



## Central Coast Council

Minutes of the  
**AUDIT RISK AND IMPROVEMENT COMMITTEE**  
**MEETING of Council**

Held in the Council Committee Room, Level 1  
49 Mann Street, Gosford  
on 19 June 2018  
Commencing at 2PM

---

---

### **Present**

Dr Colin Gellatly (Chairperson)  
Carl Millington  
John Gordon  
Councillor Louise Greenaway

### **In Attendance**

Shane Sullivan	Acting Executive Manager Governance
Viv Louie	Chief Financial Officer
Martin Elwell	Acting Chief Information Officer
Tina Baker	Chief Internal Auditor
James Taylor	Acting Unit Manager Governance and Business Services
Boris Bolgoff	Acting Director Assets, Infrastructure & Business
Jamie Barclay	Unit Manager Business & Economic Development
Meg Newington	Governance Officer
Kelly Drover	Advisory Group Support Officer
James Sugumar	Audit Office of NSW
Marco Monaco	Audit Office of NSW
Caroline Mara	Pricewaterhouse Coopers

### **Apologies**

Brian Glendenning	Acting Chief Executive Officer
-------------------	--------------------------------

## GENERAL REPORTS

### 1.1 Disclosures of Interest

---

Resolution:

- 1 That the Committee receive the report on Disclosure of Interest.**
- 2 That this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**
- 3 Acting Executive Manager Governance, Shane Sullivan, made a non-pecuniary interest disclosure under Item 1.6 that her husband had been employed by the company TeamMate Asia Pacific mentioned in the attachments to the report.**

### 1.2 Confirmation of Minutes of Previous Meeting

---

Resolution:

- 1 That the Committee confirm the minutes of the previous Meeting held on 19 December 2017.**
- 2 That the Committee make a recommendation that this report and the supporting papers to this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**
- 3 That the Committee make a recommendation that the report and the supporting papers for Item 3.4 of the minutes for the previous ARIC meeting held on 20 March 2018 not be made publicly available as they contain matters affecting the security of Council, Council officials and Council property.**

### 1.3 Outstanding Action Items

---

Resolution:

- 1 That the Committee note the report.**
- 2 That the Committee make a recommendation that the supporting papers to this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**
- 3 That the tour of the LGA for the independent members of ARIC be conducted following the commencement of the new CEO, Mr Gary Murphy.**

#### **1.4 Enterprise Risk Management Framework - Update**

---

**Resolution:**

- 1 That the Committee note the report outlining the top ten risks for local councils and the key deliverables for the Enterprise Risk Management Framework.**
- 2 That the Councillors be given a presentation on the ERM Framework when it has been finalised.**
- 3 That the supporting papers to this report be made publicly available pursuant to Clause 6.4 of the Audit Risk and Improvement Committee Charter.**

#### **1.5 Central Coast Airport**

---

Mr Boris Bolgoff, Acting Director Assets, Infrastructure & Business and Jamie Barclay, Unit Manager Economic Development & Project Delivery attended the meeting to discuss this item, and left the meeting at the conclusion of discussions.

**Resolution:**

- 1 That the report be noted.**
- 2 That the supporting papers to this report not be made publicly available due to matters affecting the security of Council, Council Officials and Council property, pursuant to Clause 6.4 of the Audit Risk and Improvement Committee Charter.**

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

---

**Resolution:**

- 1 That the Committee receive the Chief Internal Auditor's Report.**
- 3 That the Committee make a recommendation that this report and the supporting papers be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**
- 4 That the Chief Internal Auditor provide further information on the requirement for an annual DRIVES24 review back to the Committee at its next meeting.**
- 5 That the results of the recent "My Voice" survey be presented to the Committee when available.**

**1.7 IA Balanced Scorecard Report June 2018**

---

**Resolution:**

- 1 That the Audit, Risk and Improvement Committee receive the Chief Internal Auditor's Balanced Scorecard Report.**
- 2 That the Committee make a recommendation that this report and supporting papers be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

