

MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

held via remote audio visual link on

TUESDAY 9 MARCH 2021

Meeting commenced at 2.01pm

Minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday 9 March 2021 via remote audio visual link.

ATTENDANCE:

Voting Members of the Committee

Mr Stephen Horne (Chair)
Mr Mark McCoy
Ms Sarah Richardson
Ms Julie Walton
Cr Sarah Grattan
Cr Sue Heins
Cr David Walton

Council Officers (non-voting)

Mr Ray Brownlee PSM	Chief Executive Officer
Mr Jeff Smith	Director Corporate and Legal
Ms Karen Twitchett	Director Workforce and Technology
Ms Louise Kerr	Director Planning and Place
Mr David Walsh	Chief Financial Officer
Ms Caroline Foley	Executive Manager Financial Planning and Systems
Ms Deirdre Cooper	Executive Manager Internal Audit and Complaints Resolution
Ms Sarah Dunstan	Acting Executive Manager Governance and Risk
Mr Andrew Ward-Harvey	Executive Manager Waste Management
Mr Campbell Pfeiffer	Executive Manager Property
Mr Andrew Pigott	Executive Manager Strategic and Place Planning
Mr Michael McDermid	Manager Corporate Strategy
Mr Rob Koopman	Manager Insurance and Risk
Ms Tracey Gigg	Risk Officer
Ms Aline Fernandes	Internal Auditor
Ms Pamela Tasker	Administration Officer Internal Audit

Council Auditors (non-voting)

Ms Sarah Cain	Internal Audit, Partner, KPMG
Ms Aisling Kilgannon	Internal Audit, Senior Manager, KPMG
Ms Karen Taylor	Director of Financial Audit Services, Audit Office of NSW

Visitors (non-voting)

Mr Phil Stockwell	CEO, LG Super
Ms Heather Dawson	Chief Experience Officer, LG Super
Mr Richard Boyfield	Actuary, Mercer Australia Investment Consultants
Mr Roger McCallum	Director, Inscon Pty Limited
Mr Wayne Bramley	Director, Inscon Pty Limited

Quorum

A majority of voting committee members.

Table of Contents

1.0	APOLOGIES	4
2.0	DISCLOSURES OF INTEREST	4
3.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
4.0	ITEMS RESOLVED BY EXCEPTION	5
5.0	ACTION ITEMS FROM MINUTES	5
5.1	Local Government Superannuation Retirement Fund Briefing	5
5.2	Action Items Update	6
5.3	Response regarding the Emerald Reverse Mortgage Series 2006-1 security	6
5.4	Update on main/notable uses of corporate credit cards	7
6.0	STANDING ITEMS	8
6.1	Verbal Update by the Chief Executive Officer	8
6.2	Finance update	8
6.3	Work Health & Safety and Injury Management Risk Update	9
7.0	IMPROVEMENT	10
7.1	Northern Beaches Council Improvement Program Report	10
7.2	Performance Reporting Update	11
8.0	FRAUD AND RISK MANAGEMENT	12
8.1	Governance, Risk and Compliance Update	12
9.0	SPECIAL AGENDA ITEMS	13
9.1	Lease and Licence Register	13
10.0	EXTERNAL AUDIT	14
10.1	Planning for the 2020/21 Financial Statements Audit	14
11.0	INTERNAL AUDIT	15
11.1	Internal Audit Update	15
11.2	Update on Performance Audit - Governance and Internal Controls over Local Infrastructure Contributions	15
12.0	GENERAL BUSINESS	16
13.0	NEXT MEETING	167

Acknowledgement of Country

The Chair acknowledged the traditional custodians of the lands on which meeting participants gathered and paid respect to Elders past and present.

1.0 APOLOGIES

Nil.

2.0 DISCLOSURES OF INTEREST

Nil.

3.0 CONFIRMATION OF MINUTES

3.1 MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 8 DECEMBER 2020

COMMITTEE RECOMMENDATION

The Minutes of the Audit, Risk and Improvement Committee meeting held 8 December 2020, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting excepting for the following amendments:

Page 2 – PRELIMINARY MATTERS ARISING

That the first dot point under Preliminary Matters Arising be amended with additional wording as follows:

The Committee reiterated its aim to continue the evolution of how meetings are conducted **in order to fulfil the Committee's purpose and requirements.**

Page 8 – Note under heading **Central Coast Council**

NOTE

The Committee extended its appreciation to the Chief Financial Officer and his team for the continued excellent financial **management** of Northern Beaches Council.

