

**Minutes of Audit, Risk and Improvement Committee (ARIC) Meeting held on 21 August
2019 at Ashfield Service Centre.****Meeting commenced at 5.37pm****PRESENT**

Audit Risk & Improvement Committee Members	
Independent Member - Chair	John Gordon
Independent Member (5.42pm)	Emily Hodgson
Independent Member	Heather Smith
Councillor (5.41pm)	Clr Louise Steer
Councillor	Clr Lucille McKenna
Other attendees	
Chief Executive Officer	Michael Deegan
DGM Community and Engagement	John Warburton
Chief Financial Officer	Daryl Jackson
Group Manager Information and Communication Technology	Harin Perera
Coordinator Internal Audit and Business Continuity Management	Elvira Musolino
Policy and Risk Services Manager	Charmian King
Governance Coordinator	Katherine Paixao
Engagement Partner, EY	Melissa Broadhead
Engagement Manager, EY	Paulette Pang
Audit Office	Caroline Karakatsanis
Audit Office	Michael Kharzoo
Assistant Internal Ombudsman	Rodney O'Donahue
ICT Infrastructure Manager	Sasha Sutarov
Financial Reporting Manager	Sarah Seaman

1. ACKNOWLEDGMENT OF COUNTRY

The chairperson acknowledged the traditional owners of the Land on which the meeting took place and paid his respects to elders past and present.

2. APOLOGIES: Nil**3. DISCLOSURES OF INTERESTS:** Nil

4. CEO Update

The CEO provided an update on Council matters and stressed his support for strong governance processes and the role of the ARIC. The CEO thanked the Committee members for their work on the ARIC.

5. CONFIRMATION OF MINUTES:

The Minutes of the Audit, Risk and Improvement Committee Meeting held on Wednesday, 5 June 2019 were confirmed.

CHIEF EXECUTIVE OFFICER'S REPORTS

ITEM	PERSON RESPONSIBLE	DEADLINE
<p>RIS0819 Item 1 Technology One Project update RIS0819 Item 2 Replacement of core ICT infrastructure RIS0819 Item 3 ICT Security - Penetration testing</p> <p>RECOMMENDATION</p> <p>(Emily Hodgson/Heather Smith)</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The three reports be noted and acknowledge the work gone in to balancing cost, workload and Risk; and 2. The following additions be made to the TechOne project reporting: <ol style="list-style-type: none"> i) Additional column of “forecast” on financials table relating to the ICT Capital Report (page 9 on Agenda); ii) Add detail on what is yet to be delivered; iii) Ongoing TechOne project updates to be provided at all future ARIC meetings. 	<p>Group Manager ICT</p>	<p>Prior to 20 November ARIC meeting</p>
<p>RIS0819 Item 4 External Audit: Interim Management Letter for Year Ending 30 June 2019</p> <p>RECOMMENDATION</p> <p>(Clr Lucille McKenna OAM/Clr Louise Steer)</p> <p>THAT the Audit Risk and Improvement Committee:</p> <ol style="list-style-type: none"> 1. Receive and note the Management Letter on the Interim Phase of the Audit for the Year Ending 30 June 2019; and 2. Note that EY are about to undertake an Internal Audit on Corporate Credit Cards. 		<p>20 November 2019</p>

<p>3. A plan outlining how External Audit recommendations (including repeat issues) will be implemented be provided to the 20 November 2019 ARIC meeting.</p>		
<p>RIS0819 Item 5 Internal Audit Report</p> <p>RECOMMENDATION</p> <p>(Emily Hodgson/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 Report from EY; and 2. A plan outlining how Internal Audit recommendations will be implemented (including a plan to accurately list, prioritise and plan for improvement actions) be provided to the 20 November 2019 ARIC meeting. 	<p>Executive Manager, Business Excellence</p>	<p>20 November 2019</p>
<p>RIS0819 Item 6 Internal Ombudsman Shared Service Report</p> <p>RECOMMENDATION</p> <p>(Emily Hodgson/ Clr Lucille McKenna OAM)</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. the Audit Risk and Improvement Committee receive and note the report from the Internal Ombudsman Shared Service; and 2. Confirmation is requested as to whether or not ARIC independent members are included as “designated persons’ at IWC for disclosure purposes. 	<p>Policy and Risk Services Manager</p>	<p>20 November 2019</p>
<p>RIS0819 Item 7 ERM Quarterly Update</p> <p>RECOMMENDATION</p> <p>(Emily Hodgson/Heather Smith)</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The Audit Risk and Improvement Committee receive and note the report; 2. A “Top 10” list of Strategic Risks, as well as details on what is being done about them are included in future ARIC reports; and 	<p>Policy and Risk Services Manager</p>	<p>All future meetings</p>

<p>3. Some information is provided around what Inner West Council is doing around risks relating to waste collection trucks (eg reviews regarding claims v routes and claims v driver etc).</p>	<p>Policy and Risk Services Manager</p>	<p>20 November 2019</p>
<p>General Business</p> <ul style="list-style-type: none"> • Policy on 'Round up' was raised at the meeting and reference made to discussion at the previous ARIC meeting. Please refer to minutes from previous ARIC meeting on 5 June 2019. • A Cladding audit is being undertaken. Council is working with local Real Estate Agents. <p>ACTIONS (Emily Hodgson/Heather Smith)</p> <p>That the building compliance group provide an update to the 20 November ARIC meeting regarding cladding on buildings in the Inner West Council (IWC) area. Recommended this might include detail on what buildings does IWC own with cladding? What is known about other buildings within the Council area that may have cladding issues? What laws/regulations relate to cladding on buildings and Council's roles etc.)</p>	<p>Deputy General Manager Community and Engagement</p>	<p>20 November 2019</p>

Next meeting – Wednesday 25 September 2019 at 5.30pm, Ashfield Service Centre
Meeting closed at 7.36pm.

CHAIRPERSON – John Gordon