



## Central Coast Council

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

Held in the Committee Room, 49 Mann Street, Gosford  
on 05 March 2019, commencing at 2.01PM

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### Present

Dr Colin Gellatly (Chairperson)  
Carl Millington  
John Gordon  
Councillor Louise Greenaway  
Councillor Doug Vincent (arrived 2.08pm)

### In Attendance

Mayor Jane Smith	(Observer)
Gary Murphy	Chief Executive Officer
Peter Auhl	Chief Information Officer (left 2.49pm)
Shane Sullivan	Acting Director Governance
Vivienne Louie	Unit Manager Financial Performance
James Taylor	Acting Unit Manager Governance and Business Services
Lisa Fox	Research and Response Officer (left 2.14pm)
Zoie Magann	Advisory Group Support Officer
Aaron Green	Audit Office of NSW
Cassie Malone	Audit Office of NSW
Marco Monaco	Audit Office of NSW

### Apologies

Tina Baker	Chief Internal Auditor
Lilly Mojsin	Senior Internal Ombudsman
Martin Elwell	Chief Technology Officer

The Chairperson, Colin Gellatly, undertook an Acknowledgement of Country.

## GENERAL REPORTS

### 1.1 Disclosures of Interest

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#### Resolution

- 1 *That the Committee receive the report on Disclosures of Interest.*
- 2 *John Gordon declared a less than significant non-pecuniary interest as a member of the NSW Education Standards Authority (NESA) Committee.*
- 3 *That the Committee make a recommendation that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

### 1.2 Confirmation of Minutes of Previous Meetings

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#### Resolution

- 1 *That the Committee confirm the minutes of the previous meeting held on 30 November 2018.*
- 2 *That the Committee confirm the minutes of the previous meeting held on 4 December 2018.*
- 3 *That the Committee make a recommendation that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

### 1.3 Outstanding Action Items

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#### Resolution

- 1 *That the Committee receive the report on Outstanding Action Items.*
- 2 *That the Committee make a recommendation that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.*

### 1.4 Update on GIPA Requests

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#### Resolution

- 1 *That the Committee receive the report on Update on GIPA Requests*
- 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.*

**1.5 Report on Councillor Expense Claims for the twelve month period from 16 September 2017 to 28 September 2018.**

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**Resolution**

- 1 That the Committee receive the Report on Councillor Expense Claims for the twelve month period from 16 September 2017 to 28 September 2018.**
- 2 That a further report be brought back to the Committee comparing the allowable Councillor costs for Central Coast Council to other NSW Councils.**
- 3 That the Committee make a recommendation that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

**1.6 Implementation of Management Actions Arising from IA Reviews**

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**Resolution**

- 1 That the Committee receive the Report on Implementation of Management Actions Arising from IA Reviews.**
- 2 That outstanding actions for Internal Audit be a standing item for future meetings.**
- 3 That a further report be brought back to the Committee to discuss deferred items, an explanation of risk analysis, and the solutions presented for identified risks.**
- 4 That a presentation on Asset Management be provided to the Committee.**
- 5 That the Committee assign a confidential privacy marking to Attachment 1 to this report for the reason that it contains information that could compromise the "security of Council, Council Officials and Council property", pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

**1.7 CIA Progress Update**

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**Resolution**

- 1 That the Committee receive the Chief Internal Auditor's Report.**
- 2 That the Independent ARIC members and Acting Unit Manager Governance and Business Services further discuss the co-source model offline, following the advice provided by Procurement.**
- 3 That the Committee make a recommendation that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

**1.8 Progress on Actions Arising from IA Reports**

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**Resolution**

- 1 That the Committee receive the update.**
- 2 That a presentation on the proposed Chain of Responsibility be provided to the Committee.**
- 3 That a report be brought back to Committee on Council's legislative compliance.**
- 4 That the Committee make a recommendation that this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

**1.9 Draft Water Supply Authority Financial Statements for the reporting period 1 July 2017 to 30 June 2018**

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**Resolution**

- 1 That the Committee recommend that Council adopt the 2017-18 Central Coast Council Water Supply Authority Financial Statements, pending minor adjustments as discussed.**
- 2 That the Committee make a recommendation that this report and the supporting papers be made publicly available as the nature or content of the report do not fall within any listed exception, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter**

**1.10 Presentation/Update on IM&T System Issues**

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*At the request of the Chairperson, this Item was moved forward to follow Item 1.8.*

**Resolution**

- 1 That the Committee note the verbal update on IM&T System Issues as provided by the Chief Information Officer, and request an update be provided at the next meeting.**

## CONFIDENTIAL ITEMS

### 2.1 Reports from Audit Office of NSW

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#### Resolution

- 1 That the Committee receive the Final Management Letter for Council's 30 June 2018 audit as at Attachment 1.**
- 2 That the Committee receive the Engagement Closing Report for the Water Supply Authority as at Attachment 2.**
- 3 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, as they contain information about matters affecting the security of Council, Council Officials and/or Council property.**

## GENERAL BUSINESS

### GB1/19 Councillors and Council's Legal Matters

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Councillor Greenaway raised concerns that Councillors are not sufficiently informed on Council's Legal matters, particularly in terms of the outcome of decisions and community perceptions of these, and potential risks associated with this.

The Chairperson advised that this is not a matter for the Committee and that he would expect Council Staff to draw the Committee's attention to any relevant legal matters.

### GB2/19 Other Matters

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The Committee discussed a letter received from a community member, Joanne Eyes, regarding Central Coast Group Training (CCGT).

#### Resolution

- 1 That the Committee note this matter has been referred to the Senior Ombudsman for action and a Councillor Briefing will be provided.**
- 2 That the Committee note that it was informed that an additional \$5,000 was allocated to CCGT at the 10 December 2018 Council Meeting through Council's Grants Program.**
- 3 That the Committee recommend that the letter received from community member Joanne Eyes regarding Central Coast Group Training (CCGT) not be made publicly available, as per Clause 6.4 of the Audit, Risk and Improvement Committee Charter, as it contains information about matters affecting the security of Council, Council Officials and/or Council property.**

**GB3/19 Annual Report**

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The Committee noted an Annual Report is being developed for the 2018 calendar year, and will be circulated for feedback shortly.

**GB4/19 Gosford Cultural Precinct**

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The Chief Executive Officer provided a brief update on the Gosford Cultural Precinct.

**Resolution**

**1** *That an update on the Gosford Cultural Precinct be provided to the Committee.*

**The Meeting closed at 3.41pm.**

**Next Meeting:** Ordinary Meeting  
Wednesday 19 June 2019  
2pm – 5pm  
Wyong Committee Room