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**MINUTES OF ROUS COUNTY COUNCIL AUDIT RISK AND IMPROVEMENT  
COMMITTEE HELD MONDAY, 24 MARCH 2025 AT INVERCAULD HOUSE - 163  
INVERCAULD ROAD, GOONELLABAH**

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**1 Meeting opening**

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The Chair opened the meeting at 11.02am.

In attendance:

Voting Committee

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

Rous County Council

- Phillip Rudd, General Manager
- Helen McNeil, Group Manager Organisational Services
- Jonathan Patino, Finance Manager
- Lauren Edwards, Governance and Risk Manager
- Robyn Waldron, Secretary
- Simona Pacleanu, Secretary

Other attendees

- Min Lee, Audit Office of NSW - Via Teams
- Luis Garcia, Audit Office of NSW - Via Teams

Absent

- Cr Elia Hauge, Byron Shire Council (Non-voting Councillor member 'primary')

**Action:** Management to clarify attendance arrangements with Councillor members.

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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 Apologies and Leave of Absence**

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- Geoff Ward, Group Manager Transformation and Strategy
- Cr Sarah Ndiaye, Byron Shire Council (Non-voting Councillor member 'alternate')

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**4 Minutes of previous meeting**

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Minutes of the meeting held 25 November 2024 were noted as presented.

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**5 Disclosure of Interest**

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Nil.

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## 6 Audit

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**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		

11:05am - The order of business was amended to bring forward the presentation by the Audit Office of NSW on the Annual Engagement Plan contained at item 7.4 of the agenda.

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## 7 Risk

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**RESOLVED** (MacLeod /Wong) That the Audit, Risk and Improvement Committee receive and note the information contained in this report on:

1. Compliance and Internal Controls:
  - 1.1 Corporate compliance audits, non-compliance incidents and trends and improvement initiatives;
  - 1.2 Health, Safety, and Environment matters;
  - 1.3 Legislative compliance,
2. Risk Management;
3. Fraud and Corruption Control; and
4. Financial Management.

**Action:** The Committee requested that Management report back at a future meeting regarding a position on compliance and assurance monitoring (beyond specific areas such as procurement).

Risk (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		

Min Lee and Luis Garica from the Audit Office of NSW left meeting at 11:10am

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## 8 Improvement

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**RESOLVED** (Wong/MacLeod) That the Audit, Risk and Improvement Committee receive and note the information contained in this report on:

1. Rous' performance against delivery of the actions in the Delivery program | Operational Plan for the period 1 July 2024 to 31 December 2024;
2. The 4-year Committee strategic plan including performance KPI; and
3. The status of actions pending from previous meetings.

Improvement (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		

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## 9 Confirmation of Minutes

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### Audit Risk and Improvement Committee meeting minutes 24 March 2025

**RESOLVED** (MacLeod/Wong) That the minutes of the Audit Risk and Improvement Committee of 24 March 2025 be accepted 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		

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## 10 Next meeting: 16 June 2025

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Location: Invercauld House, 163 Invercauld Road, Lismore NSW 2480

**Noted:** Laurie Lefcourt, the current Chair, will be stepping down from the role and as previously minuted, Andrew MacLeod will be unavailable to attend the next meeting. To ensure a quorum, the next meeting may be tentatively rescheduled to 16 June 2025.

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## 11 Close of business

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There being no further business the meeting closed at 12:26pm.