



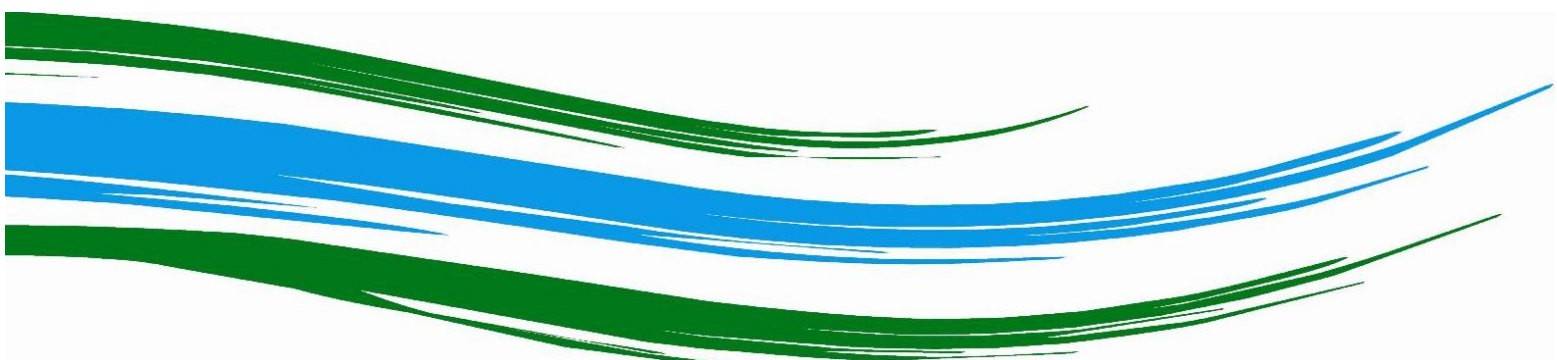
# Camden Council

## Attachments

**Ordinary Council Meeting**  
**24 April 2018**

---

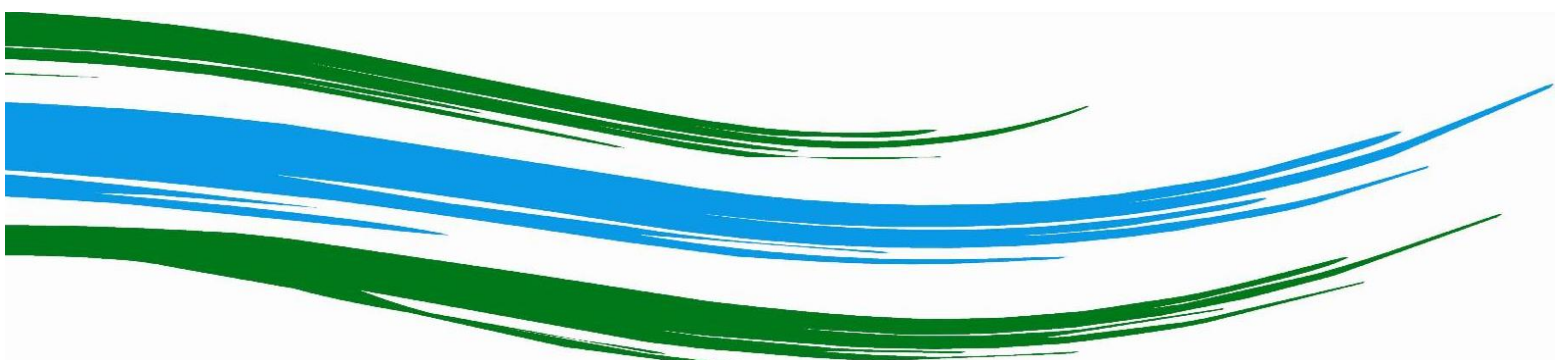
**Camden Council**  
**Administration Centre**  
**70 Central Avenue**  
**Oran Park**



# ORDINARY COUNCIL

## ATTACHMENTS - ORDINARY COUNCIL

<b>ORD03</b>	<b>Investment Monies - March 2018</b>	
	<b>Attachment 1:</b> Investment Report - March 2018 .....	4
<b>ORD05</b>	<b>Minutes of the 1 March 2018 Business Assurance and Risk Committee Meeting</b>	
	<b>Attachment 1:</b> Minutes of Business Assurance and Risk Committee - 1 March 2018 .....	12





