
MINUTES OF ROUS COUNTY COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE HELD MONDAY, 27 NOVEMBER 2023 AT ROUS ADMINISTRATION OFFICE, 218-232 MOLESWORTH STREET, LISMORE

1 MEETING OPENING

The Chair opened the meeting at 9.55 am.

In attendance:

Voting Committee:

- Laurie Lefcourt, Audit Risk and Improvement Committee (Chair)
- Andrew MacLeod, Independent member
- Raymond Wong, Audit Risk and Improvement Committee (via 'Teams')
- Cr Big Rob, Rous Councillor

Rous County Council:

- Phillip Rudd, General Manager
- Helen McNeil, Group Manager People and Performance
- Geoff Ward, Group Manager Corporate and Commercial
- Lauren Edwards, Governance and Risk Manager
- Jonathan Patino, Finance Manager
- Vicky Scott, Financial Accountant
- Joseph Yeadon, ICT Manager – (via 'Teams')
- Michael Wells, Strategic Planning Engineer
- Andrew Logan, Group Manager Planning and Delivery – (via 'Teams')
- Robyn Saurine, Risk and Assurance Specialist
- Simona Pacleanu, Minutes taker

2 ACKNOWLEDGEMENT OF COUNTRY

Council showed its respect and acknowledged the Traditional Custodians of the Land, of Elders past and present, on which this meeting took place.

3 APOLOGIES

Nil.

4 MINUTES OF PREVIOUS MEETING

Minutes of the meeting held 16 October 2023 were confirmed at the previous meeting. Copy provided to the meeting for information only.

5 DISCLOSURE OF INTEREST

Nil.

6 ARIC SCHEDULE OF REPORTING

Noted as presented. Copy provided for information.

7 REPORTS

7.1 Financial Management

RECOMMENDED (MacLeod/Rob) that the Audit, Risk and Improvement Committee receive and note the information presented in the Financial Management Report – November 2023 regarding:

1. Annual Financial Statements for year ending 30 June 2023.
2. Audit Office of NSW Management letter on the final phase of the audit for year ended 30 June 2023.
3. The Quarterly Budget Review report furnished to Council's October 2023 meeting applicable for the quarter ending 30 September 2023.
4. The Investment report furnished to Council's October 2023 meeting applicable for the month of 30 September 2023.

Financial Management (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

7.2 Audit

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

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

Audit (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

7.3 Strategy implementation

RECOMMENDED (MacLeod/Rob) that the Audit, Risk and Improvement Committee receive and note the information presented in the report regarding performance against delivery of the actions of the Delivery program for the period 1 April 2023 to 30 June 2023, which was reported to Council at its meeting on 16 August 2023.

Strategy Implementation (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

7.4 Work Health and Safety

RECOMMENDED (Wong/Rob) 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.

Work Health and Safety (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

7.5 Risk and Compliance

RECOMMENDED (MacLeod/Wong) that the Audit, Risk and Improvement Committee receive and note the information presented in this report regarding enterprise risk management and fraud management.

Risk and Compliance (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

7.6 Governance

RECOMMENDED (MacLeod/Rob) that the Audit, Risk and Improvement Committee:

1. Receive and note the information contained in the report on:
 - Policy currency/review status; and
 - The governance of Council's section 355 Committee.
2. Endorse the amended Audit Risk and Improvement Committee Charter and recommend it to the governing body for approval – subject to any amendments received from Raymond Wong being approved by the Committee by circular resolution.

Governance (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

Cr Big Rob physically left the meeting at 11.35am and rejoined online (via Teams). Cr Big Rob returned to the meeting in-person at 11.55am.

7.7 ICT Report

RECOMMENDED (Rob/MacLeod) that the Audit, Risk and Improvement Committee receive

and note the ICT update report for November 2023.

ICT Report (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod, Cr Big Rob, Raymond Wong	4
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

Andrew MacLeod left the meeting at 12.03pm.

8 NON-STANDARD REPORTS

8.1 Dam Safety Audit Reporting

RECOMMENDATION (Rob/Wong) that the Committee:

1. Note the report on addressing the results of Dams Safety NSW's Dam Safety Management System Audit.
2. Receive a further update at the July 2024 Committee meeting.

Dam Safety Audit Reporting (Resolution)		
For	Laurie Lefcourt, Cr Big Rob and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	Andrew MacLeod	1
Carried		

8.2 ARIC meeting schedule 2024

RECOMMENDATION (Wong/Rob) that the Committee:

- a) Receive and note the information contained in the report.
- b) Confirm its four ordinary meeting dates for 2024 as 25 March 2024, 6 May 2024, 22 July 2024, 14 October 2024 (Financial statements) and 25 November 2024.
- c) Note its meetings in 2024 will be held at the Rous Administration Office, Molesworth Street, Lismore (or other location as determined by the Committee from time to time) and/or via video conferencing commencing at 10.00am.

ARIC meeting schedule 2024 (Resolution)		
For	Laurie Lefcourt, Cr Big Rob and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	Andrew MacLeod	1
Carried		

9 OTHER BUSINESS ARISING

Nil.

10 CONFIRMATION OF MINUTES

RECOMMENDATION (Rob/Wong) that the Minutes of the meeting 27 November 2023 be confirmed as presented.

Confirmation of Minutes 27 November 2023 (Resolution)		
For	Laurie Lefcourt, Cr Big Rob, Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	Andrew MacLeod	1
Carried		

11 NEXT MEETING

Monday, 25 March 2024.

12 CLOSE OF BUSINESS

There being no further business the meeting closed at 12.15pm.