

## MAYORAL MINUTE

### (ITEM MM21/21) RECOGNITION OF SERVICE - CHAIR OF AUDIT, RISK AND IMPROVEMENT COMMITTEE

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File No: 21/33915

MAYORAL MINUTE BY CR JOHN FAKER (MAYOR)

#### **Summary**

I have been advised Ms Sandra Mulder will be stepping down from her role with the Burwood Audit, Risk and Improvement Committee (ARIC) at the end of August, having been a member of the ARIC for 8 of the past 10 years.

Ms Mulder was appointed to the ARIC at its formation in February 2011, when the Committee was known as the Internal Audit Committee. She served for two terms — from 2011 to 2014 and from late 2017 until now. She has been the ARIC Chair since 2017.

As Chair, she led the ARIC's oversight of the internal audit program, review of annual Financial Statements and external Audit Reports, and reviewed council's risk management strategy and risk register. During her time on the Committee, the ARIC considered recommendations arising from internal audits and reviews on a range of operational risk areas, including:

- IT System Vulnerability
- Recruitment and Selection
- Cash Management
- Event Management for Burwood Festival
- Councillors' Expenses and Facilities
- Payroll
- On Street Parking
- Commercial Trade Waste
- Fleet Management
- Cash and Stock Management – Enfield Aquatic Centre
- Legal Services Panel
- Customer Requests and Complaints Handling
- Accounts Payable
- Integrated Planning and Reporting Framework
- Contractors and Consultants
- Recruitment and selection
- Time Capture to Pay

The ARIC also took an interest in, and received briefings on, a range of risk and improvement areas including:

- Risk Management Strategy
- Employee Governance Training Program
- Business Continuity Plan
- Covid-19
- Council's Organisational Structure
- Fraud and Corruption Prevention Policy
- Gifts and Benefits Policy
- Community Strategic Plan

- Asset maintenance and replacement
- Council's internal control systems
- The Promoting Better Practice Review undertaken by the Division of Local Government
- Business Ethics Framework
- Guardian Risk Register System
- Findings of various ICAC investigations and any potential learnings for Burwood Council.

Under her expert leadership, the Committee has been very effective and has made a critical contribution to the organisation's prioritisation and management of risk and improvement activities. I ask Council to join me in acknowledging the substantial skills, knowledge and expertise that Ms Mulder brought to the deliberations of the ARIC and to thank her for her contribution over so many years.

### **Operational Plan Objective**

2.1.3 Ensure transparency and accountability in decision making

#### **I therefore move that:**

1. Council receives and notes this report.
2. The Mayor writes to Ms Mulder to express Council's appreciation for her services to the ARIC.

### **Attachments**

There are no attachments for this report.