**Investment Summary Report  
March 2018**

**Camden Council**  
Executive Summary - March 2018



**Investment Holdings**

	Amount (\$)	Current Yield (%)
Cash	2,700,000.00	1.70
Term Deposit	114,700,000.00	2.97
	<b>117,400,000.00</b>	

**Detailed Maturity Profile**

	Amount (\$)
00. Cash + Managed Funds	2,700,000
01. Less Than 30 Days	9,500,000
02. Between 30 Days and 60 Days	12,000,000
03. Between 60 Days and 90 Days	16,000,000
04. Between 90 Days and 180 Days	27,500,000
05. Between 180 Days and 365 Days	17,200,000
06. Between 365 Days and 3 Years	17,000,000
07. Between 3 Years and 5 Years	15,500,000
	<b>117,400,000</b>

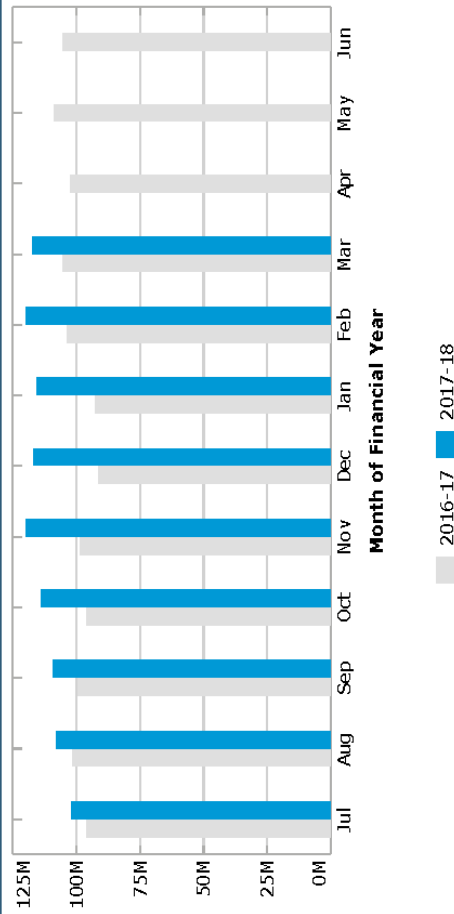
*Percentages in this report may not add up to 100% due to rounding*

**Sources of Funds**

	Amount (\$)
Section 94 Developer Contributions	57,034,134
Restricted Grant Income	866,461
Externally Restricted Reserves	9,027,546
Internally Restricted Reserves	26,921,736
General Fund	23,550,123
<b>Total Funds Invested</b>	<b>117,400,000</b>

Council's investment portfolio has decreased by \$2.5m since the February reporting period. The decrease primarily relates to payments for capital works and operational expenditure prior to the end of March.

**Investment Portfolio Balance**



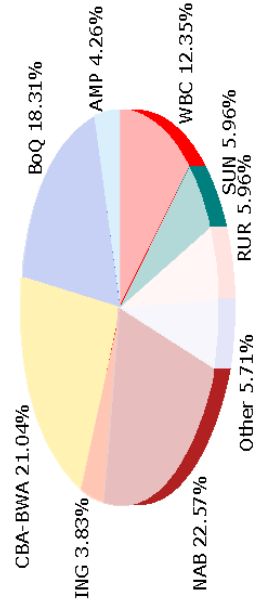
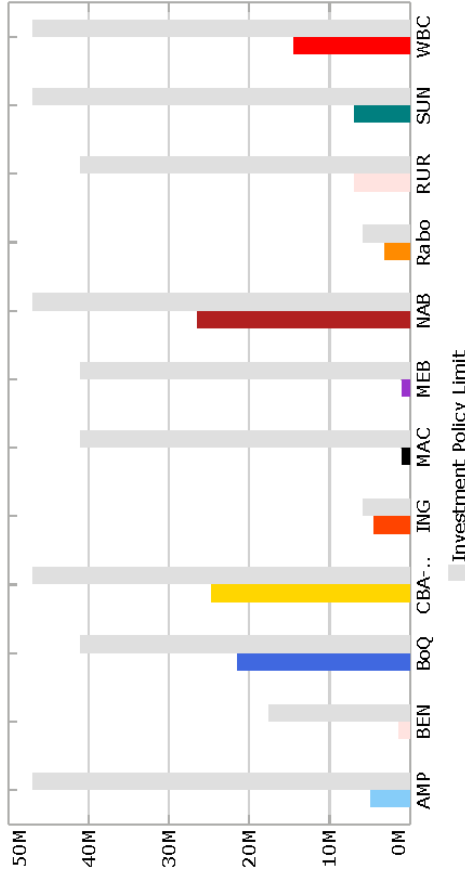


