

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



held in the committee room

on Wednesday, 10 November 2021 at 10am

PRESENT

VIA ZOOM: Graeme Fleming PSM (Interim Chair), Karen Taylor (Audit Office of NSW), Ian Roberts (Blackadder Associates), and Veronika Bonora (Governance & Risk Officer)

IN ATTENDANCE: Greg Tory (General Manager), Mayor John Medcalf OAM, Karen Pegler (Director Corporate and Community Services), Cr Mark Hall

1 APOLOGIES: nil

2 DECLARATIONS OF INTEREST

Committee noted no conflict of interests of concern.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

That the minutes from the ARIC meeting 22nd September 2021 be noted and accepted.

Carried

BUSINESS ARISING FROM MINUTES

Committee discussed and noted action items

4 REPORTS

4.1 ARIC ACTION ITEMS REPORT 2019 ONWARDS

Reviewed and discussed. Committee pleased with progress

COMMITTEE RESOLUTION

That the Action Item Report noted and accepted

Carried

4.2 GENERAL MANAGER UPDATE

Committee pleased with details of report

COMMITTEE RESOLUTION

That the General Manager's Report be received and noted.

Carried

4.3 ARIC TERMS OF REFERENCE ADOPTED

ARIC Terms of Reference were adopted by Council 27 October 2021

COMMITTEE RESOLUTION

That the Committee note the ARIC Terms of Reference have now been adopted by Council.

Carried

4.4 ADOPTION OF AUDITED FINANCIAL STATEMENTS FOR YEAR END 30 JUNE 2021

Committee happy with reports and Audit. Discussion of details

COMMITTEE RESOLUTION

That the Committee;

1. Formally receive and note Director Corporate and Community Services Report
2. Refer the Lachlan Shire Council audited Annual Financial Statements and Audit Reports for the year ended 30 June 2021 to Council for adoption as presented.
3. Acknowledge and pass on congratulations and thanks to Corporate Services staff

Carried

7.2 INTERNAL AUDIT - RECORDS MANAGEMENT

Note - this item was moved forward in the agenda

Internal Audit Report

By Ian Roberts (Blackadder Associates)

Thanks to staff for their patience with remote working due to Covid.

Observations by Internal Auditor:

Council well served by committed staff

Audit timely given OLG circular compliance for Records Management

Items, recommendations and timeframes discussed by committee

COMMITTEE RESOLUTION

That Audit, Risk and Improvement Committee:

1. Formally received and note the Director Corporate & Community Services Report
2. Note the attached Internal Audit – Records Management & Recommendations to address items noted in the audit.
3. Provide feedback to Council officers on recommendations and proposed actions – review timeframes.

Carried

10.45am Ian Roberts left the meeting

5 GENERAL BUSINESS

5.1 PLACING MINUTES OF ARIC MEETINGS ON WEBSITE

Committee happy with Reports and Audit. Discussion of details

COMMITTEE RESOLUTION

The ARIC supports an appropriately redacted version of ARIC meeting minutes be put on LSC website.

Carried

5.2 ANNUAL AUDIT OFFICE WORK UPDATE FROM ACTION ITEMS

Karen Taylor (Audit Office of NSW) spoke to the 21/22 LG performance audits both current audits and future plans.

Committee discussed.

5 DATE NEXT MEETING

This item moved to end of meeting

7 CONFIDENTIAL SECTION

7.1 CYBER SECURITY ROLES & RESPONSIBILITIES POLICY

COMMITTEE RESOLUTION

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receive and note the Director Corporate & Community Services Report No. R21/310.

2. Feedback to be incorporated into policy.
3. Refer the policy to Council for adoption.
4. Add Cyber Security Training to Councillors Professional Development Plan

Carried

7.3 DIRECTOR REPORT NOVEMBER 2021

Committee listened and discussed

COMMITTEE RESOLUTION

That the ARIC formally receive and note the Director Corporate & Community Services report no R21/319.

Carried

OPEN BUSINESS

5 DATE NEXT MEETING

Due to the upcoming councillor elections in December 2022, ARIC dates for next year are to be advised after the elections

The Meeting closed at 11:27am

The long-form minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee Meeting held on 9 February 2022.