**1.8 Implementation of Management Actions Arising From IA Reviews**

---

**Resolution:**

- 1 That the Committee receive the report on the implementation of management actions arising from IA reviews.**
- 2 That the Committee make a recommendation that Appendix 1 to this report be not made publicly available for the reasons that it contains information that could compromise the security of Council, Council Officials and Council property.**
- 3 That the Chief Internal Auditor provide the Committee with a program for reviewing which management actions have been implemented to the next meeting.**
- 4 That the Chief Finance Officer provide an update on the Payroll accounts outlined on Page 103 of the Attachment to the report.**

**1.9 Data Breach Security Update**

---

**Resolution:**

- 1 That the Committee receive the report on Council's Data Breach Security.**
- 2 That the Committee recommend that this report and Attachment 1 not be made publicly available for the reasons that it contains information that could compromise the security of Council, Council Officials and Council property.**

## INFORMATION REPORTS

### 2.1 Audit and Risk Maturity Assessment Report

---

Resolution:

- 1 *That the Committee note the Audit and Risk Maturity Assessment report.*
- 2 *That the Committee note the actions proposed or currently being undertaken, listed in attachment No 2 – Audit and Risk Maturity Report recommendation actions, to address the recommendations in the Audit and Risk Maturity Assessment report.*
- 3 *That the supporting papers to this Report not be made publicly available, as it is commercial information of a confidential nature pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

### 2.2 Internal Audit Structure

---

Resolution:

1. *That the Committee note the contents of the report.*
2. *That the Committee recommend that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

### 2.3 External Audit of Financial Statements for the year ending 30 June 2018

---

Resolution:

- 1 *That the Committee receive the report on the External Audit of Financial Statements for the year ending 30 June 2018.*
- 2 *That the Committee recommend that this report and the supporting papers not be made publicly available, as per Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

**GENERAL BUSINESS**

**GB1/18 Confidential letter dated 16 March 2018 addressed to the Chair from a member of the public**

---

The Chair circulated a copy of a letter he had received from Scott MacDonald MLC, Parliamentary Secretary for Planning regarding previous correspondence from Mrs Joanne Eyes in which she raised matters concerning Central Coast Group Training Limited. It was confirmed that this matter is currently being investigated by Council's Internal Ombudsman, as such is confidential and does not fall within the remit of the Committee.

**Resolution:**

***That the Committee takes no further action on this matter.***

**GB3/18 Council's Financial Statements**

---

Discussion was held on possible dates for the committee to review Council's financial statements for the year ended June 2018.

**Resolution:**

***That an extraordinary meeting to review the financial statements be held on 18 October 2018 between 9am and 11am at the Gosford offices in Mann Street.***

The Meeting closed at 3.42 pm.

**Next Meeting:** 2pm 2 October 2018  
Committee Room, Level 2  
Hely St, Wyong

**MINUTES OF THE Audit Risk and Improvement Committee Meeting OF COUNCIL 19 June 2018**  
**contd**

ACTION ITEMS		
ITEM	ACTION	RESPONSIBLE OFFICER
GB1/17 20 June 2017 Meeting	A tour of the LGA for the independent committee members to be scheduled.	CEO
1.4 19 June 2018	The Councillors be given a presentation on the ERM Framework when finalised.	Executive Manager, Governance
1.6 19 June 2018	The results of the recent "My Voice" survey be presented to the Committee when available.	Executive Manager, People & Culture
1.6 19 June 2018	Further information on requirement for DRIVES24 review to be provided to the next Committee meeting.	Chief Internal Auditor
1.8 19 June 2018	An update on the payroll accounts outlined on Page 103 of the Attachment to the report to be provided.	Chief Finance Officer
1.8 19 June 2018	A program for reviewing those management actions which have been implemented to be provided to the next committee meeting.	Chief Internal Auditor

