

# **AMENDED REPORT**

23 October 2013  
To the Ordinary Council Meeting

General Manager's Report  
General Manager's Unit

## **4.8 Draft Minutes of the 18 September Audit and Risk 2013 Committee Meeting.**

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TRIM REFERENCE: F2004/07245 - D03836408

MANAGER: Sonia Witt, TL Governance and Councillor Services

AUTHOR: Fiona Kurtz; Councillor Services Officer

### **SUMMARY**

To confirm the draft Minutes of the Audit and Risk Committee meeting held on 18 September 2013.

### **RECOMMENDATION**

- 1 That Council adopt the minutes of Wyong Shire Audit and Risk Committee meeting held on 18 September 2013.**
- 2 That Council request the General Manager to provide the Audit and risk Committee presentation a Risk Management toolkit.**
- 3 That Council endorse the Chief Internal Auditors role in LGIAN and sharing knowledge across the profession provided that confidential information is maintained.**
- 4 That Council approve the Senior Internal auditor and those interested Councillors to attend the Local Auditors Conference that will be held on 8 November 2013**
- 5 That Council meet reasonable expenses incurred by Councillors attending the Local Auditors Conference in accordance with Council's Facilities and Expenses Policy for Councillors.**

### **BACKGROUND**

The draft minutes of the 18 September 2013 are set out in full below.

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## WYONG SHIRE COUNCIL

### MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER WYONG CIVIC CENTRE, HELY STREET, WYONG ON 18 SEPTEMBER 2013 COMMENCING AT 9:30 AM

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#### PRESENT

Mr Jason Masters (Acting Chairperson), Councillor Lynne Webster, Councillor Luke Nayna  
Councillor Doug Eaton, Mayor (arrived at 10.09am)

#### IN ATTENDANCE

Tina Baker, Chief Internal Auditor  
Michael Whittaker, General Manager  
Dennis Banicevic, External Auditor Pricewaterhouse Coopers (*Left the meeting at 10.44am and did not return*)  
Councillor Lloyd Taylor  
Stephen Naven Chief Financial Officer (*Entered the meeting at 9.38am and left the meeting at 11.02am*)  
Bob Platt , Chief Information Officer (*Entered the meeting at 10.00am and left the meeting at 11.02am*)  
Brian Glendenning, General Counsel (*Entered the meeting at 11.12am and left the meeting at 11.40am*)  
Lily Mojsin, Senior Internal Ombudsmen(*Entered the meeting at 10.58am and left the meeting at 11.33am*)

The Chairperson, Mr Jason Masters, declared the meeting open at 9.34 am and advised in accordance with the Code Of Meeting Practice that the meeting was being recorded.

The Chairman confirmed the existence of a quorum, which was maintained throughout the meeting.

The Chairperson advised that he would change the Order of the Agenda to accommodate arrivals/departures of attendees at the meeting, however for the sake of clarity the reports are recorded in their correct agenda sequence.

#### APOLOGIES

Jari Ihalainen, Director Land Management

4.8 Draft Minutes of the 18 September Audit and Risk 2013 Committee Meeting. (contd)

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1.1 Disclosure of Interest

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**Disclosure regarding all Agenda items**

Mr Jason Masters, Independent Member, disclosed a non-pecuniary interest with insignificant conflict for the reason that he is a Paid Facilitator for ACID and is the Chair for Cessnock Council.

**RECOMMENDATION**

*That Members now disclose any conflicts of interest in matters under consideration at this meeting.*

2.1 Confirmation of the adopted Minutes of the Wyong Shire Audit and Risk Committee Meeting - 19 June 2013

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**RECOMMENDATION**

*That the Committee note the minutes of the previous meeting of the Wyong Shire Audit and Risk Committee held on the 16 June 2013 were adopted by Council at the 14 August 2013 Ordinary Meeting.*

2.2 Status Report on Outstanding Actions

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**RECOMMENDATION**

*That the Committee confirm the Status Report on Outstanding Actions for the former Wyong Shire Audit and Risk Committee.*