**Camden Council**  
Individual Institutional Exposures Report - March 2018

Individual Institutional Exposures

Parent Group	Exposure (\$M)	Credit Rating	Policy Limit	Actual	Capacity
AMP Bank	5.00M	A-1, A	40.00%	4.26%	41.96M
Bank of Queensland	21.50M	A-2, BBB+	35.00%	18.31%	19.59M
Bendigo and Adelaide Bank	1.50M	A-2, BBB+	15.00%	1.28%	16.11M
Commonwealth Bank of Australia	24.70M	A-1+, AA-	40.00%	21.04%	22.26M
ING Group (Foreign Sub)	4.50M	A-1*, A-*	5.00%	3.83%	1.37M
Macquarie Group	1.00M	A-1, A	35.00%	.85%	40.09M
Members Equity Bank	1.00M	A-2, BBB	35.00%	.85%	40.09M
National Australia Bank	26.50M	A-1+, AA-	40.00%	22.57%	20.46M
Rabobank Aus (Foreign Sub)	3.20M	A-1*, A+*	5.00%	2.73%	2.67M
Rural Bank	7.00M	A-2, BBB+	35.00%	5.96%	34.09M
Suncorp Bank	7.00M	A-1, A+	40.00%	5.96%	39.96M
Westpac Group	14.50M	A-1+, AA-	40.00%	12.35%	32.46M
	<b>117.40M</b>				

Individual Institutional Exposure Charts



\*Council's investment policy limits in foreign subsidiary banks which are monitored by APRA to a maximum 5% of the total portfolio in any single entity

Council's portfolio is within its individual institutional investment policy limits.  
Council's portfolio is within its term to maturity investment policy limits.  
Council's portfolio complies with the NSW Ministerial Investment Order.



**Camden Council**  
Performance Summary - March 2018

**Interest Summary**

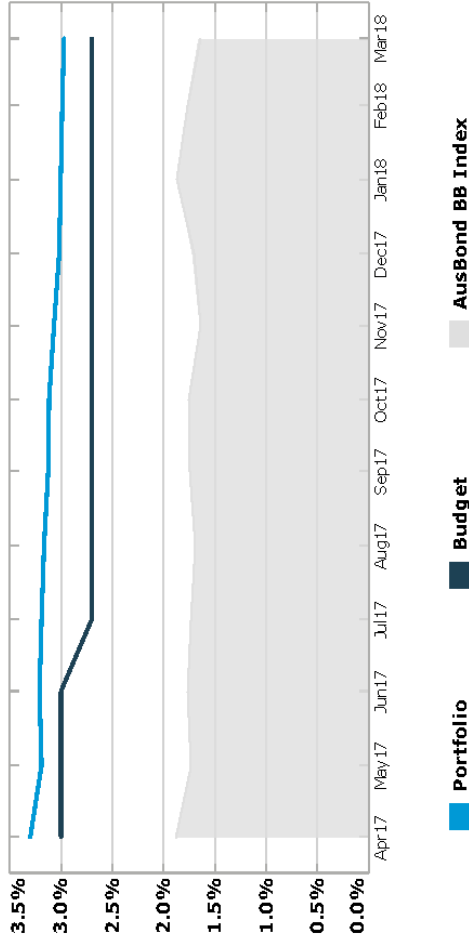
Interest Summary as of March 2018	
Number of Investments	92
Average Days to Maturity	381
Weighted Portfolio Yield	2.97%
CBA Call Account	1.70%
Highest Rate	5.10%
Lowest Rate	2.44%
Budget Rate	2.70%
Average BBSW (30 Day)	1.77%
Average BBSW (90 Day)	1.93%
Average BBSW (180 Day)	2.06%
Official Cash Rate	1.50%
AusBond Bank Bill Index	1.64%

