

MINUTES OF AUDIT AND RISK COMMITTEE HELD ON THURSDAY, 8 DECEMBER 2016

Committee Members: John Gordon - External Independent Member - Chairperson
John Bartrop - External Independent Member
Councillor Jeff Pettett - Ku-ring-gai Council
Councillor David Citer - Ku-ring-gai Council

Also Present: David Marshall - Director Corporate
Angela Apostol - Manager Finance
Jennie Keato - Manager Human Resources & Risk
Amber Moloney - Manager Records & Governance
Rod Kidd - Team Leader - Corporate Risk & Assurance
Sharon Wilson - Risk Officer

Michael Quirk - Internal Auditor
Andrew Vallner - CPG Research and Advisory

Apologies: John McKee - General Manager

The Meeting commenced at 5.00PM

DECLARATIONS OF INTEREST

No interest was declared.

PRESENTATION

A presentation on Council's Investment Policy was provided by Andrew Vallner from CPG Research and Advisory.

CONFIRMATION OF MINUTES

AC105 Minutes of Audit and Risk Committee

File: CY00458/4

Meeting held 6 October 2016

Minutes numbered AC94 to AC104

Action Item

1. That Minutes numbered AC94 to AC104 circulated to Councillors were taken as read and confirmed as an accurate record of the proceedings of the Meeting.
2. That Minute number AC97 be amended to remove the space in IC AC so that it reads as follows::

That comments on findings of the ICAC Operation Ricco (Botany Bay Council) be brought back to the Committee once released.

GENERAL BUSINESS

AC106 **Outstanding Action Schedule**

File: CY00458/4

Vide: GB.1

To provide the Audit & Risk Committee with details of outstanding actions from previous meetings.

Action Item:

That the report and its contents be received and noted.

AC107 **Review of Council's Investment Policy - 2016**

File: S05273

Vide: GB.2

To review Council's Investment Policy and recommend the endorsement of a revised policy by the Audit & Risk Committee.

Action Item:

That the attached revised Investment Policy be endorsed by the Audit and Risk Committee.

AC108 **Investment Report as at 31 October 2016**

File: S05273

Vide: GB.3

To present to the Audit and Risk Committee Council's investment portfolio performance for October 2016.

Action Item:

That the adopted Investment Report for October 2016 be received and noted by the Audit and Risk Committee.

AC109 **Risk Management Update**

File: CY00458/4

Vide: GB.4

To update the Audit and Risk Committee on the progress and actions undertaken on the Enterprise Risk Management (ERM) system and risk management projects.

Action Item:

This report is noted by the Committee.

AC110 **Complaints and Compliments**

File: CY00458/4

Vide: GB.5

To update the Audit and Risk Committee on activities relating to complaints and compliments and a summary of Councils actions in response to applications received under (or other matters relating to) the Government Information (Public Access) Act 2009, Privacy and Personal Information Protection Act 1998, and Health Records and Privacy Act 2002.

Action Item:

That the report be received and noted.

AC111 **Workplace Health & Safety Performance**

File: CY00458/4

Vide: GB.6

To provide the Audit and Risk Committee with an overview of Council's WHS Performance.

Action Item:

That the report be received and noted.

AC112 **Compliance and Reporting Requirements October to November 2016**

File: S11015

Vide: GB.7

To provide the Audit and Risk Committee with a summary of actions taken in the past quarter against compliance and reporting requirements set out by the Office of Local Government.

Action Item:

That the Committee receives and notes the report.

AC113 **Summary of Relevant Circulars, Legislative Updates and Matters Arising - October to November 2016**

File: S11015

Vide: GB.8

To provide the Audit and Risk Committee with a summary of Councils actions in response to relevant circulars, legislative updates and other matters arising that impact the local government sector.

Action Item:

That the Committee receives and notes the report.

AC114 **Internal Audit Status Report**

File: CY00458/4

Vide: GB.9

To update the Audit and Risk Committee on the progress of the shared Internal Audit service in Council.

Action Item:

- A. That Internal Audit Status Report be received and noted.
- B. That the Audit & Risk Committee Chairperson provide the Committee's annual report to Councillors at a briefing early in 2017.

AC115 **Internal Audit Report - Completed Audit**

File: CY00458/4

Vide: GB.10

To provide the Audit and Risk Committee with the results of an audit completed in the period since the last Committee meeting.

Action Item:

That the Internal Auditor's Report from the automated Audit of Payroll Data be received and noted.

AC116 **Internal Audit Implementation Report**

File: CY00458/4

Vide: GB.11

To provide the Audit and Risk Committee with updated information on the implementation of recommendations contained in previously completed Audit reports.

Action Item:

That Internal Audit Implementation Report be received and noted.

The Meeting closed at 7.05 and subsequently an in-camera meeting was held between the internal Audit Committee members and the Internal Auditor, Michael Quirk