

**MINUTES OF ROUS COUNTY COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE HELD MONDAY, 22 MAY 2023 AT ADMIN OFFICE, 218-232
MOLESWORTH STREET, LISMORE**

The Chair opened the meeting at 9.57 am.

In attendance:

Committee Members:

- Brian Wilkinson, Independent Member (Chair)
- Andrew MacLeod, Independent member
- Cr Big Rob, Rous Councillor (*via Teams*)

Rous County Council Staff:

- Phillip Rudd, General Manager
- Helen McNeil, Group Manager People and Performance
- Geoff Ward, Group Manager Corporate and Commercial
- Andrew Logan, Group Manager Planning and Delivery
- Lauren Edwards, Governance and Risk Manager
- Joseph Yeadon, IT Manager (*via Teams*)
- Noeline Smith, Minute Taker

1 ACKNOWLEDGEMENT OF COUNTRY

Rous County Council acknowledges the Traditional Custodians of the land upon which we work and live. We pay our respects to the Elders of the past, present and emerging and acknowledge their continuing connection to Country who will guide us on our shared journey to the future.

2 MINUTES OF PREVIOUS MEETING

Minutes of the meeting held 27 February 2023 were noted as presented.

3 DISCLOSURE OF INTEREST

Nil.

4 SCHEDULE OF REPORTING

Noted as presented.

5 REPORTS

5.1 Audit report

RECOMMENDATION (MacLeod/Wilkinson) that the Audit, Risk and Improvement Committee receive and note the information presented in the report on progress against actions arising from:

1. Internal audits.
2. External audits.
3. In-house audits.

| Audit report (Resolution) | | |
|----------------------------------|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

5.2 Governance

RECOMMENDATION (MacLeod/Rob) that the Audit, Risk and Improvement Committee receive and note the information presented in the report on:

1. Policy and delegations review status.
2. The governance of Council's section 355 Committee.

| Governance (Resolution) | | |
|--------------------------------|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

5.3 Financial Management - May 2023

RECOMMENDATION (MacLeod/Wilkinson) that the Audit, Risk and Improvement Committee receive and note the information presented in the Financial Management report – May 2023 regarding:

1. Revaluation of Land and Buildings for 30 June 2023.
2. The Quarterly Budget Review report furnished to Council's April 2023 meeting applicable for the quarter ending 31 March 2023.
3. The Investment report furnished to Council's April 2023 meeting applicable for the month of 31 March 2023.
4. Office of Local Government Guidelines on the Use and Management of Credit Cards.

| Financial Management - May 2023 (Resolution) | | |
|---|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

5.4 Information Communications Technology (ICT)

RECOMMENDATION (Rob/MacLeod) that the Audit, Risk and Improvement Committee receive and note the attached ICT update report for May 2023.

Verbal update provided to the meeting by IT Manager in relation to Cyber Security.

| Information Communication Technology (ICT) (Resolution) | | |
|--|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

5.5 Health Safety and Environment

RECOMMENDATION (Wilkinson/MacLeod) that the Audit, Risk and Improvement Committee receive and note the information presented in the report regarding Health Safety and Environment systems, compliance and reviews.

| Health Safety and Environment (Resolution) | | |
|---|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

5.6 Strategy Implementation

RECOMMENDATION (Rob/Wilkinson) that the Audit, Risk and Improvement Committee receive and note the report.

| Strategy Implementation (Resolution) | | |
|---|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

5.7 Other matters

RECOMMENDATION (MacLeod/Rob) that the Audit Risk and Improvement Committee receive and note the information contained in the report.

| Other Matters (Resolution) | | |
|-----------------------------------|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

6 OTHER BUSINESS ARISING

Nil.

7 CONFIRMATION OF MINUTES

Audit Risk and Improvement Committee meeting minutes 22 May 2023

RECOMMENDATION (MacLeod/Rob) that the minutes of the Audit Risk and Improvement Committee of 22 May 2023 be accepted as presented.

| Confirmation of Minutes 22 May 2023 (Resolution) | | |
|---|--|---|
| For | Brian Wilkinson, Andrew MacLeod and Cr Big Rob | 3 |
| Against | None | 0 |
| Conflict of Interests | None | 0 |
| Abstain | None | 0 |
| Carried | | |

8 NEXT MEETING

Monday, 24 July 2023

9 CLOSE OF BUSINESS

Meeting closed at 10.36am.