



NEW ENGLAND COUNTY COUNCIL  
ABN 35 514 070 354

25 May 2023

## NOTICE OF MEETING

An Extraordinary Meeting of the New England County Council, is to be held in the offices of the New England Weeds Authority, **2/129 Rusden Street, Armidale NSW 2350** on:

**Friday 31 May 2024 at 10:00 pm**

The meeting Agenda and Business Paper are attached.

Yours sincerely

A handwritten signature in black ink, appearing to read "Tim Weeks".

Tim Weeks  
**GENERAL MANAGER**

**ORDINARY MEETING OF NEW ENGLAND COUNTY COUNCIL  
HELD IN COUNCIL'S OFFICES ON 31 MAY 2024**

**EXTRAORDINARY MEETING AGENDA**

<b>1.</b>	<b>PRESENT</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES</b>	<b>2</b>
<b>3.</b>	<b>DECLARATION OF INTEREST</b>	<b>2</b>
<b>4.</b>	<b>INTERIM ADMINISTRATOR'S MINUTE</b>	<b>2</b>
<b>5.</b>	<b>AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) NOMINATION OF MEMBERS</b>	<b>2</b>
<b>6.</b>	<b>MATTERS OF URGENCY – ANY OTHER BUSINESS</b>	<b>4</b>
<b>7.</b>	<b>NEXT MEETING – To be advised</b>	

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**EXTRAORDINARY MEETING BUSINESS PAPER**

*The Chair advises that while the meeting was not being live-streamed, a video recording of the meeting will be available on the County Council's website.*

1. **PRESENT**
2. **APOLOGIES**
3. **DECLARATION OF INTEREST**
4. **INTERIM ADMINISTRATOR'S MINUTE**
5. **AUDIT RISK AND IMPROVEMENT COMMITTEE (ARIC) NOMINATION OF MEMBERS**

**Recommendation:**

1. That Council select and appoint 3 members to form NEWA's ARIC Committee to commence from 1 July 2024.
2. That one of the Committee Members selected in 1. Above, be appointed as Chair of the Committee.
3. That the NEWA ARIC Terms of Reference (TORs) be adopted for the committee.

***Background***

The Local Government (General) Regulation 2021 sets out elements of the Guidelines requiring the establishment of an Audit, Risk and Improvement Committee (ARIC). Although in place since June 2022, the guidelines for Risk Management and Internal Audit came into force in early 2023, with County Council's required to comply with the Guidelines from **1 July 2024**.

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The purpose of the ARIC is to provide information and independent advice to the elected councillors to improve the Council's operations and will report from the 2024-2025 FY. The creation of an ARIC will ensure councillors are better informed about how their council is performing and have more oversight over decisions.

### **Report**

Council has called for Expressions of Interest from suitably qualified individuals interested in joining the New England Weeds Authority's ARIC Committee, effective from 1 July 2024. In particular, current members of NEWA's constituent councils' ARIC Committees have been contacted to ascertain their interest.

Several responses have been received, expressing interest in joining NEWA's Committee; details of which have been provided under separate cover for reasons of privacy.

It has been resolved that NEWA's ARIC will meet 4 times per year, at least one of which is face-to-face. In addition, proposed [Terms of Reference](#) have been prepared and are attached to this paper.

The role of councillors is to relay to the ARIC any concerns the governing body may have regarding the operations of the council and issues being considered by the ARIC. They would also provide insights into local issues and the strategic priorities of the council.

*The mayor, general manager and internal audit coordinator should attend ARIC meetings as non-voting observers.*

### **Financial and Resource Implications**

The 2024-2025 Budget will include the costs of the ARIC. The ARIC will meet and be paid quarterly, and their costs recorded in NEWA's operational reporting.

### **Legal Implications**

The Local Government (General) Regulation 2021 sets out elements of the Guidelines requiring the establishment of an Audit, Risk and Improvement Committee (ARIC).

### **Risk Implications**

Provided NEWA complies with the Local Government (General) Regulation, 2021 including the Guidelines requiring the establishment of an Audit, Risk and Improvement Committee (ARIC), there is no further risk identified.

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***Stakeholder Consultation***

Stakeholder consultation is not required as the establishment of an ARIC is mandated by the Local Government (General) Regulation, 2021 including the related Guidelines requiring the establishment of an ARIC.

***Options***

There are no options, however, there is flexibility as to the source of independent members.

***Conclusions***

It is proposed that the General Manager and Interim Administrator meet and appoint members of an ARIC committee.

***Link to Policy and/or the Business Activity Strategic Plan***

The Local Government (General) Regulation 2021 sets out elements of the Guidelines requiring the establishment of an Audit, Risk and Improvement Committee (ARIC). NEWA as a County Council is required to comply with the Guidelines from 1 July 2024, and have an ARIC in place.

***Supporting Information and/or Attachments***

- [Guidelines - Risk Management & Internal Audit - 2023](#)
- [ARIC Model Internal Audit Charter](#)
- [ARIC Example of Risk Management Policy](#)
- [General Amendment – ARIC Regulation 2023](#)
- [Model Terms of Reference for ARIC](#)

**6. MATTERS OF URGENCY – ANY OTHER BUSINESS**

**7. NEXT MEETING – To be advised**

**CLOSE:**