Be amended to read:

NOTE

The Committee extended its appreciation to the Chief Financial Officer and his team for the continued excellent financial **reporting** of Northern Beaches Council.

Page 15 – Item 10.1 - **AUDIT OFFICE CLOSING REPORT AND MANAGEMENT LETTER FOR THE 2019/20 FINANCIAL YEAR**

That **Proceedings in Brief** on this item be amended as follows:

Mr Karen Taylor to read **Ms** Karen Taylor

(Mr Horne / Mr McCoy)

4.0 ITEMS RESOLVED BY EXCEPTION

Nil.

NOTES:

1. The Chief Executive Officer called for nominations for the position of Chair of the Audit, Risk and Improvement Committee to take effect from the meeting scheduled to be held on 8 June 2021.
2. Mr Horne was elected for a third term unopposed.
3. Mr Horne expressed his appreciation to the Committee and to the staff for their continued support.
4. The Chief Financial Officer, Executive Manager Financial Planning & Systems, Mr Phil Stockwell, Chief Executive Officer for LG Super, Ms Heather Dawson, Chief Experience Officer for LG Super and Mr Richard Boyfield, Actuary for Mercer Australia, joined the meeting at 2.01pm.

5.0 ACTION ITEMS FROM MINUTES

5.1 LOCAL GOVERNMENT SUPERANNUATION RETIREMENT FUND BRIEFING

PROCEEDINGS IN BRIEF

Mr David Walsh, Chief Financial Officer, Mr Phil Stockwell, Chief Executive Officer for LG Super, Ms Heather Dawson, Chief Experience Officer for LG Super and Mr Richard Boyfield, Actuary for Mercer Australia Investment Consultants, addressed the meeting on this item.

PURPOSE

To provide the Committee with an overview of the Fund including the determination of key assumptions by the Actuary such as those highlighted for the fund in Council's Annual Financial Statements.

PRECIS

When the 2019/20 Financial Statements were presented to the Committee in September 2020 the Committee noted the potential impact of the key underlying assumptions used by the Fund. Council recently received a notification from Local Government Super (LGS) regarding contributions to the Fund for 2021/22 and LGS have offered to provide a briefing on the fund and underlying assumptions underpinning actuarial calculations.

DISCUSSION

- A number of 'mega-funds' have been created through mergers. Underlying reason is funds seeking scale: broader membership base lessens operational costs. LG Super is a small industry based fund run for the benefit of members. It is well run and provides good returns. Mergers which have occurred have resulted in some scale advantages but specificity of funds varies and gains made by defined benefits schemes have been small.
- The 5.75% objective return is a key number under constant review. It is used to project long term payments to members and calculate required funds (investments) to meet this objective, taking inflation and other factors into account. Mark McCoy noted his concern that the assumptions might be unduly optimistic.
- The calculation of return objectives is the responsibility of actuaries. Northern Beaches Council has made additional contributions over the past 12 years to mitigate against the risk of scenarios such as the GFC or COVID-19.

- The Fund is doing a triennial review this year to fully assess progress in the recovery from recent setbacks (currently back to 97% of full funding). LG Super will provide further information including a sensitivity analysis to Council when completed.
- The NSW Audit Office does not audit LG Super but the Director will follow up with superannuation specialists at the Audit Office. She advised that 97% fully funded is not of particular concern in comparison to other funds.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the information contained in the briefing provided by Local Government Super.

(Cr Heins / Cr Grattan)

NOTES:

1. The Chair advised that ARIC's responsibility as advisor to Council necessitated a review of the superannuation fund to identify any potential problems and he thanked the LG Super team for their presentation.
2. The LG Super team thanked the ARIC and Council for the opportunity to brief the Committee and Executive and advised further information will be provided to the Chief Financial Officer in due course.
3. Mr Phil Stockwell, Chief Executive Officer for LG Super, Ms Heather Dawson, Chief Experience Officer for LG Super and Mr Richard Boyfield, Actuary for Mercer Australia, left the meeting at 2.55pm.

5.2 ACTION ITEMS UPDATE

PROCEEDINGS IN BRIEF

Ms Deirdre Cooper, Executive Manager Internal Audit and Complaints Resolution, addressed the meeting on this item.

PURPOSE

To provide the Audit, Risk and Improvement Committee with a progress update on the actions arising from the Minutes of previous meetings of the Committee.

PRECIS

Action items arising from Audit, Risk and Improvement Committee meetings are minuted and responsibility assigned. Progress is tracked and reported to the Committee at subsequent meetings.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the progress on actions arising from the Minutes of previous meetings.