**Interest Received During the 2017/2018 Financial Year**

	March	Cumulative	Original Budget	* Revised Budget
General Fund	\$131,187	\$1,158,830	\$1,400,000	\$1,450,000
Restricted	\$156,520	\$1,408,681	\$1,220,000	\$1,500,000
<b>Total</b>	<b>\$287,707</b>	<b>\$2,567,511</b>	<b>\$2,620,000</b>	<b>\$2,950,000</b>

\*The Revised Budget is reviewed on a quarterly basis as part of the Budget Process

**Investment Performance**



**Historical Performance Summary**

	Portfolio	AusBond BB Index	Outperformance
Mar 2018	2.97%	1.64%	1.33%
Last 3 Months	2.99%	1.75%	1.24%
Last 6 Months	3.03%	1.72%	1.31%
Financial Year to Date	3.07%	1.72%	1.35%
Last 12 months	3.11%	1.74%	1.38%

**Investment Performance**

Council's portfolio returned 2.97%pa on a weighted average yield basis during March. This compares favourably with the Ausbond Bank Bill Index's return of 1.64%pa for the month.



**Camden Council**  
Investment Holdings Report - March 2018

<b>Cash Accounts</b>										
Amount (\$)	Current Yield	Institution	Credit Rating	Amount (\$)	Deal No.	Reference				
2,700,000.00	1.70%	Commonwealth Bank of Australia	A-1+	2,700,000.00	535548					
<b>2,700,000.00</b>				<b>2,700,000.00</b>						
<b>Term Deposits</b>										
Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
3-Apr-18	1,500,000.00	2.48%	National Australia Bank	A-1+	30-Oct-17	1,515,593.42	535895	15,593.42	At Maturity	3023
4-Apr-18	1,000,000.00	2.45%	Bankwest	A-1+	1-Nov-17	1,010,135.62	535906	10,135.62	At Maturity	3024
9-Apr-18	1,000,000.00	2.60%	AMP Bank	A-1	10-Oct-17	1,012,323.29	535859	12,323.29	At Maturity	3017
9-Apr-18	1,000,000.00	2.50%	Bankwest	A-1+	11-Jan-18	1,005,479.45	536134	5,479.45	At Maturity	3056
10-Apr-18	1,000,000.00	2.59%	National Australia Bank	A-1+	10-Apr-17	1,025,261.37	535513	25,261.37	At Maturity	2965
16-Apr-18	1,000,000.00	2.59%	ING Bank (Australia)	A-1*	17-Jul-17	1,018,307.40	535644	18,307.40	At Maturity	2995
18-Apr-18	1,000,000.00	2.47%	Rural Bank	A-2	6-Nov-17	1,009,880.00	535944	9,880.00	At Maturity	3025
23-Apr-18	1,000,000.00	2.45%	Suncorp Bank	A-1	8-Nov-17	1,009,665.75	535948	9,665.75	At Maturity	3026
26-Apr-18	1,000,000.00	2.46%	Suncorp Bank	A-1	13-Nov-17	1,009,368.22	535954	9,368.22	At Maturity	3027
30-Apr-18	1,500,000.00	2.44%	Suncorp Bank	A-1	15-Nov-17	1,513,737.53	535960	13,737.53	At Maturity	3028
2-May-18	1,000,000.00	2.60%	Commonwealth Bank of Australia	A-1+	4-Jul-17	1,019,304.11	535641	19,304.11	At Maturity	2992
2-May-18	1,500,000.00	2.50%	National Australia Bank	A-1+	15-Nov-17	1,514,075.34	535964	14,075.34	At Maturity	3029
7-May-18	1,000,000.00	2.60%	Commonwealth Bank of Australia	A-1+	4-Jul-17	1,019,304.11	535642	19,304.11	At Maturity	2993
9-May-18	1,000,000.00	2.57%	Bank of Queensland	A-2	23-Nov-17	1,009,083.01	535986	9,083.01	At Maturity	3034
14-May-18	1,000,000.00	2.57%	Bank of Queensland	A-2	29-Nov-17	1,008,660.55	536005	8,660.55	At Maturity	3036
16-May-18	1,500,000.00	2.57%	Bank of Queensland	A-2	1-Dec-17	1,512,779.59	536018	12,779.59	At Maturity	3038
21-May-18	1,500,000.00	2.57%	Bank of Queensland	A-2	1-Dec-17	1,512,779.59	536019	12,779.59	At Maturity	3039
23-May-18	1,000,000.00	2.46%	National Australia Bank	A-1+	4-Dec-17	1,007,952.88	536033	7,952.88	At Maturity	3040
28-May-18	1,000,000.00	2.50%	National Australia Bank	A-1+	6-Dec-17	1,007,945.21	536063	7,945.21	At Maturity	3041
30-May-18	1,500,000.00	2.50%	National Australia Bank	A-1+	7-Dec-17	1,511,815.07	536070	11,815.07	At Maturity	3042



