audit Office of NSW.

**5.2 OCM Annual Internal Audit Report - June 2023****Resolved**

1. That the Audit, Risk and Improvement Committee note the report provided by O'Connor Marsden.
2. The ARIC noted that OCM have released the Internal Audit Report on Developer Contributions but are still awaiting comments and actions from Council in order to finalise this report. When finalised the report will be circulated to ARIC

members out-of-session.

### **5.3 OCM Draft Internal Audit Plan 2023-2027 and Assurance Map**

#### **Resolved**

The Audit, Risk and Improvement Committee:

1. Endorsed the draft internal audit plan to be provided to the Executive for comment and adoption with minor changes noted in items 3 and 4 below.
2. Noted the updated assurance map.
3. The ARIC requested the inclusion of a climate change audit in either year 1 or year 2.
4. The ARIC suggested bringing the follow-up review planned for Year 1, quarter 4 to quarter 1 and to broaden the scope to review any high risk outstanding items.
5. Audit watch list to be included as part of the appendix to the Internal Audit Plan.

### **5.4 Status of Audit Recommendations June 2023**

#### **Resolved**

1. That the Audit, Risk and Improvement Committee note the report and agreed to the removal of duplicate audit action actions, provided that this is recorded and cross-referenced in the comments section.

## **6. REPORTS TO ARIC - ITEMS FOR INFORMATION**

### **6.1 Financial Statement Subcommittee Minutes**

#### **Resolved**

1. That the report be received for information.
2. The ARIC noted that a position paper on compulsory land acquisition will be developed prior the next ARIC meeting.

### **6.2 OLG Compliance Letter - 2022 Financial Statements**

#### **Resolved**

That the report be received for information.

### **6.3 RFS Red Fleet Assets and Qualification of Council's Financial Statements**

#### **Resolved**

That the report be received for information.

### **6.4 CFO Status Report**

#### **Recommendation**

1. That the report be received for information.

2. The ARIC noted the verbal update provided by the Acting Chief Financial Officer that the CFO position has now be filled.

#### **6.5 Draft IPART Rates Methodology Review**

##### **Resolved**

1. That the report be received for information.
2. The ARIC noted that had the formula in the report been applied this would have produced a higher rate peg over the last few years. It was also noted that there is still no indexation provided for the cost of services which increases over time.

#### **6.6 ICT Report to ARIC June 2023**

##### **Resolved**

1. That the report be received for information.
2. The ARIC requested to receive a copy of the IRAP certification reports or similar from Technology One.

#### **6.7 Major Capital Projects and Business Initiatives - June 2023 - Status Report**

##### **Resolved**

That the report be received for information.

#### **6.8 HSEQ maturity assessment**

##### **Recommendation**

1. That the report be received for information.
2. The ARIC requested that QPRC's HSEQ audit provider be contacted to determine if they are able to provide a maturity model/assessment that shows the level of maturity progression over time.

#### **6.9 Section 355 Committee Governance arrangements. Committees**

##### **Resolved**

1. That the report be received for information.
2. The ARIC requested a report on Section 355 Committee compliance with financial requirements at its next meeting.

#### **6.10 Enterprise Risk Management Report June 2023**

##### **Resolved**

That the report be received for information.

**6.11 NSW OLG Circular 23-04 Compliance with records management provisions**

**Resolved**

That the report be received for information.

**6.12 Bi-Annual Compliance Reporting**

**Resolved**

That the report on Compliance and Reporting Activities for the six-month period from July 2022 - December 2022 be received.

**6.13 External Report of Interest - Local Government 2022**

**Resolved**

That the report be received for information.

**6.14 External report of interest - Regulation and monitoring of local government**

**Resolved**

That the report be received for information.

**7. REPORTS FOR CLOSED SESSION**

**7.1 Bi-Annual Legal Report - July-December 2022**

**Resolved**

That the report be received for information.

**8. SENIOR MANAGEMENT PRESENTATIONS**

**Director Infrastructure Services Phil Hansen** – Project update Lascelles St. Braidwood

**9. GENERAL BUSINESS**

No items considered under general business

**10. NEXT MEETING**

Wednesday 20 September 2023

Prior to the close of meeting the members acknowledged that this was the last meeting to be chaired and attended by Andrew Cox. The members thanked Mr Cox for his years of service on the QPRC ARIC.

There being no further business the meeting closed at 12.27pm.