

Minutes of Extraordinary Meeting held on 4 October 2023 in person and via Microsoft Teams

Meeting commenced at 2.30 pm

Prior to the meeting the Audit Risk & Improvement Committee (ARIC) Members met in-camera.

PRESENT

| Audit Risk & Improvement Committee Members | |
|--|--------------------|
| Independent Member – Acting Chair | Ilona Meyer |
| Independent Member | Mark Sercombe |
| Councillor | Clr Liz Atkins |
| Councillor | Clr Philippa Scott |
| Observers | |
| Councillor (Observer) | John Stamilos |
| Other attendees | |
| General Manager | Peter Gainsford |
| Director Corporate | Kelly Loveridge |
| Director Planning | Simone Plummer |
| Director Infrastructure | Ryann Midei |
| Acting Chief Financial Officer | Chris Sleiman |
| Financial Reporting and Control Manager | Aigul Utegenova |
| Chief Information Officer | James Carter |
| Senior Manager People and Culture | Helen Lyons |
| Senior Manager Insync Pty Ltd | Sanjaya Gunaratne |
| Senior Consultant Insync Pty Ltd | Kevin Hwang |
| Senior Manager Governance and Risk | Beau-Jane De Costa |
| Risk and Audit Manager (minute taker) | Justin Lucas |
| Risk and Audit Officer | Ngairé Meekan |
| Director, Financial Audit, Audit Office of NSW (AONSW) | David Daniels |
| Audit Manager, AONSW | Ray Bailey |
| Acting Internal Ombudsman | Josh Jongma |

ACKNOWLEDGMENT OF COUNTRY

The Acting Chair, Ilona Meyer, acknowledged the traditional custodians of the land on which the meeting took place and paid her respects to elders past and present.

The Acting Chair welcomed Committee members and attendees to the meeting. Attendees in person and online introduced themselves to the Committee.

The Acting Chair acknowledged and welcomed James Carter, Chief Information Officer, to his first meeting of the ARIC. The Acting Chair noted that the focus was on two matters – the staff performance and engagement survey and the review and endorsement of the Draft Annual Financial Statements and Special Schedules for the year ended 30 June 2023.

APOLOGIES

Apologies from Ruth Callaghan Director Community.

DISCLOSURES OF INTERESTS

The ARIC Members confirmed there were no changes to their disclosures of interests. All members confirmed they had no conflicts in relation to any matter before the ARIC.

CONFIRMATION OF MINUTES

DISCUSSION

The Minutes of the Audit, Risk and Improvement Committee Meeting held on 16 August 2023 were adopted by the ARIC out of session on 4 September 2023 and adopted by Council at the meeting held on 12 September 2023. The Committee noted the above and resolved to authorise the Acting Chair to sign the minutes of the 16 August 2023 meeting.

RECOMMENDATION

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 16 August 2023, be confirmed and the Acting Chair be authorised to sign them as a correct record of the meeting.

Moved: Mark Sercombe
Seconded: Cllr Liz Atkins

Carried.

RIS1023(1) Item 0 General Managers Update

DISCUSSION

The General Manager provided an update to the Committee as summarised below.

The General Manager was pleased to share that Council was selected by the Australian Business Awards as a 2023 Employer of Choice and that Mary Boustani, ICT Systems Engineer won the 2023 Minister's Awards for Women in Local Government for the Alternative Pathways Award – Metro.

The General Manager discussed the progress of internal audits and ARIC independent member recruitment.

He confirmed there are no further updates on the business case to demerge but advised that the Boundaries Commission has appointed a Chair in September.

Council is progressing a significant number of policy and procedural redevelopments to mature and enhance its customer service and ethical conduct and procurement

arrangements.

The General Manager discussed staffing and performance management initiatives including a new management system for this purpose. The General Manager and Committee discussed Council's Food Organics and Garden Organics (FOGO) food recycling service project.

RIS1023(1) Item 1 Staff Performance and Engagement Survey 2023 Presentation

DISCUSSION

The General Manager, Peter Gainsford and Sanjaya Gunaratne, Senior Manager Insync Pty Ltd discussed the report.

The General Manager discussed Council's response to the survey including how Council will further engage with staff to drive customer service and working environment outcomes.

RECOMMENDATION

That Audit, Risk and Improvement Committee receive and note the report.

Mover: Mark Sercombe
 Seconder: Clr Liz Atkins

Carried.

RIS1023(1) Item 2 Draft 2022/23 Annual Financial Statements

DISCUSSION

The Acting Chief Financial Officer referred to the paper and it was taken as read.

David Daniels (Director, Financial Audit, AONSW) provided a report on the conduct of the audit and noted matters which appear in the Closing Report.

The Acting Chief Financial Officer discussed the process undertaken this year. The Acting Chief Financial Officer and the Financial Reporting and Control Manager addressed the following:

- the operating results
- cash flow and restricted cash asset levels
- revaluations and the expert advice received from financial advisors and engineers
- specific questions, corrections and comments from members of the ARIC.

The Director, Financial Audit, AONSW provided a report on the conduct of the audit and noted matters which appear in the Closing Report.

The AONSW representatives stated they received suitable access as needed to Council's financial records and personnel.

The ARIC Members acknowledged the effort of Council's staff to deliver the draft Financial Statements according to the timetable and to receive an unqualified opinion from AONSW.

RECOMMENDATION

That Audit, Risk and Improvement Committee endorse

- **General Purpose Financial Statements (GPFS) for the year ended 30 June 2023,**
- **Permissible income for general rates for the financial year 2023/24,**
- **Report on Infrastructure assets as at 30 June 2023 (unaudited).**

Mover: Mark Sercombe
Seconder: Cllr Liz Atkins

Carried.

GENERAL BUSINESS

There was no further General Business Discussion.

Meeting closed at 4.35 pm.

CHAIRPERSON