## Camden Council Investment Holdings Report - March 2018

Term Deposits										
Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
4-Jun-18	500,000.00	2.50%	National Australia Bank	A-1+	13-Dec-17	503,732.88	536080	3,732.88	At Maturity	3044
6-Jun-18	2,000,000.00	2.50%	Bankwest	A-1+	13-Dec-17	2,014,931.51	536079	14,931.51	At Maturity	3045
12-Jun-18	1,500,000.00	2.50%	National Australia Bank	A-1+	13-Dec-17	1,511,198.63	536085	11,198.63	At Maturity	3046
13-Jun-18	1,500,000.00	2.50%	Suncorp Bank	A-1	15-Nov-17	1,514,075.34	535961	14,075.34	At Maturity	3030
18-Jun-18	1,000,000.00	2.50%	Suncorp Bank	A-1	11-Dec-17	1,007,602.74	536076	7,602.74	At Maturity	3043
18-Jun-18	1,000,000.00	2.60%	Bank of Queensland	A-2	22-Dec-17	1,007,123.29	536096	7,123.29	At Maturity	3050
20-Jun-18	1,000,000.00	2.50%	Suncorp Bank	A-1	15-Nov-17	1,009,383.56	535962	9,383.56	At Maturity	3031
21-Jun-18	2,000,000.00	2.60%	AMP Bank	A-1	21-Jun-17	2,040,460.27	535467	40,460.27	At Maturity	2988
25-Jun-18	1,000,000.00	2.60%	AMP Bank	A-1	21-Jun-17	1,020,230.14	535468	20,230.14	Annually	2989
25-Jun-18	1,000,000.00	2.51%	National Australia Bank	A-1+	20-Dec-17	1,007,014.25	536093	7,014.25	At Maturity	3049
27-Jun-18	2,000,000.00	2.52%	National Australia Bank	A-1+	18-Dec-17	2,014,360.55	536089	14,360.55	At Maturity	3048
2-Jul-18	1,000,000.00	2.50%	National Australia Bank	A-1+	2-Jan-18	1,006,095.89	536112	6,095.89	At Maturity	3051
2-Jul-18	1,000,000.00	2.50%	Bankwest	A-1+	5-Feb-18	1,003,767.12	536196	3,767.12	At Maturity	3063
4-Jul-18	1,000,000.00	2.50%	National Australia Bank	A-1+	3-Jan-18	1,006,027.40	536116	6,027.40	At Maturity	3052
9-Jul-18	1,500,000.00	2.50%	National Australia Bank	A-1+	8-Jan-18	1,508,527.40	536127	8,527.40	At Maturity	3054
11-Jul-18	1,500,000.00	2.55%	Bankwest	A-1+	18-Jan-18	1,507,650.00	536147	7,650.00	At Maturity	3058
16-Jul-18	2,000,000.00	2.50%	National Australia Bank	A-1+	17-Jan-18	2,010,136.99	536138	10,136.99	At Maturity	3057
16-Jul-18	1,500,000.00	2.50%	National Australia Bank	A-1+	22-Jan-18	1,507,089.04	536150	7,089.04	At Maturity	3059
23-Jul-18	1,500,000.00	2.55%	Bankwest	A-1+	25-Jan-18	1,506,916.44	536159	6,916.44	At Maturity	3060
25-Jul-18	1,500,000.00	2.50%	National Australia Bank	A-1+	31-Jan-18	1,506,164.38	536166	6,164.38	At Maturity	3061
30-Jul-18	1,000,000.00	2.60%	AMP Bank	A-1	1-Feb-18	1,004,202.74	536178	4,202.74	At Maturity	3062
1-Aug-18	1,000,000.00	4.15%	Bank of Queensland	A-2	5-Aug-14	1,026,832.88	535480	26,832.88	Annually	2738
7-Aug-18	1,000,000.00	2.50%	Rural Bank	A-2	7-Feb-18	1,003,630.14	536207	3,630.14	At Maturity	3064
8-Aug-18	1,000,000.00	2.60%	ME Bank	A-2	13-Feb-18	1,003,347.95	536234	3,347.95	At Maturity	3066
8-Aug-18	1,500,000.00	2.50%	Bankwest	A-1+	14-Feb-18	1,504,726.03	536235	4,726.03	At Maturity	3067
13-Aug-18	1,500,000.00	2.50%	Bankwest	A-1+	19-Feb-18	1,504,212.33	536244	4,212.33	At Maturity	3069

