



Central Coast Council

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

Held in the Committee Room, 2 Hely Street, Wyong
on 2 October 2018, commencing at 2.05PM

Present

Dr Colin Gellatly (Chairperson)
Carl Millington
John Gordon
Councillor Louise Greenaway (arrived 2:19pm)
Councillor Doug Vincent

In Attendance

Gary Murphy	Chief Executive Officer
Shane Sullivan	Acting Executive Manager Governance
Phil Cantillon	Acting Director Connected Communities
Chris Sienko	for the Chief Information Officer
Boris Bolgoff	Acting Director Assets Infrastructure and Business
Kristie Bryant	Unit Manager People Planning and Operations (for Item 1.8)
Tina Baker	Chief Internal Auditor
Vivienne Louie	Unit Manager Finance
James Taylor	Acting Unit Manager Governance and Business Services
James Sugumar	Audit Office of NSW
Marco Monaco	Audit Office of NSW

Apologies

Lilly Mojsin	Senior Internal Ombudsman
Martin Elwell	Chief Information Officer

1.1 Disclosures of Interest

Resolution:

- 1 That the Committee receive the report on Disclosures 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 less than significant non-pecuniary interest disclosure under Items 1.9 and 1.10 that her husband had formerly been employed by the company TeamMate Asia Pacific mentioned in the reports.**

1.2 Confirmation of Minutes of Previous Meeting

Resolution:

- 1 That the Committee confirm the minutes of the previous Meeting held on 19 June 2018.**
- 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.**

1.3 Outstanding Action Items

Resolution:

- 1 That the Committee note the report.**
- 2 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

1.4 Tour of LGA by Independent Committee Members

Resolution:

- 1 That the Independent Members of the ARIC and the Chief Executive Officer attend a tour of the Local Government Area on Friday 30 November 2018.**
- 2 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 Enterprise Risk Management Framework - Update

Resolution:

- 1 That the Committee note the report on the current status of the Enterprise Risk Management Framework project and the confirmation that Councillors will receive a presentation on the Framework after the completion of the project.**
- 2 That an update on the Enterprise Risk Management Framework project be provided to the Audit, Risk and Improvement Committee at the 4 December 2018 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.**

1.6 Management Letter on the interim phase of external audit for the year ending 30 June 2018

Resolution:

- 1 That the Committee receive the Management Letter on the interim phase of the external audit for the year ending 30 June 2018.**
- 2 The Extraordinary meeting to review Financial Statements for the reporting period ended 30 June 2018 to be rescheduled to 8 November 2018, 2pm at Wyong Admin Building.**
- 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.**

1.7 Update on Management Actions Arising from IA Reviews (Payroll Items 5 and 9)

Resolution:

- 1 That the Committee receive the update to the report on the implementation of management actions arising from IA reviews for payroll items 5 and 9.**
- 2 That the Audit, Risk and Improvement Committee assign 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 and that it not be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter .**

1.8 My Voice Survey Results

Krystie Bryant gave a presentation to the Committee on the results of the My Voice Survey.

Resolution:

- 1 That the Committee receive the report on the My Voice Survey Results.**
- 2 That the results of Council's latest Customer Satisfaction Survey be presented at the 4 December 2018 Audit, Risk and Improvement Committee meeting.**
- 3 That the supporting papers to this report not be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

1.9 Chief Internal Auditor's Quarterly Progress Report

Resolution:

- 1 That the Committee receive the Chief Internal Auditor's report.**
- 2 That the Chief Executive Officer report back to the Audit, Risk and Improvement Committee at the 4 December 2018 meeting on resourcing of the Internal Audit function including a co-source model.**
- 3 That this report and the supporting papers not be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

1.10 IA Balanced Scorecard Report September 2018

Resolution:

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

1.11 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 an update be provided on the actions arising from IA reviews at the 4 December 2018 Audit, Risk and Improvement Committee meeting.**

- 3 Pursuant to Clause 6.4 of the Audit, Risk and Improvement Charter, the Committee assign 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 and that it not be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

1.12 IA Year in Review 2017-2018

Resolution:

- 1 That the Committee receive the Internal Audit 'Year in Review' report and accompanying information.**
- 2 That this report be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

1.13 IA Annual Assurance Statement 2017 2018

Resolution:

- 1 That the Committee receive the IA Annual Assurance Statement for 2017/18 and accompanying information from the Chief Internal Auditor, with the following change to the last page of Attachment 1:**

x Not all elements of the ARIC Charter in respect of the responsibilities for IA were ~~followed~~ completed.

- 2 That a draft annual plan, including actions required to be completed by the Committee and proposed dates for 2019 meetings be developed and presented at the 4 December 2018 Audit, Risk and Improvement Committee meeting.**
- 3 That this report and supporting papers be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

1.14 Data Breach Security Update

Resolution:

- 1 That the Committee receive the report on Council's Data Breach Security.**
- 2 That the this Report and Attachment not be made publicly available, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter, for the reason that it contains information that could compromise the security of Council, Council Officials and Council property.**

GENERAL BUSINESS

GB4/18 Mayor attendance at Future Meetings

The Committee discussed the request from the Mayor to attend a meeting of the Audit, Risk and Improvement Committee.

Resolution:

That in accordance with the Audit, Risk and Improvement Committee Charter the Committee extends an invitation to the Mayor to attend a future meeting of the Audit, Risk and Improvement Committee.

GB5/18 Formal Meeting Invitation to External Auditors

The Committee discussed the requirement to extend a formal invitation to the External Auditors to attend the Audit, Risk and Improvement Committee meetings.

Resolution:

That in accordance with the Audit, Risk and Improvement Committee Charter the Committee extends a formal invitation to the NSW Audit Office to attend each meeting of the Audit, Risk and Improvement Committee.

GB6/18 GIPA, Code of Conduct and Public Interest Disclosures Report

The Committee requested a report summarising GIPA requests including performance information, complaints, compliments and Public Interest Disclosures.

Resolution:

That the Acting Executive Manager Governance arrange to provide a report to the 4 December 2018 Audit, Risk and Improvement Committee meeting with a summary of GIPA requests, data regarding Code of Conduct and Public Interest Disclosure matters and themes arising.

The Meeting closed at 3.58pm

Next Meetings:

- Extraordinary Meeting to review Financial Statements
Thursday 8 November, 2018
2pm – 5pm
Wyong Committee Room
2 Hely Street, Wyong

- Ordinary Meeting
Tuesday 4 December, 2018
2pm – 5pm
Gosford Committee Room
49 Mann Street, Gosford