



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Thursday, 18 March 2021 commencing at 09.30 a.m..

ATTENDANCE

Present:

Andrew Cox	(External Chairperson) – via Zoom
Carolyn-Rosetta Walsh	(External member)
Max Shanahan	(External member)
Cr. Pete Harrison	(Councillor)

Also Present:

Peter Tegart	(CEO)
Kate Monaghan	(CFO)
Daniel Fulton	(Service Manager Workplace and Governance)
Kylie McRae	(O'Connor Marsden and Associates)
Andrew Marsden	(O'Connor Marsden and Associates)
Michael Kharzoo	(Audit Office of NSW) – via Zoom
Mubashshir Hassan	(Audit Office of NSW) – via Zoom
Anita Cakalic	(Risk Specialist/ARIC Secretary)

Apology:

Andrew Knight	(Portfolio General Manager Organisation Capability)
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1. APOLOGIES

Resolved

The Committee resolved that the apology from Andrew Knight, Portfolio General Manager Organisation Capability 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 the QPRC ARIC held on 9 December 2020

Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Committee Room on Wednesday 9 December 2020 be confirmed.

Moved: Cr. Pete Harrison
Seconded: Max Shanahan

4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Actions Arising Report

Resolved

That the Committee:

- a) noted the contents of the report;
- b) agreed that items 5.2 and 8.3 arising from the 9 December 2020 meeting as being completed;
- c) requested that some form of Disaster Recovery testing (such as a desktop test) should be performed prior to September 30th; and
- d) recommended that a report be provided to the Executive, with inclusion of a schematic, on the elements of the Digital security and integrity platform and an implementation schedule, and how these elements are tested. This report is to be provided to the ARIC at its next meeting.

5. AUDIT REPORTS

5.1 Audit Office of NSW Update

Resolved

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

5.2 O'Connor Marsden Internal Audit Report

Resolved

That the Committee:

- a) noted the report and update on the status and progress of internal audits;
- b) requested that a gap analysis between QPRC and governance failures reported for the Central Coast Council be included in the internal audit plan; and
- c) endorsed, for review by the Executive, the draft Internal Audit Plan 2021-2024.

Moved: Max Shanahan
Seconded: Cr. Pete Harrison

5.3 Internal Audit Final Report - Cash Handling and Receipting

Resolved

That the Committee noted the report.

5.4 Status of Audit Recommendations**Resolved**

That the Committee noted the report and comments in relation to the age of a number of outstanding and overdue actions. The Chief Executive Officer advised the upcoming risk register review may resolve some outstanding actions.

6. REPORTS TO ARIC - ITEMS FOR INFORMATION**6.1 CFO Status Report****Resolved**

That the Committee

- a) noted the report provided for information; and
- b) requested that a synopsis of the issues emerging in the report and the action being taken be prepared with the inclusion of a risk assessment. This report is to be provided to the ARIC at its next meeting.

6.2 Financial Statements Sub Committee**Resolved**

That the Committee noted the report provided for information.

6.3 Internal Audit Charter - Annual Review**Resolved**

That the Committee

- a) noted the report provided for information and that a client survey would be distributed for those audits recently completed;
- b) requested that an external quality assessment of internal audit, as required by the internal audit standards, be incorporated into the Internal Audit Plan for late 2021-22 or early 2022-2023; and
- c) endorsed the Charter

Moved: Carolyn-Rosetta Walsh
Seconded: Max Shanahan

6.4 ARIC Work Plan**Resolved**

That the Committee noted the report provided for information.

6.5 Complaint Management**Resolved**

That the Committee noted the report provided for information.

6.6 Risk Management**Resolved**

That the Committee noted the report provided for information.

6.7 IIA Factsheet on Compliance**Resolved**

That the Committee noted the report provided for information.

6.8 External Reports of Interest**Resolved**

That the Committee noted the report provided for information.

7. REPORTS FOR CLOSED SESSION**7.1 Copy of Council Quarterly Legal Report - October to December 2020**

The following attendees were not present for the closed section of meeting:

Kylie McRae	(O'Connor Marsden and Associates)
Andrew Marsden	(O'Connor Marsden and Associates)
Michael Kharzoo	(Audit Office of NSW)
Mubashshir Hassan	(Audit Office of NSW)

Resolved

That the report be received for information.

8. SENIOR MANAGEMENT PRESENTATIONS**Resolved**

That the presentation provided by Phil Hansen, Portfolio General Manager (PGM) Community Connections on Major Projects be noted.

9. GENERAL BUSINESS

No general business

Meeting Closed at 12.34 pm

Next Meeting:

Wednesday 16 June 2021
Thursday 16 September 2021
Thursday 9 December 2021

Mr. ANDREW COX
CHAIRPERSON