Page 6 of 8.





**Camden Council**  
Investment Holdings Report - March 2018

<b>Term Deposits</b>										
<b>Maturity Date</b>	<b>Amount (\$)</b>	<b>Rate</b>	<b>Institution</b>	<b>Credit Rating</b>	<b>Purchase Date</b>	<b>Amount plus Accrued Int (\$)</b>	<b>Deal No.</b>	<b>Accrued Interest (\$)</b>	<b>Coupon Frequency</b>	<b>Reference</b>
15-Aug-18	1,000,000.00	2.55%	Bankwest	A-1+	27-Feb-18	1,002,305.48	536312	2,305.48	At Maturity	3072
20-Aug-18	1,500,000.00	2.50%	Bankwest	A-1+	1-Mar-18	1,503,184.93	536333	3,184.93	At Maturity	3074
20-Aug-18	1,500,000.00	2.57%	National Australia Bank	A-1+	12-Mar-18	1,502,112.33	536425	2,112.33	At Maturity	3077
27-Aug-18	1,500,000.00	2.62%	Bank of Queensland	A-2	19-Mar-18	1,501,399.73	536445	1,399.73	At Maturity	3078
29-Aug-18	1,000,000.00	2.59%	National Australia Bank	A-1+	28-Mar-18	1,000,283.84	536468	283.84	At Maturity	3080
19-Sep-18	1,500,000.00	2.60%	National Australia Bank	A-1+	22-Mar-18	1,501,068.49	536460	1,068.49	At Maturity	3079
24-Oct-18	1,500,000.00	2.54%	Commonwealth Bank of Australia	A-1+	26-Feb-18	1,503,549.04	536310	3,549.04	At Maturity	3071
1-Nov-18	2,500,000.00	5.00%	Bank of Queensland	A-2	4-Nov-13	2,550,000.00	535476	50,000.00	Annually	2653
14-Nov-18	1,000,000.00	2.60%	Bank of Queensland	A-2	16-Feb-18	1,003,134.25	536241	3,134.25	At Maturity	3068
21-Nov-18	1,000,000.00	2.60%	Bank of Queensland	A-2	22-Feb-18	1,002,706.85	536261	2,706.85	At Maturity	3070
22-Nov-18	1,000,000.00	5.10%	Bank of Queensland	A-2	25-Nov-13	1,017,465.75	535477	17,465.75	Annually	2661
12-Dec-18	1,500,000.00	2.60%	Bank of Queensland	A-2	13-Dec-17	1,511,646.58	536086	11,646.58	At Maturity	3047
20-Dec-18	1,000,000.00	2.60%	Commonwealth Bank of Australia	A-1+	28-Feb-18	1,002,279.45	536317	2,279.45	At Maturity	3073
2-Jan-19	2,000,000.00	2.62%	Commonwealth Bank of Australia	A-1+	3-Jan-18	2,012,633.42	536117	12,633.42	At Maturity	3053
2-Jan-19	1,000,000.00	2.60%	Commonwealth Bank of Australia	A-1+	7-Mar-18	1,001,780.82	536366	1,780.82	At Maturity	3076
9-Jan-19	1,500,000.00	2.65%	Rural Bank	A-2	9-Jan-18	1,508,930.14	536128	8,930.14	At Maturity	3055
30-Jan-19	1,000,000.00	2.60%	Commonwealth Bank of Australia	A-1+	5-Mar-18	1,001,923.29	536346	1,923.29	At Maturity	3075
28-Feb-19	1,000,000.00	5.00%	RaboDirect	A-1*	28-Feb-14	1,004,383.56	535516	4,383.56	Annually	2702
6-Mar-19	1,200,000.00	5.00%	RaboDirect	A-1*	3-Mar-14	1,204,438.36	535517	4,438.36	Annually	2703
15-May-19	1,500,000.00	4.55%	Westpac Group	AA-	15-May-14	1,560,022.60	535497	60,022.60	Annually	2717
22-May-19	1,500,000.00	4.55%	Westpac Group	AA-	21-May-14	1,558,713.70	535536	58,713.70	Annually	2718
25-Nov-19	1,000,000.00	2.90%	ING Bank (Australia)	A-*	23-Nov-17	1,010,249.32	535985	10,249.32	Annually	3032
27-Nov-19	1,000,000.00	4.10%	RaboDirect	A+*	27-Nov-14	1,014,041.10	535518	14,041.10	Annually	2760
27-Nov-19	2,000,000.00	2.88%	Rural Bank	BBB+	23-Nov-17	2,020,357.26	535987	20,357.26	Annually	3033
2-Dec-19	1,500,000.00	2.90%	ING Bank (Australia)	A-*	27-Nov-17	1,514,897.26	535996	14,897.26	Annually	3035
2-Dec-19	1,500,000.00	2.83%	Rural Bank	BBB+	1-Dec-17	1,514,072.47	536020	14,072.47	Annually	3037