(Cr Grattan / Cr Heins)

5.3 RESPONSE REGARDING THE EMERALD REVERSE MORTGAGE SERIES 2006-1 SECURITY

PROCEEDINGS IN BRIEF

Mr David Walsh, Chief Financial Officer, addressed the meeting on this item.

PURPOSE

To provide the Committee with an update on the response to the member of the public who raised issues with the Investment Reports regarding the Emerald Reverse Mortgage Series 2006-1 security.

PRECIS

A letter was sent to the member of the public who raised issues with the Investment Reports regarding the Emerald Reverse Mortgage Series 2006-1 security explaining Council's position, conveying Laminar Capital's assurances and the assurances of the Committee which had considered this issue in some depth.

A copy of the letter has been included in the attachments.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the response regarding the Emerald Reverse Mortgage Series 2006-1 security.

(Cr Grattan / Cr Heins)

NOTES

1. The recipient replied to the letter thanking the Chief Financial Officer for his detailed response.
2. The recipient did say he would send a rejoinder to the points raised but nothing has been received as yet.

5.4 UPDATE ON MAIN/NOTABLE USES OF CORPORATE CREDIT CARDS

PROCEEDINGS IN BRIEF

Mr David Walsh, Chief Financial Officer, addressed the meeting on this item.

PURPOSE

To provide an update to the Committee on the investigation of each of the methods suggested in Table 2 of the Corporate Credit Cards Audit Report which dealt with the main/notable uses of corporate credit cards.

PRECIS

The review found many instances of items purchased by corporate credit card where it appeared that it would have been reasonably possible to go through the Council's normal procedures. A summary has been provided by purchasing category to identify opportunities to establish accounts and ensure where appropriate all purchases are undertaken using normal procurement processes.

DISCUSSION

- Credit cards will always be needed as urgent requirements do occur, for instance in Children's Services or Catering. Some items such as road tolls have to be administered via credit cards.
- Council achieves very competitive terms via LG Procurement networks on those items which can be anticipated such as stationery and other supplies.

COMMITTEE RECOMMENDATION

The Committee noted the update on the methods suggested in Table 2 of the Corporate Credit Cards Audit Report which dealt with the main/notable uses of corporate credit cards.

(Cr Heins / Cr Grattan)

NOTES

1. Cr David Walton wished to be recorded as having voted against supporting the report and will raise the matter further directly with management.
2. Mr McCoy commented that he found the level of detail provided very good.
3. The Chair commented that the level of review was very good, particularly as it addressed matters neglected in other organisations with which he was familiar.

6.0 STANDING ITEMS

6.1 VERBAL UPDATE BY THE CHIEF EXECUTIVE OFFICER

COMMITTEE RECOMMENDATION

Due to the confidential nature of the information to be provided by the Chief Executive Officer the Committee moved that Item 6.1 - Verbal Update by the Chief Executive Officer - be considered in closed session following the meeting.

(Cr Grattan / Cr Heins)

FURTHER COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee moved to immediately consider Item 6.2.

6.2 FINANCE UPDATE

PROCEEDINGS IN BRIEF

Ms Caroline Foley, Executive Manager Financial Planning and Systems, addressed the meeting on this item.

PURPOSE

To provide an update on the financial performance of the Council as at 31 December 2020.

PRECIS

The Council's financial results remain impacted by the COVID-19 pandemic, which is forecast to cost the Council \$29 million. In the December quarter, further unfavourable variations to the budget were proposed including reductions in income from fines (-\$2.5 million), parking fees (-\$1.5 million), Lakeside Holiday Park (-\$1 million), Community Centres (-\$0.5 million) and Aquatic Centres (-\$0.4 million). For the six months to 31 December 2020 the operating result was \$4.2 million ahead of budget, primarily due to timing of operating expenditure.

The December Quarterly Budget Review recommended for the full financial year the forecast operating result before capital grants and contributions be reduced by a further \$4.3 million, from a deficit of \$14 million to a deficit of \$18.2 million, primarily due to the impacts of COVID-19.

With a deficit position forecast, the Council is unlikely to meet the Operating Performance ratio benchmark of 0% at this time. Council previously adjusted its capital expenditure to provide capacity to respond to the COVID-19 pandemic and retain our long term strong and sustainable position. Further adjustments have been proposed to maintain the Council's working capital.

