



## Audit, Risk and Improvement Committee

# MINUTES

of the meeting held in The Boardroom, 127 Marius Street, Tamworth on

THURSDAY 26 October 2023 at 11.30am

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**PRESENT:** Ron Gillard (Chairperson), Jason Masters (Independent Member), Dr Meredith L Caelli (Independent Member), and Cr Eric Noakes (Non-Voting Councillor Member via Visual Audio).

**IN ATTENDANCE:** Paul Bennett (Interim Chief Executive), Karen Litchfield (Internal Auditor), Lauren McPherson (Senior Accountant), Damian Ison (NSW Audit Office via Audio Visual), Paul Cornall (Forsyths via Audio Visual), and Jen Winnick (Internal Audit Support - [Secretariat]).

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## **1. APOLOGIES**

Note the apology received from Jan-Michael Perez (Audit Manager, NSW Audit Office).

## **2. DISCLOSURE OF INTERESTS**

Jason Masters declared a standing conflict of interest, for reason that he is a member of the Armidale Regional Council Audit, Risk and Improvement Committee. Mr Masters further stated that it is a pecuniary conflict of interest and that he would leave the meeting and not participate in the debate should a conflict arise.

Dr Meredith L Caelli declared a standing conflict of interest, for reason that she is a member of the Uralla, Walcha and Narrabri Shire Council Audit, Risk and Improvement Committees. Dr Caelli further stated that it is a pecuniary conflict of interest and that she would leave the meeting and not participate in the debate should a conflict arise.

## **3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Moved Dr Meredith Caelli/Jason Masters**

That the minutes of the Audit, Risk and Improvement Committee meeting held 20 July 2023, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the meeting.

## **4. MATTERS ARISING FROM THE MINUTES**

### **4.1 RISK PROFILE AFFECTING EVENTS**

### **4.2 SCOPE FOR THE INTERNAL AUDIT OF GRANT FUNDING**

**Moved Jason Masters/Dr Meredith Caelli**

That the reported “Matters Arising from the Minutes” be received and noted by the Audit, Risk and Improvement Committee.

## **5. ITEMS FOR CONSIDERATION**

### **5.1 ANNUAL FINANCIAL STATEMENTS 2022/2023 AND PRESENTATION BY THE EXTERNAL AUDITOR**

**Moved Dr Meredith Caelli/Jason Masters**

That in relation to the report “Annual Financial Statements 2022/2023 and Presentation by the External Auditor”, the Audit, Risk and Improvement Committee

- (i) receive and note the report;
- (ii) commend the Accounts and Audit Team for their efforts; and
- (iii) request the final reports be distributed out of session once available.

**5.2 PROGRESS ON THE EXTERNAL AUDIT MANAGEMENT LETTER FINDINGS**

**Moved Jason Masters/Dr Meredith Caelli**

That in relation to the report “Progress on the External Audit Management Letter Findings”, the Audit, Risk and Improvement Committee receive and note the report.

**5.3 RISK PROFILE AFFECTING EVENTS**

**Moved Dr Meredith Caelli/Jason Masters**

That in relation to the report “Risk Profile Affecting Events”, the Audit, Risk and Improvement Committee receive and note the report.

**6. GENERAL BUSINESS**

Nil.

**7. DATE OF NEXT MEETING**

The next meeting date is scheduled for Thursday 29 February 2024, at 11:30am.

**Closure:** There being no further business the Chair concluded the meeting at 11.42 pm.

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