

MINUTES OF AUDIT AND RISK COMMITTEE HELD ON THURSDAY, 22 MARCH 2018

Committee Members: John Gordon - External Independent Member - Chairperson
John Bartrop - External Independent Member
Councillor Sam Ngai - Ku-ring-gai Council
Councillor Martin Smith - Ku-ring-gai Council

Also Present: John McKee - General Manager
David Marshall - Director Corporate
George Bounassif - Director Operations
Angela Apostol - Manager Finance
Jennie Keato - Manager People & Culture
Amber Moloney - Manager Records and Governance
Rod Kidd - Team Leader - Corporate Risk & Assurance

Observers Mark Nicholaeff - External Auditor
Krishnan Pechimuthoo - Internal Auditor

The Meeting commenced at 5 pm

DECLARATIONS OF INTEREST

No interest was declared.

CURRENT DEVELOPMENTS OVERVIEW

Nil

MATTERS ARISING FROM PREVIOUS MEETING

Nil

CONFIRMATION OF MINUTES

AC162 **Minutes of Audit and Risk Committee**
File: CY00458/5

Meeting held 6 December 2017
Minutes numbered AC146 to AC161

The Committee Recommends:

That Minutes numbered AC146 to AC161 circulated to the Committee were taken as read and confirmed as an accurate record of the proceedings of the Meeting.

GENERAL BUSINESS

AC163 Outstanding Action Schedule

File: S04589

Vide: GB.1

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

The Committee Recommends:

That the report be received and noted.

AC164 Compliance and Reporting Requirements December 2017 to February 2018

File: S11015

Vide: GB.2

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.

The Committee Recommends:

That the report be received and noted.

AC165 Summary of Relevant Circulars, Legislative Updates and Matters Arising - December 2017 to February 2018

File: S11015

Vide: GB.3

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

The Committee Recommends:

That the report be received and noted.

AC166 Response to Project Management Audit

File: CY00458/6
Vide: GB.4

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

The Committee Recommends:

- A. That the report be received and noted.
- B. That the next meeting of the Committee be presented with a list of the larger projects that Council is working on with estimated costs and timeframes.

AC167 **Investment Report as at 31 January 2018**

File: S05273
Vide: GB.5

To present Council's investment portfolio performance for January 2018.

The Committee Recommends:

That the summary of investments and performance for January 2018 be received and noted by the Audit & Risk Committee.

AC168 **Complaints and Compliments**

File: CY00458/6
Vide: GB.6

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.

The Committee Recommends:

That the report be received and noted.

AC169 **Risk Management Update**

File: CY00458/6
Vide: GB.7

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

The Committee Recommends:

That the report be received and noted.

The Committee requested that the following be addressed:

- The most important risks need to be identified and reported to the Committee. This might include consideration of weighting such that the reporting does not include risks that might be important to one individual area of Council but not on an overall Council basis.
- As a once off, provide the Committee with details of the 270 risks identified in the Committee report as “high”.
- Provide the Committee with a copy of the full StateCover Risk Maturity Evaluation Report. Based on the maturity assessment, identify what needs to be done to improve and move to the next level of maturity.

AC170 **Internal Audit Status Report**

File: S04589

Vide: GB.8

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

The Committee Recommends:

That this report be received and noted.

AC171 **Internal Audit Implementation Report**

File: S04589

Vide: GB.9

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

The Committee Recommends:

That this report be received and noted.

AC172 **Internal Audit Report - Completed Audit**

File: S04589

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.

The Committee Recommends:

- A. That the Internal Auditor's Report from the completed Audit of Records Capture be received and noted.
- B. That the Committee be presented with information on Council's data security breach policy.

OTHER BUSINESS

Nil

The Meeting closed at 6:32 pm