
**MINUTES OF ROUS COUNTY COUNCIL AUDIT RISK AND IMPROVEMENT
COMMITTEE HELD TUESDAY, 30 APRIL 2024 AT ADMINISTRATION OFFICE, 218-232
MOLESWORTH STREET, LISMORE**

1 OPENING OF MEETING

The Chair opened the meeting at 10.00 am.

In attendance:

Voting Committee

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

Non-Voting Committee

- Cr Big Rob, Rous Councillor

Rous County Council

- Phillip Rudd, General Manager (via 'Teams')
- Helen McNeil, Group Manager Organisational Services
- Geoff Ward, Group Manager Transformation and Strategy
- Jonathan Patino, Finance Manager
- Joseph Yeadon, Manager ICT (via 'Teams')
- Lauren Edwards, Governance and Risk Manager
- Vicky Scott, Financial Accountant
- John Nasser, Health Safety Environment and Logistics Manager (via 'Teams')
- Robyn Waldron, Secretary

Other attendees

- Mitchell Morley, InConsult (via 'Teams')
- Quentin Wong, Audit Office of NSW (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

- Richard Watkinson, Thomas Noble & Russell
- Ben Rogers, Thomas Noble & Russell
- Dane Parsons, InConsult

4 CONFIRMATION MINUTES OF PREVIOUS MEETING

Copy of Minutes of the meeting held 5 April 2024 were provided for information.

5 DISCLOSURE OF INTEREST

Nil.

6 ARIC SCHEDULE OF REPORTING

Copy of workplan/schedule of reporting provided as information only.

7 REPORTS

7.1 Financial Management

RESOLVED (Wong/MacLeod) that the Audit, Risk and Improvement Committee receive and note the information presented in the Financial Management Report - April 2024 regarding:

1. Annual Engagement Plan issued by the Audit Office of NSW for the year ending 30 June 2024.
2. The Quarterly Budget Review report furnished to Council's April 2024 meeting applicable for the quarter ending 31 March 2024 (including the cash reserves workpaper – this was not presented to the Council meeting).
3. The Investment report furnished to Council's April 2024 meeting applicable for the month of 31 March 2024.
4. Financial Reserves Policy

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		

Quentin Wong, Audit Office NSW left the meeting at 10.06am

Mitchell Morley, InConsult joined the meeting at 10.06am

7.2 Audit

RESOLVED (MacLeod/Wong) that the Audit, risk and Improvement Committee receive and note the information presented in this report on the draft records management internal audit.

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		

Mitchell Morley, InConsult left the meeting at 10.26am

7.3 Health Safety and Environment

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

Health Safety and Environment (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: Next meeting to have an update on the progression on actions stated in the report.

John Nasser left the meeting 11.12am

7.4 Governance

RESOLVED (Wong/MacLeod) that the Audit, Risk and Improvement Committee receive and note the information presented in this report on the governance of Council's section 355 Committee.

Governance (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		

Cr Big Rob left the meeting 11.17am

7.5 ICT Report

RESOLVED (MacLeod/Wong) that the Audit, Risk and Improvement Committee receive and note the ICT Report as presented.

ICT Report (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 Performance and improvement initiatives

RESOLVED (Wong/MacLeod) that the Audit, Risk and Improvement Committee receive and note the information presented in this report.

Performance and improvement initiatives (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		

8 NON-STANDARD REPORTS

Nil.

9 OTHER MATTERS

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

10 OTHER BUSINESS ARISING

Nil.

11 CONFIRMATION OF MINUTES

Audit, Risk and Improvement Committee meeting minutes 30 April 2024

REVOLVED (MacLeod/Wong) 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:** 22 July 2024

13 **CLOSE OF BUSINESS**

There being no further business the meeting closed at 11.50 am.