DISCUSSION

- The second wave of COVID-19, which caused the northern beaches lockdown, has impacted revenue, particularly that associated with tourism and leisure activities.
- Benchmark would have been met had COVID-19 and the Whistler Street Carpark settlement not occurred.
- Mitigations against the risk of another lockdown: Council is conserving working capital at present but it is hoped vaccinations will impact soon. Various grants through the Federal and State Governments have helped to sustain cash levels and Council does have sufficient unreserved cash to maintain services and operations.
- Financial controls and restraint exercised following the merger of the three LGAs has left Council in a good position.
- The bank overdraft secured last year is still in place and Council has still not found it necessary to draw down on the funds.
- The CEO commended the CFO for his significant role in protecting Council's financial position in the early days of amalgamation.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the finance update as at 31 December 2020.

(Cr Heins / Cr Grattan)

NOTE

The Chief Financial Officer and the Executive Manager Financial Planning and Systems left the meeting at 3.18pm.

6.3 WORK HEALTH & SAFETY AND INJURY MANAGEMENT RISK UPDATE

PROCEEDINGS IN BRIEF

Ms Karen Twitchett, Director Workforce and Technology, addressed the meeting on this item.

PURPOSE

To provide the Audit, Risk and Improvement Committee with an update on the top five (5) Work Health & Safety (WHS) risks at Northern Beaches Council.

PRECIS

Council is committed to fostering the development of attitudes and beliefs that support a safety-first culture and enable our people to work safely.

This report provides information on the progress of activities identified to remediate the top five (5) risks identified by KPMG.

DISCUSSION

- The top five WHS risks identified have now been either completed or are on track to completion within a much shorter timeframe.

ACTION ITEMS

- ***That a further update be provided at the meeting scheduled to be held on 8 June 2020.***

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted this update as at March 2021 and requested that a further update be brought to the next meeting.

(Cr Heins / Cr Grattan)

NOTE

The Executive Manager Strategy and Performance, and the Manager Corporate Strategy joined the meeting at 3.20pm.

7.0 IMPROVEMENT

7.1 NORTHERN BEACHES COUNCIL IMPROVEMENT PROGRAM REPORT

PROCEEDINGS IN BRIEF

Mr Mark Jones, Executive Manager Strategy and Performance addressed the meeting on this item.

PURPOSE

To provide the Committee with an update on the Northern Beaches Council's continuous improvement program.

PRECIS

Council has maintained its focus on continuous improvement through the implementation of the Business Excellence Strategy which is driving continuous improvement across all areas of Council.

Highlights over the last three months were presented in the improvement report in two sections, the first being Council's ongoing organisational educational and facilitation improvement programs collectively referred to as the IGNITE programs. These programs are delivered across the organisation by the Performance Team. This quarter's highlights include the expansion of the education and training program, the completion of the first Business Excellence Self-Assessment, and the launch of the new Improvement Register with enhanced benefit reporting and approval workflows. This section included a brief update on Council's Service Review Program.

The second section of the report presented the organisational wide improvements. These improvements are identified and implemented by a range of business units within the organisation and are registered and reported through the IGNITE Improvement Register. Initiatives include the installation of solar panels at Manly Andrew Boy Charlton swimming pool, the launch of the MAGIQ finance analysis tool, provision of new e-audio service in libraries, expansion of the use of TEAMS across Council, the implementation of the mobility solution to enhance the tree management service and Development Assessment initiatives.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the progress of Council's continuous improvement programs.

(Cr Heins / Cr Grattan)

NOTES

1. The Manager Insurance and Risk and the Insurance Officer joined the meeting at 3.31pm.
2. Mr Roger McCallum, Director Inscon Pty Limited (Insurance) joined the meeting at 3.32pm.
3. Meeting adjourned 3.41pm.
4. Meeting reconvened 3.50pm.

7.2 PERFORMANCE REPORTING UPDATE

PROCEEDINGS IN BRIEF

Mr Michael McDermid, Manager Corporate Strategy, addressed the meeting on this item.

PURPOSE

To report on performance as at December 2020 against measures in Council's Operational Plan 2020/21.

PRECIS

The Operational Plan has 37 performance measures. Overall 78% of measures met or were within 5% of the target.

The ongoing effects of COVID-19 continue to impact our community and the delivery of services. While Council is adjusting its service in response to the changing conditions, of the nine measures not achieving targets eight were impacted by the pandemic.

DISCUSSION

- The continued lag in response to Customer Service calls is being addressed in the service review.
- A majority of Meals on Wheels volunteers fell into COVID-19 vulnerable populations resulting in a shortage of available manpower. Council staff filled the void. Social outings were stopped but meals continued to be provided throughout the period.
- The Committee expressed their appreciation of the trend data reporting which they found very informative.
- The Committee would like to see a move towards more proactive initiatives.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the report.

