



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Committee Room, 253 Crawford St, Queanbeyan on Monday, 18 September 2023 commencing at 9:30 AM.

ATTENDANCE

Present:

Rhonda Wheatley	(External Chairperson)
Carolyn Rosetta-Walsh	(External member) – via zoom
Diana Hamono	(External member) – via zoom
Cr Bryce Wilson	(Councillor) – via zoom

Also Present:

Rebecca Ryan	(General Manager)
Ricky Tozer	(Manager Workplace and Performance for Items 6.6 and 6.7)
Kate Monaghan	(Director – Corporate Services)
Tracey Sligar	(Chief Financial Officer for Item 6.1)
Peter John	(Manager Digital for Item 6.5)
Michael Kharzoo	(Audit Office of NSW) - via zoom
Judy Malpas	(O'Connor Marsden and Associates - OCM)
Yas Wickramasekera	(O'Connor Marsden and Associates - OCM) – via zoom
Anita Cakalic	(ARIC Secretary/Risk and Internal Audit Coordinator)
Megan de Vries	(Governance and Legal Administration Officer)

Meeting opened 9.30am

1. APOLOGIES

Resolved

That the committee noted the apology from Cr Michele Biscotti.

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 21 June 2023

Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Wednesday 21 June 2023

be confirmed.

Moved: Diana Hamono

Seconded: Carolyn-Rosetta Walsh

4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Actions Arising Report September 2023

Resolved

1. That the report be received for information.
2. The ARIC noted an amendment to Item 6.1 Financial Statements Subcommittee regarding compulsory land acquisition, with changes accounted for as a prior period error in the draft 2022 financial statements (not 2023).

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

5. AUDIT REPORTS

5.1 Audit Office of NSW Update September 2023

Resolved

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

Moved: Cr Wilson

Seconded: Diana Hamono

5.2 OCM Internal Audit Update - September 2023

Resolved

That the Audit, Risk and Improvement Committee note the update provided by OCM on the progress of internal audits for 2023-2024.

Moved: Carolyn Rosetta-Walsh

Seconded: Diana Hamono

5.3 Status of Audit Recommendations September 2023

Resolved

1. That the Audit, Risk and Improvement Committee note the report providing an update on the status of agreed audit actions.
2. That the Executive review and retire audit actions that have been overdue for several years, and which may no longer be relevant, prior to the next ARIC meeting. The review should also include a focus on all overdue high-risk items

and associated actions and consideration as to whether these are still relevant or require a change to the action.

3. The ARIC recommended that an additional column be added to the report to show who the accountable officer for the action item is.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

5.4 Audit Office NSW Annual Work Program 2023-26

Resolved

That the report be received for information.

6. REPORTS TO ARIC - ITEMS FOR INFORMATION

6.1 Financial Statement Subcommittee Minutes

Resolved

That the report be received for information.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

6.2 CFO Status Report - September 2023

Resolved

1. That the ARIC note the verbal update provided by the CFO.
2. The ARIC noted that QPRC will be seeking a one month extension for the lodgement of Financial Statements from the Office of Local Government.
3. The ARIC requested that quarterly budget review statements be provided to them and that cash-flow reports be included in future ARIC meeting agendas.
4. The ARIC requested that the timeframe for preparation of financial statements be emailed to them with the inclusion of an ARIC meeting to be held on the 10th of October at 9.30am. This meeting will enable the ARIC to collectively review and formally note the financial statements prior to endorsement by Council.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

6.3 ARIC Chair Annual Report 2022 - 2023

Resolved

That the report be received for information and presented to Council for their information.

Moved: Diana Hamono
Seconded: Carolyn Rosetta-Walsh

6.4 ARIC Charter Annual Review - September 2023

Resolved

That the ARIC endorse the Charter for Council adoption.

Moved: Carolyn Rosetta-Walsh
Seconded: Diana Hamono

6.5 ICT Report to ARIC September 2023

Resolved

That the report be received for information.

Moved: Diana Hamono
Seconded: Carolyn Rosetta-Walsh

6.6 HSEQ results

Resolved

1. That the report be received for information.
2. That Workplace and Performance confirm that the QPRC website has been updated to reflect the revised scope for HSEQ certification.

Moved: Diana Hamono
Seconded: Carolyn Rosetta-Walsh

6.7 Organisation performance and management reporting

Resolved

1. That the report be received for information.
2. For future Delivery Program Updates the ARIC strongly recommended that relevant officers are held to account by the Executive team to ensure the completeness of reports, particularly in regards to major infrastructure projects.

Moved: Diana Hamono
Seconded: Carolyn Rosetta-Walsh

6.8 Governance Report - 1 January 2023 - 30 June 2023

Resolved

That the report be received for information.

Moved: Carolyn Rosetta-Walsh

Seconded: Diana Hamono

6.9 Meeting dates for 2024

Resolved

That the report be received for information and that ARIC members agree on the proposed dates for ARIC meetings to be held in 2024.

7. REPORTS FOR CLOSED SESSION

7.1 Land Sales and Acquisition Register Update

Resolved

That the report be received for information.

Moved: Carolyn Rosetta-Walsh

Seconded: Diana Hamono

7.2 Legal Matters Report - 1 January - 30 June 2023

Resolved

That the report be received for information.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

8. GENERAL BUSINESS

No items considered under general business.

Prior to the close of the meeting the Chair addressed the committee on her new appointment. The ARIC welcomed the new chair and Cr Wilson welcomed the Chair on behalf of the Council.

There being no further business the meeting closed at 11.15am.