## Camden Council Investment Holdings Report - March 2018

Term Deposits										
Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
4-Dec-19	1,500,000.00	4.25%	Bendigo and Adelaide Bank	BBB+	28-Nov-14	1,521,657.53	535488	21,657.53	Annually	2762
11-Dec-19	1,500,000.00	4.00%	National Australia Bank	AA-	16-Dec-14	1,517,095.89	535504	17,095.89	Annually	2766
19-Dec-19	1,000,000.00	3.85%	Macquarie Bank	A	19-Dec-14	1,126,469.86	535503	126,469.86	At Maturity	2767
2-Feb-20	1,000,000.00	3.90%	Westpac Group	AA-	2-Feb-15	1,006,197.26	535537	6,197.26	Annually	2772
10-Feb-20	1,000,000.00	2.90%	ING Bank (Australia)	A-*	8-Feb-18	1,004,131.51	536215	4,131.51	Annually	3065
15-Mar-21	1,000,000.00	3.60%	Bank of Queensland	BBB+	15-Mar-17	1,001,676.71	535484	1,676.71	Annually	2958
7-Apr-21	1,000,000.00	3.50%	Bank of Queensland	BBB+	3-Apr-17	1,034,808.22	535486	34,808.22	Annually	2963
17-May-21	1,000,000.00	3.10%	Westpac Group	AA-	16-May-17	1,003,736.99	535544	3,736.99	Quarterly	2975
1-Feb-22	1,000,000.00	3.60%	Westpac Group	AA-	1-Feb-17	1,005,819.18	535538	5,819.18	Quarterly	2936
2-Feb-22	1,500,000.00	3.57%	Westpac Group	AA-	2-Feb-17	1,508,509.32	535539	8,509.32	Quarterly	2937
10-Feb-22	1,000,000.00	3.56%	Westpac Group	AA-	10-Feb-17	1,004,681.64	535540	4,681.64	Quarterly	2938
15-Feb-22	1,500,000.00	3.75%	Bank of Queensland	BBB+	15-Feb-17	1,506,934.93	535547	6,934.93	Annually	2939
22-Feb-22	2,000,000.00	3.64%	Westpac Group	AA-	22-Feb-17	2,007,579.18	535541	7,579.18	Quarterly	2940
28-Feb-22	1,000,000.00	3.75%	Bank of Queensland	BBB+	27-Feb-17	1,003,390.41	535483	3,390.41	Annually	2946
28-Feb-22	1,000,000.00	3.55%	Westpac Group	AA-	28-Feb-17	1,003,112.33	535542	3,112.33	Quarterly	2950
1-Mar-22	1,000,000.00	3.58%	Westpac Group	AA-	1-Mar-17	1,003,040.55	535543	3,040.55	Quarterly	2952
3-Mar-22	1,000,000.00	3.60%	Westpac Group	AA-	3-Mar-17	1,002,663.01	535545	2,663.01	Quarterly	2954
9-Mar-22	1,000,000.00	3.61%	Westpac Group	AA-	9-Mar-17	1,002,274.79	535546	2,274.79	Quarterly	2956
23-Mar-22	500,000.00	3.80%	Bank of Queensland	BBB+	23-Mar-17	500,468.49	535485	468.49	Annually	2960
4-May-22	1,000,000.00	3.60%	Bank of Queensland	BBB+	8-May-17	1,032,350.68	535487	32,350.68	Annually	2971
	<b>114,700,000.00</b>					<b>115,837,069.90</b>		<b>1,137,069.90</b>		