(Cr Heins / Cr Grattan)

NOTE

The Executive Manager Strategy and Performance and the Manager Corporate Strategy left the meeting at 3.56pm

8.0 FRAUD AND RISK MANAGEMENT

8.1 GOVERNANCE, RISK AND COMPLIANCE UPDATE

PROCEEDINGS IN BRIEF

Ms Sarah Dunstan, Acting Executive Manager Governance and Risk and Mr Rob Koopman, Manager Insurance and Risk, addressed the meeting on this item. Additional information was provided by Mr Roger McCallum, Director Inscon Pty Limited.

PURPOSE

To provide the Audit Risk and Improvement Committee (ARIC) with an update on governance, risk management and compliance activities.

PRECIS

This report provides an update to the ARIC on governance, risk management and compliance activities over the reporting period from December 2020 to February 2021.

DISCUSSION

- Inscon performed an Insurance Review on Council's coverage. Due to the specially tailored arrangements with JLT and Statewide, Council has been insulated against the turbulence experienced in the market. There have been some increases but Council has fared very well compared to the rest of the market, achieving consistency in both coverage and pricing.
- **Pandemic cover:** business interruption is not covered for Council and is not available across the market.
- Council's *Councillors & Officers Liability Coverage* applies to external ARIC members.
- **Cyber policy coverage:** the insurance renewal process was commenced early this year. IT team are assessing current coverage and will be meeting with insurance providers to review appropriate coverage next week.

- An assessment by the insurance providers will assess Council's risk mitigation measures. We can request a report on any coverage gaps. Additional measures may reduce our premiums as well as providing greater securities.

ACTION ITEMS

- ***Provide the ARIC with an update on the Legislative Compliance Policy Review when completed***
- ***At the meeting re cyber security insurance, ascertain from the insurance company if they will provide information to be reported back to ARIC on their assessment of the cyber security measures we have in place. Also, ask what are the triggers that affect the premium price.***

COMMITTEE RECOMMENDATION

The Audit Risk and Improvement Committee:

1. Noted the governance risk and compliance update.
2. Approved an extension to the target completion dates for the management actions in response to the audit recommendations regarding CCTV Policies and Processes to July 2021.

(Cr Grattan / Cr Heins)

NOTES

1. Mr Roger McCallum, Director Inscon Pty Limited, left the meeting at 4.06pm.
2. The Executive Manager Property joined the meeting at 4.06pm.
3. The Manager Insurance and Risk and the Risk Officer left the meeting at 4.15pm.

9.0 SPECIAL AGENDA ITEMS

9.1 LEASE AND LICENCE REGISTER

PROCEEDINGS IN BRIEF

Mr Campbell Pfeiffer, Executive Manager Property, addressed the meeting on this item.

PURPOSE

To present to the Audit, Risk and Improvement Committee the Leases and Licenses Register (Register) for the financial year ended 30 June 2020.

PRECIS

At Council's 28 May 2019 ordinary meeting, a Notice of Motion was put forward for Council to maintain and publish a lease and licence register annually, and that the Audit, Risk and Improvement Committee have input into the design of the Register.

DISCUSSION

- Date formatting on all registers should be dd/mm/yyyy as existing leases and licences can span the 19th, 20th and 21st centuries.
- There are discrepancies in some dates in that the Agreement Expiry predates the Agreement Commencing date (for instance see Balgowlah RSL or 5-7 Victoria Parade Manly).

- Register information will be incorporated into the land register eventually.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee noted the Annual Lease and Licence Register and noted that the Annual Leases and Licences Register is to be made publicly available after removal of all personal and sensitive information.

(Cr Grattan / Cr Heins)

NOTES

1. The Executive Manager Property left the meeting at 4.28pm.
2. The Executive Manager Financial Planning and Systems and the Chief Financial Officer re-joined the meeting at 4.29pm.

10.0 EXTERNAL AUDIT

10.1 PLANNING FOR THE 2020/21 FINANCIAL STATEMENTS AUDIT

PROCEEDINGS IN BRIEF

Ms Karen Taylor, Director of Financial Audit Services Audit Office of NSW, Ms Caroline Foley, Executive Manager Financial Planning and Systems, Mr David Walsh, Chief Financial Officer addressed the meeting on this item.