3.1 Enterprise Risk Management Strategy

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**RECOMMENDATION**

*That the Committee note the report on the Enterprise Risk Management Strategy (ERMS) project*

*That the Committee notes that the Enterprise Management Strategy (ERMS) Project is now complete.*

*That the Committee invite a presentation on the risk Management toolkit.*

**4.8 Draft Minutes of the 18 September Audit and Risk 2013 Committee Meeting. (contd)**

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**3.2 General Reports on Matters with Material Corporate Risk**

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**RECOMMENDATION**

*That the Committee note the report on material registered corporate risks.*

**3.3 2012-16 Strategic Plan - June Quarter Review (Q4)**

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Councillor Doug Eaton entered the meeting At 10.09 am.  
Councillor Nayna left the meeting at 10.28am returned to the meeting at 10.36pm during consideration of this item.

**RECOMMENDATION**

- 1** *That the Committee note the Q4 Business Report 2012-13 of Wyong Shire Council's progress against the WSC 2012-16 Strategic Plan that was adopted by Council at its Ordinary Meeting on 28 August 2013.*
- 2** *That the Committee note that Council's Responsible Accounting Officer has declared the financial position of Wyong Shire Council to be satisfactory.*

**3.4 Information Management Audit Report Update**

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**RECOMMENDATION**

*That the Committee receive the report on Information Management Audit Report Update.*

**3.5 Special Investigations**

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**RECOMMENDATION**

*That the Committee note the report on Special Investigations.*

4.8 Draft Minutes of the 18 September Audit and Risk 2013 Committee Meeting. (contd)

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3.6 Report from Senior Internal Ombudsman

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RECOMMENDATION

- 1 *That the Committee note the report of the Internal Ombudsman.*
- 2 *That the Committee receive a verbal report on the status of EWON and Managements recommendation to withdraw its membership. The Committee, having considered our internal control structure including the Internal Ombudsmen is of the view the interest of residents are adequately protected and supports Managements strategy.*

3.7 Compliance Reviews

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RECOMMENDATION

*That the Committee note the report on Compliance Reviews*

3.8 Legal Matters/Issues

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RECOMMENDATION

*That the Committee note the report of Legal Matters/Issues*

3.9 Risk Register

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RECOMMENDATION

*That the Committee note the report on significant registered corporate risks of Council.*

3.10 Chief Internal Auditor's Report

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RECOMMENDATION

- 1 *That the Committee receive the Internal Audit report.*
- 2 *That the Committee endorse the Chief Internal Auditors role in LGIAN and sharing of knowledge across the profession provided that confidential information is maintained.*

3.11 **Balanced Scorecard Report**

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Councillor Webster left the meeting at 11.57am returned to the meeting at 12.00pm during consideration of this item.

**RECOMMENDATION**

*That the Committee note the Chief Internal Auditor's Balanced Scorecard Report.*

3.12 **Progress With Implementation of Management Agreed Actions Arising From IA Reviews**

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**RECOMMENDATION**

*That the Committee receive the report on Progress With Implementation of Management Agreed Actions Arising From IA Reviews.*

3.13 **External Audit Report**

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Councillor Nayna left the meeting at 10.38am returned to the meeting at 10.45am during consideration of this item.

**RECOMMENDATION**

*That the Committee note that the External Audit Report will be provided at the 4 October 2013 Meeting.*

3.14 **Other Matters**

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**RECOMMENDATION**

- 1 *That the Committee note other matters identified by the Chairperson as follows;*
  - a *Childcare*
  - b *Town Centre Authorities*
  - c *Councillor Rotation Roster*
- 2 *That the Committee recommend to Council that the Senior Internal Auditor and those interested Councillors attend the Local Auditors Conference that will be held on 8 November 2013.*
- 3 *That the Committee request that an invitation letter to the Councillors to attend to be issued with the Business Paper.*

**THE MEETING** terminated at 12.28pm

The next meeting is scheduled for Friday 4 October 2013.

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