



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Committee Room, 253 Crawford St, Queanbeyan on Monday, 4 December 2023 commencing at 09.30am.

ATTENDANCE

Members Present:

Rhonda Wheatley	(External Chairperson)
Carolyn Rosetta-Walsh	(External Deputy Chairperson) – via zoom
Diana Hamono	(External member)
Cr Michele Biscotti	(Councillor – non-voting member) – via zoom

Also Present:

Jacquelyn Richards	(A/g General Manager)
Kate Monaghan	(Director – Corporate Services)
Michael Kharzoo	(Audit Office of NSW) - via zoom
Hashim Ali	(Audit Office of NSW) – via zoom
Yas Wickramasekera	(O’Connor Marsden and Associates - OCM)
Anita Cakalic	(ARIC Secretary/Risk and Internal Audit Coordinator)
Tracey Sligar	(Chief Financial Officer for Item 6.1)
Peter John	(Manager Digital for Item 6.2 and 6.3)
Gordon Cunningham	(Manager Utilities for Item 8)
Steve Eckhart	(Statewide Mutual Regional Risk Manager item 6.5)

1. APOLOGIES

Resolved

That the committee noted the apology received from the General Manager Rebecca Ryan.

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 18 September 2023

Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Monday 18 September 2023 be confirmed.

Moved: Diana Hamono
Seconded: Carolyn Rosetta-Walsh

3.2 Minutes of the Special Meeting of the QPRC ARIC held on 10 October 2023

Resolved

That the Minutes of the Special Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Tuesday 10 October 2023 be confirmed.

Moved: Diana Hamono
Seconded: Carolyn Rosetta-Walsh

4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1 Actions Arising Report December 2023

Resolved

1. That the Audit, Risk and Improvement Committee (ARIC) review the report and confirm the status of action items.
2. All items marked complete were resolved as being complete.
3. The ARIC noted that a risk assessment was required identifying key data and information that QPRC logs and monitors across its ICT environment. The ARIC acknowledged the importance of understanding key data depositories and classification of information to maintain security. A review of this may be considered for inclusion within the scoping for the scheduled cybersecurity and data governance audit.

Moved: Carolyn Rosetta-Walsh
Seconded: Diana Hamono

4.2 Section 355 - Reporting Compliance 2022-2023 Financial Year

Resolved

That the report be received for information.

5. AUDIT REPORTS

5.1 Audit Office of NSW Update December 2023

Resolved

1. That the verbal update provided by the Audit Office of NSW be received for information.
2. The ARIC acknowledged the importance of resolving the accounting for Rural Fire Services assets, particularly any

major/significant assets, given that the assets are 'vested' in Council. As a result, the ARIC requested that Council and the NSW Audit Office (with input from the RFS on identifying major/significant assets) come to a resolution and agreement on this issue going forward to prevent it being raised in the future.

Moved: Carolyn Rosetta-Walsh

Seconded: Diana Hamono

5.2 OCM Internal Audit Update - December 2023

Resolved

That the update provided by OCM on the progress of internal audits for 2023-2024 be received for information.

5.3 Completed Internal Audit Reports

Resolved

1. That the finalised internal audit reports presented be received for information.
2. The ARIC commented on the long-time frames for completion of agreed management actions. Where management actions cannot be reduced to 3 months for completion, the ARIC would like to see actions broken down into various elements to better demonstrate progress over time in meeting set timeframes. Timeframes to be reviewed by the Executive Sponsor and action owners.
3. The ARIC noted the critical and high finding in the internal audit project health check – Bungendore Sports Hub, largely related to scope creep. To obtain assurance that this project is on track, the ARIC requested a project update for its next meeting.
4. The ARIC noted the importance of ensuring that risks are considered for any events to be held on Council land, and for events to remain 'inclusive' for all stakeholders and participants. Additionally, the timeframe for items 4 and 5 should be reviewed and potentially brought forward.
5. An update is to be provided to ARIC members in relation to any agreed actions that were noted as being incomplete as part of the follow-up review, but have been completed since the finalisation of the internal audit – follow-up review (on agreed actions).

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

5.4 Status of Audit Recommendations December 2023

Resolved

1. That the report providing an update on the status of agreed audit actions be received for information.
2. The ARIC noted that there were a number of outstanding audit actions for which comments had not been provided by the relevant action owners. Comments should always be provided without exception.
3. The ARIC commented that there are agreed management actions for overdue items that may involve completing a number of individual parts or actions. It is recommended that in order to better track progress, action owners should consider identifying those individual parts/actions, along with target dates, to be able achieve meeting the overall agreed completion date.

Moved: Diana Hamono

Seconded: Carolyn Rosetta-Walsh

6. REPORTS TO ARIC - ITEMS FOR INFORMATION

6.1 CFO Status Report - December 2023

Resolved

1. That the report be received for information.
2. The ARIC received the verbal update from the CFO in relation to lessons learned and improvements being made.

Moved: Carolyn Rosetta-Walsh

Seconded: Diana Hamono

6.2 ICT Report to ARIC - December 2023

Resolved

That the report be received for information.

6.3 Overview of QPRC's Cybersecurity 2023

Resolved

That the report be received for information.

6.4 Special Agenda Item - Ethics, Organisation Culture, Fraud, Corruption and Misconduct

Resolved

That the report be received for information.

6.5 Statewide CIP Program Benchmarking Report

Resolved

That the report be received for information.

7. REPORTS FOR CLOSED SESSION

7.1 Request for Quote - Internal Audit Service Provider

Resolved

That the report be received for information.

8. SENIOR MANAGEMENT PRESENTATIONS

Gordon Cunningham, A/g Director Infrastructure Services –
Update on significant projects: Queanbeyan to Bungendore
Pipeline and Queanbeyan Sewage Treatment Plant.

9. GENERAL BUSINESS

No general business.

There being no further business the meeting closed at 12.38pm.

Next meeting: 18 March at 9.30am