

MEETING NOTICE

A meeting of the
Risk & Audit Committee
will be held in the Pindari Room, Rockdale Town Hall
Level 1, 448 Princes Highway, Rockdale
on **Thursday 20 December 2018** at **6.30pm**

AGENDA

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 APOLOGIES

3 DISCLOSURES OF INTEREST

4 MINUTES OF PREVIOUS MEETINGS

4.1 Minutes of the Risk & Audit Committee Meeting - 22 November 20182

5 REPORTS

5.1 CONFIDENTIAL - Draft 2016/17 Financial Statements Update7

6 GENERAL BUSINESS

7 NEXT MEETING

Meredith Wallace
General Manager

Risk & Audit Committee

20/12/2018

Item No	4.1
Subject	Minutes of the Risk & Audit Committee Meeting - 22 November 2018
Report by	Fausto Sut, Manager Governance and Risk
File	SF18/8

Officer Recommendation

That the Minutes of the Risk & Audit Committee meeting held on 22 November 2018 be confirmed as a true record of proceedings.

Present

Jennifer Whitten, Independent External Member (via skype)
Lewis Cook, Independent External Member
Catriona Barry, Independent External Member
Barry Munns, Independent External Member
Councillor Liz Barlow
Councillor Scott Morrissey

Also Present

Councillor Dorothy Rapisardi
Meredith Wallace, General Manager
Michael Mamo, Director City Performance
Fausto Sut, Manager Governance & Risk
Matthew Walker, Manager Finance
David Nolan, Director Financial Audit Services - Audit Office of NSW
Kui-Soon Tang, Senior Internal Auditor – BDO (until 7.30pm)
Stephen Horne, Independent Consultant - Institute of Internal Auditors Inc.(until 6.50pm)
Cate Trivers, Project Manager, Operation Ricochet (until 7.50pm)
Gina Nobrega, Governance Officer

The Chairperson for this meeting, Barry Munns, opened the meeting in the Pindari Room, Rockdale Town Hall at 6.25pm.

1 Acknowledgement of Traditional Owners

The Chairperson affirmed that Bayside Council respects the traditional custodians of the land, elders past and present and future leaders, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

2 Apologies

The following apologies were received:

Stephen Walker, Performance Analyst - Office of Local Government

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

4.1 Minutes of the Risk & Audit Committee Meeting - 27 September 2018

Committee Recommendation

- 1 That the Minutes of the Risk & Audit Committee meeting held on 27 September 2018 be confirmed as a true record of proceedings.
- 2 That outstanding Actions from previous meetings be updated.

Item	Action	Responsible Officer
22/02/18 6.4	Committee members be invited to the Council meeting of which the Draft 2016/17 Financial Statements are presented.	Manager Governance & Risk
24/05/18 5.6	The Manager Procurement provides a copy of the Procurement Guide to all Committee members.	Manager Procurement
23/08/18 5.4	Provide a summary report of the Operational Risk Register for the November meeting.	Coordinator Risk
27/09/18 5.2	A final report of TechOne Post Implementation Review Project and roadmap be presented to the Committee at a future meeting.	Manager Finance
27/09/18 5.5	Circulate a copy of the Procurement Health Check List and example of Procurement documents to the Committee.	Manager Procurement
22/11/18 5.1	An annual report of the Risk & Audit Committee will be prepared for the February 2019 meeting.	Committee Chair

5 Reports

5.1 Independent Review of the Audit & Risk Committee

Committee Recommendation

- 1 That the draft report on the independent review of the Risk & Audit Committee be received and noted.
- 2 That the Committee considers its next steps on the opportunities for improvement at a special meeting of the members once the final report is received and prior to 20 December 2018.

5.2 Internal Audit Plan Update

Committee Recommendation

- 1 That the report on the internal audit plan update be received and noted.
- 2 That the internal audit plan dated August 2018 prepared by BDO and supplemented by the Internal Audit Position Paper dated November 2018 be endorsed.

5.3 Outstanding Internal Audit Recommendations List

Committee Recommendation

- 1 That the Committee notes the progress made on the Issue List's outstanding recommendations.
- 2 That the Committee continues to receive updated reports at its meetings.

5.4 Project Ricochet Update

Committee Recommendation

- 1 That the progress on implementation of the ICAC recommendations be noted.
- 2 That the Council's progress update on management's agreed actions in response to the NSW Audit Office interim management letter (17 August) recommendations be noted.

5.5 2016/17 Financial Statements Update

Committee Recommendation

That the update on the progress of the draft 2016/17 Financial Reports, including advice that those draft reports would be completed by the end of December 2018, be received and noted.

5.6 Final Management Letter for Former City of Botany Bay Council (2015-16 Financial Statements)

Committee Recommendation

That the final management letter for Former City of Botany Bay Council for the 2015/16 financial statements be received and noted.

5.7 Strategic & Operational Risk Registers

Committee Recommendation

- 1 That the report on Council's Risk Registers be received and noted.
- 2 That the Risk Register be updated to reflect the recent advice received by Council on Kendall Street.

5.8 Liability Claims Performance Overview

Committee Recommendation

That the report be received and noted.

5.9 Committee Meeting Schedule for 2019

Committee Recommendation

- 1 That the meeting schedule be approved and endorsed by the Risk & Audit Committee.
- 2 That 20 December 2018 be set as a tentative date for the next meeting of the Committee to consider drafting financial statements for 2016/17.

6 General Business

It is noted that the independent members met prior to the formal meeting and raised the issue of the current vacancies or interim positions affecting the reporting to the Committee.

7 Next Meeting

That the next meeting be held in the Pindari Room, Rockdale Town Hall at 6.30pm on Thursday, 20 December 2018, should the draft financial statements 2016/17 be available. Alternatively, the next meeting will be held at 6.30pm on 28 February 2019.

The Chairperson closed the meeting at 8:43 pm.

Attachments

Nil

Risk & Audit Committee

20/12/2018

Item No	5.1
Subject	Confidential - Draft 2016/17 Financial Statements Update
Report by	Matthew Walker, Manager Finance
File	F09/744

Confidential

The matters in this report are confidential, as it is considered that it is in the public interest that they not be disclosed to the public. In accordance with the Code of Conduct, the matters and the information contained within this report must not be discussed with or disclosed to any person who is not a member of the meeting or otherwise authorised.