



**CENTRAL COAST COUNCIL**

**MINUTES OF THE  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
MEETING OF COUNCIL**

**HELD IN THE Committee Room, Level 1, Mann St Gosford  
ON 19 December 2017  
COMMENCING AT 2.00PM**

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**Present**

Dr Colin Gellatly (Chairperson), Carl Millington, John Gordon, Councillor Louise Greenaway and Councillor Doug Vincent.

**In Attendance**

Chief Executive Officer, Group Leader Assets Infrastructure and Business, Group Leader Connected Communities, Group Leader Environment and Planning, Executive Manager Governance, Chief Financial Officer, Internal Ombudsman, Chief Information Office, Chief Internal Auditor, Unit Manager Governance and Business Services, Section Manager Governance, and two administration staff.

**Disclosures of Interest**

*That Council receive the report on Disclosure of Interest and note advice of disclosures.*

**OR**

*That Council receive the report on Disclosure of Interest and the fact that no disclosure was made be noted.*

**Business Arising**

There was no business arising.

**PROCEDURAL ITEMS**

**1.1 Disclosure of Interest**

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**RECOMMENDATION**

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

**1.2 Action Items**

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**RECOMMENDATION**

*That the Committee note the outstanding action item.*

## CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### **2.1 Confirmation of Minutes of Previous Meetings**

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Recommendation:

*That the Committee confirm the minutes of the previous Audit Risk and Improvement Committee Meeting held on Tuesday 29 August 2017 and the extraordinary meeting held Tuesday 21 November 2017.*

## GENERAL REPORTS

### **3.1 Agenda - Supporting Papers**

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Recommendation

*That the Committee make a determination as to whether supporting papers to the Agenda be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

### **3.2 Enterprise Risk Management**

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Recommendation

*That the Audit Risk and Improvement Committee note the proposed project to develop a Central Coast Council Enterprise Risk Management framework in 2018.*

### **3.3 IA Annual Assurance Statement 2016-2017**

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Recommendation

*The Audit, Risk and Improvement Committee receive the IA Annual Assurance Statement for 2016/17 and accompanying information from the Chief Internal Auditor.*

### **3.4 Internal Audit Year In Review 2016-2017**

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#### **Recommendation**

***That the Audit, Risk and Improvement Committee receive the Internal Audit 'Year In Review' report and accompanying information.***

### **3.5 IA Professional Development and Staff Profile**

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#### **Recommendation**

***That the Audit, Risk and Improvement Committee receive the professional development report and plan presented by the Chief Internal Auditor.***

***Given the detailed personal information relating to the Chief Internal Auditor contained in the professional development plan, the Audit, Risk and Improvement Committee are requested to consider assigning a 'confidential' rating to the plan (Appendix 1) so it is not made publicly available on Council's web-site (as per 6.4 of the Committee Charter) for the prescribed reason that it contains "personnel matters concerning particular individuals" and could affect "the security of ...Council Officials".***

### **3.6 Recurring Themes and Risk Outlook 2016-2017**

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#### **Recommendation**

***That the Audit, Risk Committee and Improvement receive the Emerging Themes and Risk Outlook report presented by Internal Audit.***

### **3.7 Chief Internal Auditor's Quarterly Progress Report**

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#### **Recommendation**

***That the Audit, Risk and Improvement Committee receive the Chief Internal Auditor's Report.***

***That the Audit, Risk and Improvement Committee agree to a risk based rolling work programme for Internal Audit in line with values based internal auditing from 2018/19 onwards instead of a three year fixed programme of reviews.***

***That the Audit, Risk and Improvement Committee consider "the adequacy of internal audit resources to carry out its responsibilities, including the completion of the approved Internal Audit Plan" (section 4.5 of the Committee Charter) to determine***

*whether the Chief Internal Auditor should move forward with the tendering process for a co-sourced arrangement.*

### **3.8 Internal Audit Balanced Scorecard Report**

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#### **Recommendation**

*That the Audit, Risk and Improvement Committee receive the Chief Internal Auditor's Balanced Scorecard Report.*

### **3.9 Implementation of Management Actions Arising From IA Reviews**

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#### **Recommendation**

That the Audit, Risk and Improvement Committee receive the report on the implementation of management actions arising from IA reviews

That the Audit, Risk and Improvement Committee consider assigning a 'confidential' privacy marking to Appendix 1 to this report for the reasons that it contains information that could compromise the "security of Council, Council Officials and Council property."

That the Audit, Risk and Improvement Committee determine whether the information and detail provided by the Chief Internal Auditor in this report and Appendix 1 to this report is sufficient to be used as the standard form and content for future reports from IA on this matter going forward.

## **INFORMATION REPORTS**

### **4.1 Report on Complaints Made**

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#### **RECOMMENDATION**

*That the Committee receive the report on Code of Conduct complaints made.*

### **4.2 Data Breach Security Presentation**

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#### **RECOMMENDATION**

*That the Committee receive the report on Council's Data Breach Security.*

**4.3 Dates for ARIC meetings in 2018**

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**RECOMMENDATION**

*That the Committee set Dates for ARIC meetings in 2018.*

**Questions on Notice**

**The Meeting** closed at pm.

