

MINUTES OF AUDIT AND RISK COMMITTEE HELD ON THURSDAY, 6 APRIL 2017

CIVIC CENTRE, GORDON

Committee Members: John Gordon - External Independent Member - Chairperson
John Bartrop - External Independent Member
Councillor Duncan McDonald - Ku-ring-gai Council

Also Present: Cr Jennifer Anderson - Mayor
John McKee - General Manager
David Marshall - Director Corporate
Michael Miocic - Director Development & Regulation
Anne Seaton - Manager Regulation & Compliance
Jennie Keato - Manager Human Resources & Risk
Kate Chin - A/Financial Accountant
Rod Kidd - Team Leader Corporate Risk & Assurance
Amber Moloney - Manager Governance & Records

Observers: Michael Quirk - Internal Auditor
Mark Nicholaeff - External Auditor

Apologies: Cr David Citer - Ku-ring-gai Council
Angela Apostol - Manager Finance

The Meeting commenced at 5 PM

DECLARATIONS OF INTEREST

John Gordon declared that he had been appointed to the Audit Committee for Sutherland Council. There were no other declarations of interest.

CONFIRMATION OF MINUTES

AC117 **Minutes of Audit and Risk Committee**
File: CY00458/5

Meeting held 8 December 2016
Minutes numbered AC105 to AC116

Action Item:

That Minutes numbered AC105 to AC116 circulated to Councillors were taken as read and confirmed as an accurate record of the proceedings of the Meeting.

GENERAL BUSINESS

AC118 Outstanding Action Schedule

File: CY00458/5
Vide: GB.1

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

Action Item:

1. That the report and its contents be received and noted.
2. That a response be provided to a question from the October Audit & Risk Committee meeting (Minute No AC104) as follows: *"Who advises the Department of Fair Trading if asbestos is discovered?"*
3. That the Chairperson provide a written report on the performance of the Audit & Risk Committee for the information of Councillors. Staff to assist with preparation of base data.

AC119 Draft Related Party Disclosures Policy

File: CY00473/4
Vide: GB.11

To present to the Audit & Risk Committee Council's Draft Related Party Disclosures Policy. The Committee complimented management on the thoroughness of the policy.

Action Item:

That the Draft Related Party Disclosures Policy be received and noted.

AC120 Internal Audit Report - Completed Audit

File: CY00458/5
Vide: GB.9

To provide the Audit & 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 completed Audit of Health Inspections

be received and noted.

AC121 **Investment Report as at 31 January 2017**

File: S05273

Vide: GB.2

To present to the Audit & Risk Committee Council's investment portfolio performance for January 2017.

Action Item:

- A. That the summary of investments and performance for January 2017 be received and noted.

AC122 **Response to Project Management Audit**

File: CY00458/5

Vide: GB.5

To provide the Audit & Risk Committee with an update on Councils progress in addressing the recommendations resulting from the audit of Project Management.

Action Item:

- A. This report is received and noted by the Committee

AC123 **Risk Management Update**

File: CY00458/5

Vide: GB.3

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:

- A. This report is noted by the Committee

AC124 **Complaints and Compliments**

File: CY00458/5

Vide: GB.4

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.

AC125 **Compliance and Reporting Requirements December to February 2017**

File: S11015

Vide: GB.6

To provide the Audit & 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.

AC126 **Summary of Relevant Circulars, Legislative Updates and Matters Arising - December to February 2017**

File: S11015

Vide: GB.7

To provide the Audit & 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.

AC127 **Internal Audit Status Report**

File: CY00458/5

Vide: GB.8

To update the Audit & Risk Committee on the progress of the shared Internal Audit

service in Council.

Action Item:

- A. That this report be received and noted.
- B. That the updated Internal Audit Program 2016-2017 be approved.

AC128 **Internal Audit Implementation Report**

File: CY00458/5

Vide: GB.10

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

OTHER BUSINESS

1. Mark Nicholaeff from UYH Haynes Norton advised that the Client Service Plan for the external audit for the year ending 30 June 2017 will be presented to the next meeting of the Audit & Risk Committee. A representative from the Auditor General will be in attendance.
2. The General Manager, John McKee, provided an update on the legal action relating to the proposed merger of Council.

The Meeting closed at 6.40pm