



Central Coast Council

Minutes of the
AUDIT RISK AND IMPROVEMENT COMMITTEE
MEETING of Council

Held in the Committee Room, Level 2
2 Hely Street, Wyong
on 20 March 2018
Commencing at 2PM

Present

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

In Attendance

Brian Glendenning	Acting Chief Executive Officer (CEO)
Julie Vaughan	Director Connected Communities
Shane Sullivan	Acting Executive Manager Governance
Viv Louie	Chief Financial Officer
Martin Elwell	Acting Chief Information Office
Tina Baker	Chief Internal Auditor
James Taylor	Section Manager Governance
Leanne Evans	People & Culture Officer
Meg Newington	Governance Officer
James Sugumar	Audit Office of NSW
Cathy Wu	Audit Office of NSW
Caroline Mara	Pricewaterhouse Coopers

PROCEDURAL ITEMS

1.1 Disclosures of Interest

Resolution:

That the Committee receive the report on Disclosure of Interest.

Councillor Greenaway made a non-pecuniary interest disclosure during General Business discussions regarding a confidential letter written by a member of the public.

2.1 Confirmation of Minutes of Previous Meeting

Resolution:

- 1** *The Committee confirmed the minutes of the previous Meeting held on 19 December 2017.*
- 2** *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.*

4.1 Action Items

Councillor Greenaway tabled two documents about item 3.6 on the Action Item Schedule.

Resolution:

- 1** *The Committee discuss the outstanding action items appended to the Minutes.*
- 2** *That the Acting CEO provide a report about the potential corporate risk around Warnervale Airport to the next Committee meeting.*
- 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.*

GENERAL REPORTS

3.1 Enterprise Risk Management Framework - Update

Resolution:

- 1** *That a further report be provided to the next meeting outlining the top risks and key deliverables for the ERM framework.*
- 2** *That this report and the supporting papers to this report be made publicly available, following the making of minor amendments, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

3.2 ARIC Report - Risk Maturity Project

Resolution:

- 1** *That the status of the Risk and Maturity Assessment be noted.*
- 2** *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

3.3 Supplementary Client Service Report and Audit Reports 2016-17 (13.5 month statutory reporting period)

Resolution:

- 1. That the Committee receive the Supplementary Client Service Report presented by The Audit Office of New South Wales.**
- 2. That the Committee receive the audit reports and Conduct of the Audit Report issued by the Audit Office of New South Wales**
- 3. That attachment 1 to this Report not be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter, as the Audit Office Client Service Report and any supplementary reports are not intended for publication as stated by the Audit Office of New South Wales.**
- 4. That attachments 2, 3, 4, 5 and 6 to this Report be made publicly available pursuant to Section 419 of the Local Government Act.**

3.4 Chief Internal Auditor's Quarterly Progress Report

Resolution:

- 1 That the Committee receive the Chief Internal Auditor's Report.**
- 2 That Page 52 of the attachment to the report be amended as discussed.**
- 3 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 Committee approve the recommendations arising from the CCTV advisory work to be incorporated in to the Action Tracker for management comment and tracking the implementation of identified action.**

3.5 IA Balanced Scorecard Report March 2018

Resolution:

- 1 That the Committee receive the Chief Internal Auditor's Balanced Scorecard Report.**
- 3 That this report and supporting papers be made publicly available, pursuant to**

Clause 6.4 of the Audit, Risk and Improvement Committee Charter.

3.6 Implementation of Management Actions Report

Resolution:

- 1 That the Committee receive the report on the implementation of management actions arising from IA reviews.**
- 2 That the Acting CEO provide a further report to the next meeting.**
- 3 That this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter and that Appendix 1 to this report not be made publicly available for the reasons that it contains information that could compromise the security of Council, Council Officials and Council property.**

3.7 Data Breach Security Update

Resolution:

- 1 That the Committee receive the report on Council's Data Breach Security.**
- 2 That this Report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter and that 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.**

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

Councillor Greenaway tabled a document.
The Chair circulated a letter received.

Resolution:

- 1 That the Acting CEO provide a report to the next Committee meeting dealing with the contents of this letter.**
- 2 That, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter, the tabled letter and document not be made publicly available for the reason that if they were disclosed could prejudice the maintenance of law.**

GB2/18 Chief Executive Officer

The committee members requested that they meet the new Chief Executive Officer prior to the next meeting in June.

The Meeting closed at 3.41 pm.

Next meeting: 2pm 19 June 2018
Committee Room, Level 1
Mann St, Gosford

Attachment 1

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
3.1 20 March 2018	A report to be provided to the next meeting on the top risks and key deliverables for the ERM Framework.	Governance
3.4 20 March 2018	A report to be provided to the next meeting on the Internal Audit structure.	CEO
3.6 20 March 2018	A further report to be provided to the next meeting on the Implementation of Management Actions arising from Internal Audit reviews.	CEO
3.7 20 March 2018	A further report to be provided to the next meeting on what steps have been taken by Council re Data Security.	CIO
4.1 20 March 2018	A report to be provided to the next meeting about the potential corporate risk with regard to the Warnervale airport.	CEO
GB1/18 20 March 2018	A report to be provided to the next meeting regarding this issue.	CEO