

Minutes of Audit, Risk and Improvement Committee Meeting held on 5 June 2019
Meeting commenced at 5.36 pm
PRESENT

Audit Risk & Improvement Committee		Present / Apologies
Independent Member	John Gordon	A
Independent Member - Chair	Emily Hodgson	P
Independent Member	Heather Smith (5.49pm)	P
Councillor	Clr Louise Steer	P
Councillor	Clr Lucille McKenna	P
DGM Chief Financial and Admin Officer	Michael Tzimoulas	P
DGM Community and Engagement	John Warburton	A
DGM Assets and Environment	Elizabeth Richardson	P
Group Manager Information and Communication Technology	Harin Perera	P
Policy and Risk Services Manager	Charmian King	P
Coordinator Internal Audit & Business Continuity Management	Elvira Musolino	P
Governance Coordinator	Katherine Paixao	P
Team Leader, Program and Project Management Office	Daniel Dib	P
Internal Ombudsman	Suellen Bullock	P
Group Manager Human Resources	Melodie Whiting	P
ICT Infrastructure Manager	Sasha Sutarov	P
Financial Reporting Manager,	Sarah Seaman	P
Audit Office	Caroline Karakatsanis	P
Audit Office	Michael Kharzoo	P
Engagement Partner, EY	Melissa Broadhead	P
Engagement Lead, EY	Paulette Pang	P

APOLOGIES: Apologies received from John Gordon and John Warburton.

ACKNOWLEDGEMENT OF COUNTRY

DISCLOSURES OF INTERESTS: Nil

CONFIRMATION OF MINUTES: Confirmed

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 20 February 2019 be confirmed as a correct record, subject to the Welcome to County being added in.

ITEM	PERSON RESPONSIBLE	DEADLINE
<p>RIS0619 Item 1 ARIC Resolution Register for 5 June 2019 ARIC meeting</p> <p>RECOMMENDATION</p> <p>THAT the Audit Risk and Improvement Committee receive and note the ARIC Resolution Register.</p> <p>Carried unanimously</p>		
<p>RIS0619 Item 5 Project Management Governance Update</p> <p>RECOMMENDATION</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The report be noted; and 2. Point 33 to be reassigned to Nellette Kettle and point 41 to be removed. <p>ARIC Resolution Register:</p> <ul style="list-style-type: none"> ❖ item 39 RIS 0219 3/2 Closed ❖ item 33 RIS 1218 3/1 closed and added to ARIC Responsibility Plan and Work Schedule (and assign to Group Manager Customer Service, Business Excellence and Civic Governance) ❖ item 41 RIS 0219 3/4 closed and added to ARIC Responsibility Plan and Work Schedule (and assign to Team Leader, Program and Project Management Office) <p>Carried unanimously</p>	<p>Elvira Musolino</p>	<p>21 August 2019</p>
<p>RIS0619 Item 6 Update on Technology One Project</p> <p>RECOMMENDATION</p> <p>THAT the Audit Risk and Improvement Committee receive and note the report as per ARIC Resolution Register item 35 RIS 1218 4/1.</p> <p>ARIC Resolution Register:</p> <ul style="list-style-type: none"> ❖ RIS 1218 4/1 Item 35 closed and added to ARIC Responsibility Plan and Work Schedule <ul style="list-style-type: none"> • Elizabeth Richardson has taken over responsibility for TechOne implementation. <p>Carried unanimously</p>	<p>Nil</p> <p>Elizabeth Richardson</p>	<p>Ongoing</p>

<p>RIS0619 Item 7 Update On ICT Security</p> <p>RECOMMENDATION</p> <p>THAT the Audit Risk and Improvement Committee receive and note the report as per ARIC Resolution Register item 30 RIS 1118 2/1.</p> <p>ARIC Resolution Register:</p> <ul style="list-style-type: none"> ❖ RIS 1118 2/1 Item 30 to be closed and added to ARIC Responsibility Plan and Work Schedule. <p>Carried unanimously</p>		
<p>RIS0619 Item 8 Data Breach Protocol</p> <p>RECOMMENDATION</p> <p>THAT the Data Breach Protocol be received and noted by the ARIC Committee as per ARIC Resolution Register item 21 RIS 0518 7/2.</p> <p>ARIC Resolution Register:</p> <ul style="list-style-type: none"> ❖ RIS 0518 7/2 completed <p>Carried unanimously</p>		
<p>RIS0619 Item 9 Update on Section 10.7 corrective actions</p> <p>RECOMMENDATION</p> <p>THAT the Audit Risk and Improvement Committee receive and note the report as per ARIC Resolution Register item 32 RIS 1218/1.</p>		
<p>RIS0619 Item 2 ARIC Workplan and Responsibility Schedule</p> <p>RECOMMENDATION Heather Smith/Clr McKenna OAM</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The Audit Risk and Improvement Committee review the sample ARIC Responsibility Plan and ARIC Work Plans provided and agree to adopt these for use at IWC; 2. This be progressed and developed with ARIC members outside of the meeting and the agreed Responsibility Plan and Work Plan be brought back to the Committee in August 2019; and 3. In future, the role or team to be placed against the ARIC work plan. <p>Carried unanimously</p>	<p>Elvira Musolino</p>	<p>21 August 2019</p>

<p>RIS0619 Item 3 Internal Audit: Quarterly Report</p> <p>RECOMMENDATION Clr Steer/ Heather Smith</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The Audit Risk and Improvement Committee receive and note the Internal Audit Quarterly Report from EY; and 2. The payroll report to come back to committee in August 2019. <p>Carried unanimously</p>	<p>Melodie Whiting</p>	<p>21 August 2019</p>
<p>RIS0619 Item 4 External Audit Engagement Plan for IWC Year Ending 30 June 2019</p> <p>RECOMMENDATION</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The Audit Risk and Improvement Committee receive and note the Engagement Plan for IWC for Year Ending 30 June 2019; and 2. Sarah Seaman to present to the committee at the August 2019 meeting regarding management letter? <p>Carried unanimously</p>	<p>Nil</p> <p>Sarah Seaman</p>	<p>21 August 2019</p>
<p>RIS0619 Item 10 ERM Quarterly Update May 2019</p> <p>RECOMMENDATION</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The ARIC notes the work being undertaken in the ERM area; 2. That the ARIC endorses the development of the Anti-Fraud and Corruption Control Plan; 3. That the Anti-Fraud and Corruption Control Plan and summary be presented to the ARIC when complete; and 4. Next update to be November 2019. <p>Carried unanimously</p>	<p>Charmian King</p>	<p>20 November 2019</p>

<p>RIS0619 Item 11 Internal Ombudsman Shared Service Quarterly Report</p> <p>RECOMMENDATION</p> <p>THAT the Audit Risk and Improvement Committee receive and note the quarterly report from the Internal Ombudsman.</p> <p>Carried unanimously</p>		
<p>General Business</p> <ul style="list-style-type: none"> Ashfield Pool – all recommendations from PPP have been implemented. In December 2018, the tender was awarded to FDC constructions for \$44.7 Million. Round up Weed Management policy adopted by Council on 28 May 2019. 	<p>Elizabeth Richardson</p> <p>Elizabeth Richardson</p>	

Meeting closed at 8.11pm.

Next Meeting

Wednesday 21 August 2019 at 260 Liverpool Road, Ashfield , Level 6, Meeting Room 1 and 2, Ashfield Service Centre.

CHAIRPERSON – Emily Hodgson