PURPOSE

To present the Audit Office of NSW's Annual Engagement Plan for the audit of Northern Beaches Council's financial statements for the period 1 July 2020 to 30 June 2021 to the Audit, Risk and Improvement Committee and an assessment of declared business activities for the preparation of Special Purpose Financial Statements.

PRECIS

The Annual Engagement Plan for the audit of Northern Beaches Council financial statements sets out the audit approach that will be undertaken by the Audit Office of NSW. This includes key issues, engagement communications, an audit timetable and the audit fee. As part of this planning Council has reviewed the Special Purpose Financial Statements requirements against the OLG and legislative requirements around competitive neutrality.

COMMITTEE RECOMMENDATION

1. The Audit, Risk and Improvement Committee noted the Audit Office of NSW's Annual Engagement Plan for the audit of the financial statements for the period 1 July 2020 to 30 June 2021
 2. The Audit, Risk and Improvement Committee noted the assessment of declared business activities for the preparation of Special Purpose Financial Statements
-

(Cr Grattan / Cr Heins)

11.0 INTERNAL AUDIT

11.1 INTERNAL AUDIT UPDATE

PROCEEDINGS IN BRIEF

Ms Deirdre Cooper, Executive Manager Internal Audit and Complaints Resolution, Ms Sarah Cain, Partner KPMG, and Ms Aisling Kilgannon, Senior Manager KPMG, addressed the meeting on this item.

PURPOSE

To provide an update to the Committee on all aspects of Internal Audit work since the December 2020 meeting.

PRECIS

This report provides an update on all audit activity since the last ARIC meeting. The full report/document relevant to each section of this summary report is located in the Attachments

DISCUSSION

Overdue actions:

- Items have been prioritised according to the risk level.
- Further progress has been made on some items since compilation of the report.
- Some of the outstanding Privacy Audit recommendations relate to CCTV for which an extension has been granted.
- Overall, the report shows great progress on audit recommendation implementation.

ACTION ITEMS

- ***The Committee and the Executive Manager to revisit the rolling program and those audits deferred due to COVID-19.***

COMMITTEE RECOMMENDATION

The Committee reviewed and approved the report.

(Cr Grattan / Cr Heins)

NOTE

The Director, Planning & Place, and the Executive Manager, Strategic & Place Planning, joined the meeting at 4.56pm.

11.2 UPDATE ON PERFORMANCE AUDIT - GOVERNANCE AND INTERNAL CONTROLS OVER LOCAL INFRASTRUCTURE CONTRIBUTIONS

PROCEEDINGS IN BRIEF

Ms Louise Kerr, Director Planning & Place and Mr Andrew Pigott, Executive Manager Strategic & Place Planning addressed the meeting on this item.

PURPOSE

To seek an extension for three actions arising from the Internal Audit Report on development contributions.

PRECIS

At its 8 December 2020 meeting, the Audit, Risk and Improvement Committee were informed of recently completed audits in the development contributions area, namely:

- The Internal Audit Report on Council's development contributions (Aug 2020), and
- The Performance Audit Report on Governance and Internal Controls over local infrastructure contributions by NSW Auditor-General's Report (17 August 2020).

The Internal Audit Report (Aug 2020) included 13 recommendations with various deadlines. The work to comply with all recommendations is underway, however an extension of time is sought in order to complete three (3) recommendations.

COMMITTEE RECOMMENDATION

The Audit, Risk and Improvement Committee:

- a) Noted the information contained in the report.
- b) Agreed to extension of time to complete the three actions by 30 June 2021.

(Cr Grattan / Cr Heins)

NOTES

The Director Planning & Place, and the Executive Manager, Strategic & Place Planning, left the meeting at 4.57pm.

12.0 GENERAL BUSINESS

12.1 WHISTLER STREET CARPARK SETTLEMENT

The Chair advised that he had received a query from a resident regarding the Whistler Street Carpark matter. The Chair advised the resident that the Audit, Risk & Improvement Committee was not a public committee of Council and referred the resident to the proper channels for the query.

13.0 NEXT MEETING

The next meeting of the Audit, Risk and Improvement Committee is scheduled to be held on Tuesday 8 June 2021 commencing at 2.00pm.

NOTES

1. Staff and other non-voting attendees (excepting for the Chief Executive Officer) left the meeting at 5.00pm.
2. The Open Session of the Audit, Risk and Improvement Committee Meeting was concluded at 5.00pm.
3. The meeting moved into Closed Session with the Chief Executive Officer at 5.01pm in order to discuss Item 6.1 – Verbal Update by the Chief Executive Officer.