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**MINUTES OF ROUS COUNTY COUNCIL AUDIT RISK AND IMPROVEMENT COMMITTEE  
HELD MONDAY, 25 NOVEMBER 2024 AT ADMINISTRATION OFFICE, 218-232  
MOLESWORTH STREET, LISMORE**

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**1 Meeting opening**

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The Chair opened the meeting at 10.42am.

In attendance:

Voting Committee

- Laurie Lefcourt, Audit Risk and Improvement Committee (Chair)
- Andrew MacLeod, Independent member
- Raymond Wong, Independent member

Rous County Council

- Phillip Rudd, General Manager
- Helen McNeil, Group Manager Organisational Services
- Geoff Ward, Group Manager Transformation and Strategy
- Jonathan Patino, Finance Manager
- John Nasser, Health Safety Environment and Logistics Manager
- Vicky Scott, Financial Accountant
- Robyn Waldron, Secretary
- Simona Pacleanu, Secretary

Other attendees

- Quentin Wong, Audit Office of NSW

Apologies

- Lauren Edwards, Governance and Risk Manager
- Cr Elia Hauge – Non-voting Councillor member
- Joseph Yeadon, ICT Manager
- Robyn Saurine, Project Manager Digital Transformation
- Richard Watkinson, Thomas Noble & Russell
- Ben Rogers, Thomas Noble & Russell
- Mitchell Morley, InConsult
- Dane Parsons, InConsult

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**2 Acknowledgement of Country**

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

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**3 Minutes of previous meeting**

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Minutes of the meeting held 14 October 2024 were noted as presented.

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**4 Disclosure of Interest**

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Nil.

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**5 Audit**

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**RESOLVED** (MacLeod/Wong) 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.

<b>Audit (Resolution)</b>		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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**6 Risk**

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**RESOLVED** (MacLeod/Wong) That:

1. The Audit, Risk and Improvement Committee receive and note the information contained in this report on:

- (a) Health, Safety, and Environment matters,
- (b) Risk Management,
- (c) Fraud and Corruption Control,
- (d) Governance matters, including:
  - (i) Policies, procedures, and delegations,
  - (ii) ICT Framework,
  - (iii) Section 355 Committees, and
- (e) Financial Management.

2. A gap analysis against the Risk Management Guidelines including internal audit policies and procedures be completed and results reported back to the Committee.

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

*Quentin Wong, Audit Office of NSW joined the meeting at 11:23am*

*John Nasser, Health Safety Environment and Logistics Manager left the meeting at 11:24am*

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Quentin Wong, Audit Office of NSW left the meeting at 11:27am

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## 7 Improvement

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

1. Receive and note:
  - a) Rous' performance against delivery of the actions in the Delivery program | Operational Plan for the year ending 30 June 2024; and
  - b) The status of actions pending from previous meetings.
2. Confirm its 2025 meeting dates as 24 March, 19 May, 21 July, 13 October and 24 November with meetings to commence from 11.00am.

<b>Improvement (Resolution)</b>		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

Note: Andrew MacLeod will be on a leave of absence from the Rous ARIC meeting scheduled for 19 May 2025.

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## 8 General Business / Other reports

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**RESOLVED** (MacLeod/Wong) That the Audit, Risk and Improvement Committee receive and note this report as presented.

<b>Update on Project Novus (Resolution)</b>		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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## 9 Confirmation of Minutes

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### **Audit Risk and Improvement Committee meeting minutes 25 November 2024**

**RESOLVED** (MacLeod/Wong) that the minutes of the Audit Risk and Improvement Committee of 25 November 2024 be accepted as presented.

<b>Confirmation of minutes 25 November 2024 (Resolution)</b>		
For	Laurie Lefcourt, Andrew MacLeod and Raymond Wong	3
Against	None	0
Abstain	None	0
Conflict of Interests	None	0
Absent	None	0
<b>Carried</b>		

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**10 Next meeting: 24 March 2025**

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Location to be confirmed.

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**11 Close of business**

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There being no further business the meeting closed at 12.25pm.