



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 16 March 2022 commencing at 09.30 a.m..

ATTENDANCE

Present:

Andrew Cox	(External Chairperson) – via zoom
Carolyn Rosetta-Walsh	(External member) – via zoom
Max Shanahan	(External member)
Bryce Wilson	(Councillor – alternate member)

Also Present:

Phil Hansen	(A/g CEO)
Kate Monaghan	(PGM Organisation Capability)
Ricky Tozer	(SM Workplace and Governance)
Alison Brown	(Audit Office of NSW) – via zoom
Andrew Marsden	(O'Connor Marsden and Associates) – via zoom
Judy Malpas	(O'Connor Marsden and Associates)
Anita Cakalic	(ARIC Secretary/Risk Specialist)

1. APOLOGIES

Resolved

The Committee noted the apology from Cr Biscotti and Michael Kharzoo from the Audit Office NSW.

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 16 December 2021

Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Thursday 16 December 2021 be confirmed.

Moved: Max Shanahan

Seconded: Carolyn Rosetta-Walsh

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

- a) That the report be received for information.
- b) Noted that the following items as having been completed: 4.1(c), 4.1(d), 4.1(e), 5.2(c), 5.3, 5.4, 6.3(a), 6.3, 6.4(b), 6.4(c), 6.5, 5.3(c).
- c) Copy of Workplace Surveillance Policy to be emailed to the ARIC members.

4.2 Lighthouse Project**Resolved**

- a) That the report be received for information.
- b) Performance criteria to be developed.

4.3 ICAC Operation Dasha - QPRC response to Resolved 23**Resolved**

That the report be received for information.

4.4 Finalising audit Resolved 2.4 on application controls**Resolved**

That the report be received for information.

5. AUDIT REPORTS**5.1 Audit Office NSW Update****Resolved**

- a) That the ARIC noted the verbal update provided by the Audit Office of NSW.
- b) That, at the request of the ARIC, a letter to Technology One be written asking for specific reporting requirements (in relation to the payroll master file) to be addressed within the capability of the system.

5.2 Annual Engagement Plan 2022 Audit Office NSW**Resolved**

That the Audit, Risk and Improvement Committee receive the Engagement Plan as provided by the Audit Office NSW.

5.3 OCM Internal Audit Report March 2022**Resolved**

- a) That the report provided by OCM be received for information.
- b) That the quality review of the internal audit function be brought forward to this financial year, noting that this replaces the internal audit of contract management. This is to be an independent quality review of the internal audit service provided by OCM which will be conducted by an independent service provider with no connection to OCM.

5.4 Internal Audit - Land Use Planning

Resolved

That the Audit, Risk and Improvement Committee note the final report issued by OCM.

5.5 Status of Audit Recommendations March 2022

Resolved

- a) That the Audit, Risk and Improvement Committee note the report.
- b) Follow-up of overdue items to be referred to the Executive with a single page summary report on proposed actions to be provided to the ARIC at its meeting in June.

6. REPORTS TO ARIC - ITEMS FOR INFORMATION

6.1 Review of Asset Accounting Policies

Resolved

- a) That the report be received for information.
- b) That the policies be endorsed by the ARIC and referred to Council for adoption.

6.2 Final Management Letter 2021 Financial Statement Audit

Resolved

That the report be received for information.

6.3 Service reviews

Resolved

That the report be received for information.

6.4 Internal Audit Charter annual review 2022

Resolved

- a) That the Internal Audit Charter be endorsed for adoption

and referred to Executive for final review and referral to Council.

Moved: Max Shanahan
Seconded: Carolyn Rosetta-Walsh

6.5 ARIC Meeting Planner - annual review 2022

Resolved

- a) That the annual meeting plan be adopted.

Moved: Cr Wilson
Seconded: Max Shanahan

6.6 External Reports of Interest March 2022

Resolved

- b) That the report be received for information.
- c) That an update the BCP review be provided to the ARIC at their September meeting.

6.7 ICT Report to ARIC – March 2022

Resolved

- a) That the report be received for information.
- b) That confirmation is sought on the coverage of the Essential 8 requirements.

6.8 CFO Status Report

Resolved

That the report be received for information.

6.9 Policy Harmonisation Update

Resolved

- a) That the report be received for information.
- b) Target dates to be included on policies to be reviewed.

7. REPORTS FOR CLOSED SESSION

7.1 Legal Report - Confidential

Resolved

That the report be received for information.

8. SENIOR MANAGEMENT PRESENTATIONS

Kate Monaghan – Portfolio General Manager Organisation Capability - presentation on Workplace and Governance

9. GENERAL BUSINESS

No general business

Meeting closed at 12.10pm