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MINUTES OF MEETING

AUDIT & RISK ADVISORY COMMITTEE

HELD ON WEDNESDAY 5 MARCH 2014

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meeting.

PRESENT:

Councillors

Jean Hay, Mayor AM	Manly Council
Clr Hugh Burns	Manly Council
Clr Candy Bingham	Manly Council

Other Representatives

John Gordon	Community Member - Chair
Brian Hrnjak	Community Member

Council Staff

Michael Quirk	Head of Internal Audit, North Shore Councils
Anthony Hewton	Executive Manager, Corporate Services Support
Jenny Nascimento	Chief Financial Officer
Lynne Jess	Minute Taker

Invited Guests

Nil

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Audit & Risk Committee (the Committee)** met on 5 March 2014, to consider the matters referred to it and now provides the following advice to Council.

OPEN	The meeting commenced at 3.05pm.	**ACTION**
ITEM 1	**APOLOGIES AND LEAVE OF ABSENCE** Clr James Griffin	
ITEM 2	**DECLARATION OF INTEREST** There were no declarations of interest advised by those present.	

ITEM 3	**CONFIRMATION OF MINUTES** The Minutes of the Committee meeting held on 12 December 2013 were confirmed. Moved: Cllr Jean Hay Seconded: Mr Brian Hrnjak These minutes were adopted at Council's Ordinary meeting on 10 March 2014. The Chair addressed action points from previous meeting and advised was generally happy with the progress.	**ACTION**
ITEM 4	**Report Overall Internal Audit program** The Internal auditor presented and spoke to his written report and the following points were discussed. • Purchasing audit progressing well and will be submitted to next meeting. • Audit of Work, Health & Safety – to be progressed • Audit of Payroll Data progressing – payroll data has been received and will complete analysis of this and report to a future Audit & Risk Committee meeting. • Community Properties Audit will occur later this year.	
	June Meeting The Chair requested if the Risk Management presentation could take place at the 4 June meeting. The Chair recommended that we allow extra time for the meeting for this to occur.	Staff to schedule
	Recommendation: The Committee recommends to Council that: The Internal Auditor's Report on the Internal Audit program be received and noted.	

ITEM 5 Report on Audit of Contract Management

ACTION

The Internal Auditor presented and spoke to his written report on Audit of Contract Management and referred to the Executive Summary.

Recommendation:

The Committee recommends to Council that:

1. The Internal auditor's Report on Contract Management at manly Council be received and noted; and

2. The Committee received feedback from the Internal Auditor at periodic intervals on how each of the recommendations is being implemented by Council.

ITEM 6 Report on Audit of Terminations

The Internal Auditor spoke to his written report on the Audit of Terminations and advised there was a good process for separations in place.

Recommendation:

The Committee recommends to Council that:

1. The Internal auditor's Report on Terminations at Manly Council be received and noted; and

2. The Committee receives feedback from the Internal Auditor at periodic intervals on how each of the recommendations is being implemented by Council.

ITEM 7 **Report on Automated Audit of Accounts payable Data**

The Internal Auditor spoke to the findings in his report on Automated Audit of Accounts payable Data.

Recommendation:

The Committee recommends to Council that:

The Internal Auditor's Report on the Automated Audit of Accounts payable Data at Manly Council be received and noted.

ITEM 8 **Report on Internal Audit Recommendations**

The Internal Auditor spoke to his report on Internal Audit.

- More than eighteen audits had been reported to the Audit and Risk Committee since its commencement in 2010. Sound progress has been made re implementation of the recommendations.

Recommendation:

The Committee recommends to Council that:

The Internal Auditor's Report on the Implementation of Audit Recommendations be received and noted.

ITEM 9 **General Business**

The Chair requested that we add General Business to the Committee Agenda in the future and the following issues were discussed as items for coverage in the annual plan resources allowing:

- Annual Strategic update – what are the highlights - including new systems, strategy, staff changes and industry developments. This will assist the Committee to remain appraised of what's happening or going to happen at Council.

- Set up Calendar checklist of items to cover each year (The Internal Auditor indicated he would provide this)

- Policy on release of report information – suggest a common approach be looked at for all Councils participating in the program (raise at GMs Steering Committee meeting attended by GMs of participating Council's) — Staff to follow up.

- Advice from staff on cycle and terms of Community representation; Is there a need to Rotate the Chair? After a certain time.

Dates for future meetings are as follows:

4 June 2014
5 November 2014 (TBC)
Early December 2014

Meetings will commence at 3.00pm.

ITEM 10 NEXT MEETING DATE

Date: Wednesday 4 June 2014
Time: 3.00pm – 5.00pm
Venue: Councillors' Room

The meeting closed at 4.45pm