
**MINUTES OF ROUS COUNTY COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE HELD FRIDAY, 5 APRIL 2024 AT ADMINISTRATION OFFICE, 218-232
MOLESWORTH STREET, LISMORE**

1 MEETING OPENING

The Chair opened the meeting at Time 9.59am

In attendance:

Voting Committee:

- Laurie Lefcourt, Chair (via 'Teams')
- Andrew MacLeod, Independent member
- Raymond Wong, Independent member (via 'Teams')

Non-Voting Committee:

- Cr Big Rob, Rous Councillor

Rous County Council:

- Helen McNeil, Group Manager People and Performance
- Geoff Ward, Group Manager Corporate and Commercial (via 'Teams')
- Jonathan Patino, Finance Manager (via 'Teams')
- Lauren Edwards, Governance and Risk Manager
- John Nasser, Health Safety Environment and Logistics Manager
- Robyn Waldron, Secretary
- Robyn Saurine, Risk and Assurance Specialist

Other attendees:

- Richard Watkinson, Thomas Noble & Russell (via 'Teams')
- Ben Rogers, Thomas Noble & Russell (via 'Teams')

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

Phillip Rudd, General Manager
Andrew Logan, Group Manager Planning and Delivery
Quentin Wong, Audit Office of NSW

4 MINUTES OF PREVIOUS MEETING

Copy provided for information.

5 DISCLOSURE OF INTEREST

Nil.

6 ARIC SCHEDULE OF REPORTING

A draft Committee workplan/schedule of reporting was discussed as part of agenda item 8. A revised version of this workplan will be provided in due course.

7 REPORTS

7.1 Audit Office Review update

Richard Watkinson, Thomas Noble & Russell, gave an update on the NSW Audit Office Annual Engagement Plan for council.

RESOLVED (MacLeod/Wong) that the Audit, Risk and Improvement Committee receive and note the information presented by Thomas Noble & Russell.

Financial Management (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

Richard Watkinson left the meeting at 10.27am

7.2 Financial Management Report

RESOLVED (MacLeod/Wong) That the Audit, Risk and Improvement Committee:

1. Receive and note the information presented in the Financial Management Report – March 2024 regarding:
 - (a) The Quarterly Budget Review report furnished to Council's February 2024 meeting applicable for the quarter ending 31 December 2023.
 - (b) The Investment report furnished to Council's February 2024 meeting applicable for the month of 31 January 2024.
2. Recommend a submission be made to the Office of Local Government and the LGNSW Annual Conference seeking to permit county councils to include capital revenue in the assessment of financial performance.

Financial Management (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

NOTED: that the draft updated spreadsheet be added to the agenda papers in future.

7.3 Audit

RESOLVED (Wong/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 and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

NOTED: that future Audit reports will indicate high risk or very high risk by using colour categories.

7.4 Health and Safety Report - verbal

John Nasser gave an update on Rous Health and Safety processes with upgrading systems to improve safety for staff.

Noted A Health and Safety report will be forwarded to the committee and added to the next agenda for information.

7.5 Strategy implementation

RESOLVED (MacLeod/Wong) That the Audit, Risk and Improvement Committee receive and note the information presented in this report regarding performance against delivery of the actions of the Delivery program/ Operational plan for the period ending 31 December 2023, as reported to Council's 21 February 2024 meeting.

Strategy implementation (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0

Carried

7.6 Risk and Compliance

RESOLVED (Wong/MacLeod) That the Audit, Risk and Improvement Committee receive and note the information presented in this report regarding enterprise risk management and compliance monitoring.

Risk and Compliance (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

ACTION that Rous management identify a top 5 -10 enterprise risk list, prioritise and how to manage those risks and present at future Audit, Risk and Improvement Committee meetings report.

8 OTHER MATTERS

RESOLVED (MacLeod/Wong) That the Audit, Risk and Improvement Committee:

1. Receive and note this report.

Other Matters (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

9 NON-STANDARD REPORTS

Nil.

10 OTHER BUSINESS ARISING

Nil.

11 CONFIRMATION OF MINUTES

Audit Risk and Improvement Committee meeting minutes 5 April 2024

RECOMMENDATION (Wong/MacLeod) that the Minutes of the meeting be confirmed as presented.

Confirmation of Minutes (Resolution)		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
Carried		

12 NEXT MEETING: 30 April 2024

13 CLOSE OF BUSINESS

There being no further business the meeting closed at 11.53am