

SUMMARY MINUTES OF LACHLAN SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING

held in the committee room

on Wednesday, 9 February 2022 at 10am



PRESENT

VIA ZOOM: Graeme Fleming PSM (Interim Chair), Leanne Smith (Intentus), and Veronika Bonora (Governance & Risk Officer)

IN ATTENDANCE: Greg Tory (General Manager), Mayor John Medcalf OAM, Karen Pegler (Director - Corporate and Community Services), Councillor Peter Harris and Immogine Turner (Administration Officer)

1 APOLOGIES: Karen Taylor (Audit Office of NSW)

COMMITTEE RESOLUTION

That the apology be noted and accepted.

Carried

2 DECLARATIONS OF INTEREST

Committee noted no conflict of interests of concern.

3 CONFIRMATION OF MINUTES

4 REPORTS

4.1 NOVEMBER MINUTES – ARIC

COMMITTEE RESOLUTION

That the minutes from the ARIC meeting 10 November 2021 be noted and accepted.

Carried

4.2 CORPORATE CREDIT CARD POLICY V3 REVIEW

Reviewed and discussed.

COMMITTEE RESOLUTION

1. Director Corporate & Community Services Report R22/5 be received and noted.
2. Request staff to review including fuel cards in Credit Card Policy

Carried

4.3 ARIC FEES, REASONABLE EXPENSE AND FACILITIES POLICY

Reviewed and discussed.

COMMITTEE RESOLUTION

That:

1. Director Corporate & Community Services Report No. R22/13 be formally received and noted.
2. Subject to any changes the ARIC wishes to make being incorporated, the draft ARIC Fees, Reasonable Expenses and Facilities Policy be referred to Council for consideration

ARIC reviewed and no further comment.

Carried

4.4 ARIC ACTION LIST AUGUST 2019 ONWARDS UPDATED AS AT 24 JANUARY 2022

AUDIT RISK AND IMPROVEMENT COMMITTEE RECOMMENDATION

That:

1. Director Corporate & Community Services Report No. R22/19 be formally received and noted.

Reviewed and discussed and additional items added.

COMMITTEE RESOLUTION

That the Director Corporate & Community Services Report No. R22/19 be received and noted.

Carried

4.5 GENERAL MANAGER UPDATE

RECOMMENDATION

That

1. The General Manager's report no R22/27 be received and noted.

COMMITTEE RESOLUTION

That the General Manager's report no R22/27 be received and noted.

Carried

5 GENERAL BUSINESS NONE NOTED

6 DATE NEXT MEETING

Suggested dates for the year:-

8 June 2022 10 – 12 Strategic Briefing in afternoon

21 September 2022 10 -12 via Zoom for all – discuss draft Financial Statements

23 November 2022 10 -12 Council Meeting in afternoon – Audit will present Annual Report

7 CONFIDENTIAL SECTION

Informal meeting

7.1 DIRECTOR REPORT FEBRUARY 2022

Reviewed and discussed

COMMITTEE RESOLUTION

That the ARIC formally receive and note the Director Corporate & Community Services report no R22/10

Carried

COMMITTEE RESOLUTION

Formally note a vote of thanks for Councillor Mark Hall for his past contribution to the ARIC.

Carried

7.2 FINAL AUDIT MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2021

Reviewed and discussed

COMMITTEE RESOLUTION

Noted LSC progress and performance.

1. Formally receive and note the Director Corporate & Community Services report no R22/11.
2. Review the Final Audit Management letter FYE 30 June 2021 including Council's response.

Carried

Summary Minutes format discussed and approved

7.3 REPORT ON SUBMISSIONS FOR 4 YEAR INTERNAL AUDIT WORK PLAN

Reviewed and discussed

Shortlist Agreed

COMMITTEE RESOLUTION

Staff to investigate further the shortlist of 3 and take to Council for a decision.

Carried

IN CAMERA SESSION – NOT REQUIRED.

The Meeting closed at 11.59am.

The long-form minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee Meeting held on 8 June 2022.