
Audit, Risk and Improvement Committee - meeting update

Responsible Officer: Group Manager Organisational Services (Helen McNeil)

Recommendation

That Council receive and note the attached minutes from the Audit, Risk and Improvement Committee meeting of 30 April 2024.

Background

The Audit, Risk and Improvement Committee ('Committee') met on 30 April 2024. A copy of the meeting minutes are attached ([Attachment 1](#)).

This Committee meeting was rescheduled from 6 May 2024 to accommodate availability of Committee Members to achieve maximum attendance.

Key Messages

1. Financial Management

The Committee received and noted the information presented in the Financial Management Report regarding:

- The Annual Engagement Plan for year ending 30 June 2024 presented on behalf of the NSW Audit Office at the Committee meeting on 5 April 2024.
- The Quarterly Budget Review report furnished to Council's April 2024 meeting applicable for the quarter ending 31 March 2024.
- The investment report furnished to Council's April 2024 meeting applicable for the month of March 2024.
- The updated Financial Reserves policy approved by Council on 17 April 2024.

2. Internal Audit – Record Management

The Committee received a presentation from Council's Internal Audit (IA) consultant, InConsult, on the findings of the review conducted on records management at Council during February – March 2024.

The review assessed Council's record management and information management maturity using the [Records Management Assessment Tool](#) (RMAT) issued by State Records NSW. The RMAT incorporates five (5) maturity levels, with Level 3 considered by State Records NSW to be the baseline compliance level.

The average RMAT score across the public sector in 2022 (2.67 out of 5) was below the baseline score of Level 3. The average score for the local government sector during this period was 2.63.

The draft IA report presented to the Committee assesses Council's RMAT score as 2.26 and its overall residual risk rating in relation to records management as 'Low' with some opportunities for improvement to elevate Council's RMAT score to a baseline Level 3.

3. Health Safety and Environment

The Committee considered reporting performance and insights relating to health and safety matters over the period November 2023 – April 2024, including statistical reporting on frequency / type of incidents, near misses, and injuries.

During this period, an increase in reports of safety events when compared to the previous period was observed. This is reflective of an improvement in reporting culture and trend towards an overall proactive approach to safety.

4. Section 355 Committee governance – Volunteer Floodgate Operator program

A copy of the rolling minutes of the volunteer floodgate operator program (section 355 committee) were provided to the Committee together with confirmation of the completion of the annual recommitment and safety reviews for all volunteers.

5. Information, Communication, and Technology (ICT) Update

A progress update was provided on activities undertaken under the hardware renewal plan, Wifi and AV replacement activities, and trends in Cyber Security reports/requests for the period November 2023 – March 2024.

6. Performance statistics

The Committee was provided with the annual statistical summary of all Code of Conduct complaints (reported to Council at its meeting on 13 December 2023) and public interest disclosures made over the preceding year – refer to the table below:

Office of Local Government	Model Code of Conduct complaints	1 September 2022 – 31 August 2023	0
NSW Ombudsman	Public Interest Disclosures	1 July 2022 – 30 June 2023	0
Independent Commission Against Corruption	Section 11 ICAC Act reports	1 July 2022 – 30 June 2023	0

Conclusion

This report provides a summary of the key messages from the 30 April 2024 Committee meeting.

Attachment

1. Audit, Risk and Improvement Committee meeting minutes 30 April 2024.