

---

# Audit Risk and Improvement Committee - meeting update

Responsible Officer: Group Manager People and Performance (Helen McNeil)

---

## Recommendation

That Council receive and note the attached minutes from the Audit, Risk and Improvement Committee meeting of 22 May 2023.

## Background

The Audit, Risk and Improvement Committee ('Committee') met on 22 May 2023. A copy of the minutes of the meeting are provided at [Attachment 1](#).

### 1. Audit

The Committee received an update on staff's progress towards implementing improvement recommendations made by Council's external auditors and internal auditors across the areas of work, health and safety, asset management, procurement, and ICT general controls since the last update to the Committee in February 2023.

### 2. Governance

#### a. Policies:

The Committee received a snapshot of the currency of Council's 28 adopted policies including the proportion due for review based on a 4-yearly review cycle.

#### b. Delegations:

Notice of the completion of a review of staff delegations (i.e., delegations made by the General Manager to Council staff under section 378 of the *Local Government Act 1993*) was provided to the Committee, including a website link to access a copy of the new instrument of staff delegations ([HERE](#)).

#### c. Section 355 Committees:

The Committee were advised of the recommencement of training, safety reviews, and annual commitment activities for community volunteers involved in Council's landowner volunteer floodgate operator program following the significant impact the 2022 flooding had on the program participants.

### 3. Financial Management

The Committee received and noted the information presented in the Financial Management Report – May 2023, regarding:

- The progress of the land and buildings revaluation activity for the purposes of compliance with the Australian Accounting Standards and the year-end audit by the NSW Audit Office.
- The Quarterly Budget Review report and the monthly Investment report furnished to Council's April 2023 meeting applicable for the period ending 31 March 2023.
- Compliance with the Office of Local Government's '[Guideline on the use and management of credit cards](#)'.

---

#### 4. Information Communications Technology (ICT)

A summary of ICT activities undertaken by Council staff was provided, including:

- ICT help requests by category and business unit
- Data migration and information management within Council's Electronic Document and Record Management System (EDRMS)
- Implementation of internal audit recommendations, such as: multifactor authentication for councillors and external penetration tests by via Cyber NSW
- Implementation of new telephony and drawing management systems.

#### 5. Health Safety and Environment

The Committee considered reporting performance and insights relating to health and safety matters for the period February 2023 – May 2023.

An update on activities targeted at assessing and reducing the risks associated with remote/isolated work and working alone was also provided to the Committee.

#### 6. Strategy Implementation

A copy of the Operational Plan and annual budget for 2023/24 reported to Council's 19 April 2023 meeting was provided to the Committee.

#### 7. Other Matters

The Committee was provided with a summary of the following reports released by external agencies relevant to Council:

- Audit Office of NSW – Performance Audit – [NSW government agencies' use of consultants](#) – 2 March 2023
- NSW Independent Commission Against Corruption ('ICAC') – [Investigation into the awarding of Roads and Traffic Authority and Maritime Services contracts \(Operation Paragon\)](#) – March 2023

The Committee was also provided with a status update on the progress of recruiting an additional Independent Member and a new Chairperson to the Committee.

Note – a separate report is provided to Council at its June 2023 meeting on the recruitment and appointment of the new Committee members.

#### Consultation

This report was prepared in consultation with the Committee Chairperson.

#### Conclusion

This report provides a summary of the key messages from the 22 May 2023 Committee meeting and other associated matters.

Attachment

1. Audit, Risk and Improvement Committee meeting minutes 22 May 2023