



MINUTES OF THE ORDINARY MEETING OF THE QUEANBEYAN-PALERANG REGIONAL COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 9 December 2020 commencing at 9.30 a.m.

ATTENDANCE

Present:

Andrew Cox	(External Chairperson)
Carolyn-Rosetta Walsh	(External member)
Max Shanahan	(External member)
Cr. Peter Harrison	(Councillor)
Andrew Knight	(Portfolio General Manager Organisation Capability)

Also Present:

Kate Monaghan	(CFO)
Daniel Fulton	(Service Manager Workplace and Governance)
Kylie McRae	(O'Connor Marsden and Associates)
Susanti Tedja	(Audit Office of NSW)
Anita Cakalic	(Risk Specialist/ARIC Secretary)

1. APOLOGIES

Resolved

The Committee resolved that the apology from Peter Tegart, CEO be noted.

2. DECLARATIONS OF INTEREST

Resolved

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Audit, Risk and Improvement Committee held on 9 September 2020

Resolved

That the Minutes of the Ordinary Meeting of Audit, Risk and Improvement Committee held in the Queanbeyan Council Chambers on Wednesday 9 September 2020 be confirmed.

Moved: Andrew Knight
Seconded: Carolyn Rosetta-Walsh

4. SENIOR MANAGEMENT PRESENTATIONS

Resolved

That the presentations provided by Phil Hansen, Portfolio General Manager (PGM) Community Connections and Michael Thompson, PGM Natural and Built Character be noted.

5. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

5.1 Actions Arising Report

Resolved

That the Committee:

- a) noted the contents of the report; and
- b) agreed that the ARIC Chair and Secretary would review actions pending.

5.2 Essential Eight - Update

Resolved

That the Committee:

- a) noted the report received for information; and
- b) agreed that ARIC member Max Shanahan would meet with Portfolio General Manager Operational Capability Andrew Knight and the Service Manager Digital Peter John, to clarify ARIC understanding around a number of ICT matters including:
 - o ICT strategy
 - o DR planning
 - o ASD Essential 8.

5.3 QPRC Service Review

Resolved

That the Committee:

- a) noted the report,
- b) that a project plan for Service Reviews will be provided by the Portfolio General Manager Organisational Capability at the next meeting of the ARIC,
- c) that a sample of Service Review reports will be provided to ARIC members out-of-session; and
- d) details of the process in place to ensure Service Review recommendations are tracked for timely implementation be provided to the ARIC.

5.4 Disaster Recovery - Risk Assessment

Resolved

That the Committee noted the report.

6. AUDIT REPORTS

6.1 Audit Office of NSW Update

Resolved

That the Committee noted:

- a) the verbal update provided by Susanti Tedja from the Audit Office of NSW; and
- b) management disagreement with Audit Office NSW recommendation 13 within the final management letter issued.

6.2 2020 External Audit Reports

Resolved

That the Committee noted the report.

6.3 O'Connor Marsden Internal Audit Report

Resolved

That the Committee:

- a) noted the report;
- b) that ARIC members would provide any comments on the internal audit plan to the ARIC Secretary by Friday 18 December, prior to the plan being reviewed by Management at their January meeting; and
- c) that O'Connor Marsden would provide the ARIC with an updated assurance map.

6.4 Status of Outstanding Audit Recommendations

Resolved

That the Committee noted:

- a) the report; and
- b) that the list of audit recommendations awaiting implementation be updated to:
 - i. insert dates of each audit report.
 - ii. include revised due dates against all recommendations.
 - iii. accurately reflect what is awaiting implementation.
 - iv. include recent NSW Audit Office external audit recommendations.
 - v. have most recent audit recommendations remain and any earlier duplicated recommendations retired.

7. INTERNAL AUDIT REPORTS

Agenda item generated in error – items discussed under agenda item 6 – Audit Reports.

8. REPORTS TO ARIC - ITEMS FOR INFORMATION

8.1 ARIC Information Circulated Out-of-session

Resolved

That the Committee noted the report and information circulated out-of-session.

8.2 Claims Update

Resolved

That the Committee noted the report.

8.3 Financial Statements Sub-Committee (FSSC) Report

Resolved

That the Committee:

- a) noted the verbal update provided by the FSSC Chair Max Shanahan; and
- b) that a plan outlining the process for the completion of the Financial Statements for 20-21 would be provided at the ARIC meeting to be held in March.

8.4 CFO Status Report

Resolved

That the Committee noted the report.

8.5 Asset Accounting Policy

Resolved

That the Committee:

- a) noted the report; and
- b) acknowledged that, as much of the implementation sits outside of Finance, that there was a risk that timeframes could get pushed back, but that progress would be monitored through the FSSC.

8.6 Audit Office NSW, ICAC and Other Reports of Interest

Resolved

That the Committee noted the report.

8.7 OLG Presentation by Lana Hall – Update on OLG Risk Management and Internal Audit Framework Guidelines

Resolved

That the Committee noted the presentation provided by Lana Hall.

Next meeting: 18 March at 9.30am

**Mr. ANDREW COX
CHAIRPERSON**