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**AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
THURSDAY, 28 NOVEMBER 2024 COMMENCING AT 5:00 PM**

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**PRESENT**

Stuart Heffer (Chair) (Community Representative), Dorian Radue (Community Representative), George Youssef (Community Representative via Zoom)

Quorum = 3

**STAFF**

General Manager, Brett Stonestreet, Director Economic & Organisational Development, Shireen Donaldson, Senior WHS & Risk Coordinator, Raymond McCloy, National Audits Group, Stephen Prowse (via Zoom) and NSW Audit Office, Nicky Rajani (via Zoom)

**1 APOLOGIES**

An apology was received from Helen Brill (Community Representative).

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of George Youssef and Dorian Radue that the minutes of the previous meeting held on 6 November 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Mr Stonestreet updated the Committee regarding the adoption of service review recommendations for Griffith Regional Aquatic Leisure Centre and Road Services by Council. Management will now move forward with implementation of the adopted recommendations.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL02 UPDATE ON ANNUAL FINANCIAL STATEMENTS**

CL02 was brought forward for discussion. Mr Rajani provided an update on the audit of Council's Annual Financial Statements advising that the Griffin Green accounting paper had been received and the NSW Audit Office was engaging with National Audits Group to work through the paper.

Mr Stonestreet advised Council officers will make adjustments as required and enquired if the audit would be completed by the deadline of 15 December?

Mr Rajani advised the Audit Office is meeting regularly with Council officers and will provide an update regarding the completion date next week.

Mr Stonestreet advised Council officers have provided statistical data to the Office of Local Government to meet the 5 December deadline for inclusion in the OLG Comparative Council Information which allows members of the public to compare data across NSW councils in relation to a range of indicators.

Mr Prowse advised National Audits Group are working with the Audit Office in relation to the Griffin Green accounting treatment and are available to assist Council if required.

Mr Rajani left the meeting the time being 5:12 pm.

### **CL01 REVIEW OF RISK MANAGEMENT PLAN**

Mr Heffer thanked Ms Radue for her feedback on the Risk Management Plan. Mr McCloy advised he has been working with Senior Management in relation to Council's risk appetite and risk tolerance/consequences.

A new Risk Assessment form is being developed in line with the Australian Standards. Mr McCloy advised that once the risk appetite and tolerance has been adopted by the Committee he will be able to move forward with the recommendations outlined in the Risk Management internal audit review. Mr McCloy advised some risk assessments were being conducted at Council however there is no formal process or forms in place for assessment of projects prior to commencement.

Mr McCloy further advised that Council's current Risk Register will be re-developed to meet organisational and legislative requirements. Staff training will be rolled out once processes and forms have been finalised.

Ms Radue requested if any further changes are made to the Risk Management Plan that the Committee be provided with a track changes version.

Ms Radue and Mr Youssef offered their assistance to Mr McCloy.

Mr Prowse suggested the Risk Register Template on page 20 of the Risk Management Plan

be updated to reflect residual risk following implementation of additional risk controls. Ms Radue suggested adding a Target Risk column.

The Committee discussed the format of the draft Council report template.

**RECOMMENDED** on the motion of George Youssef and Dorian Radue that:

- (a) the Committee endorse the revised Council's Risk Management Plan including Council's Risk Appetite as attached to the report.
- (b) The Council Report template be modified to include Risk Appetite ratings as outlined in Council's Risk Management Plan.

## **6 GENERAL BUSINESS**

Nil.

## **7 NEXT MEETING**

The next meeting of the Audit, Risk and Improvement Committee is to be held on Wednesday, 5 February 2025 at 5:00 pm.

There being no further business the meeting terminated at 6:00 pm.