# Camden Council Minutes

**Business Assurance and Risk Committee  
Meeting**  
**1 March 2018**

---

**Executive Boardroom  
Camden Council  
Administration Building  
70 Central Avenue  
Oran Park  
5.30PM**



## **BUSINESS ASSURANCE AND RISK COMMITTEE**

### **TABLE OF CONTENTS - BUSINESS ASSURANCE AND RISK COMMITTEE**

Voting Members present: .....	3
Attendees: .....	3
Invitees: .....	3
BUS01 Apologies.....	3
BUS02 Declaration Of Interest.....	3
BUS03 Minutes To The 22 November 2017 Business Assurance And Risk Committee Meeting.....	4
BUS04 Presentation - Payment Validation - EFTsure .....	4
BUS05 Project Management Internal Audit Report .....	5
BUS06 Enterprise Risk Management.....	6
BUS07 Audit Report Recommendations - Implementation Status Update - January 2018.....	7
BUS08 Internal Audit Plan Status Update .....	8
BUS09 External Audit Update.....	8
BUS10 Business Continuity .....	9
BUS11 Governance Information Report - 31 December 2017.....	9
BUS12 General Business .....	9

**Voting Members present:**

John Gordon	Independent Member (Chair)
Bruce Hanrahan	Independent Member
Elizabeth Gavey	Independent Member
Cr Peter Sidgreaves	Camden Council Councillor

**Attendees:**

General Manager  
 Chief Financial Officer  
 Internal Audit Coordinator  
 Risk Management Officer  
 Senior Governance Officer

**Invitees:**

Director Community Assets  
 Acting Director Planning and Environment  
 Manager Governance and Risk  
 Manager Corporate Performance and Customer Service  
 Senior Financial Accountant (arrived 5.32pm)  
 Alana Newbrook – KPMG (via teleconference)  
 Maria Basil – KPMG (arrived 5.37pm)  
 Business Assurance Support Officer

**Apologies:**

Cr Theresa Fedeli	Camden Council Councillor
Caroline Karakatsanis	Audit Office of NSW (External Auditor)
Marc Upcroft	PricewaterhouseCoopers (External Auditor)
Director Customer and Corporate Strategy	
Director Planning and Environment	
Director Sport, Community and Recreation	

**BUS01 Apologies****RECOMMENDED**

That leave of absence be granted to Councillor Fedeli from the Business Assurance and Risk Committee meeting.

**DECISION**

That Councillor Fedeli be granted leave of absence.

**BUS02 Declaration Of Interest****RECOMMENDED**

That the Business Assurance and Risk Committee declarations be noted.

**DISCUSSION**

Ms Gavey advised a precautionary disclosure that her husband commenced work for a rating platform company. She advised that Camden Council is not a customer of the

company however the opportunity for conflict in the future exists.

There were no other declarations.

#### DECISION

That the Business Assurance and Risk Committee declarations be noted.

### **BUS03 Minutes To The 22 November 2017 Business Assurance And Risk Committee Meeting**

#### RECOMMENDED

That the Business Assurance and Risk Committee:

- i. approve the minutes to the 22 November 2017 Business Assurance and Risk Committee meeting;
- ii. note the status of actions included in the actions list.

#### DISCUSSION

Mr Gordon commented on the review of the Business Assurance and Risk Committee Charter and suggested a comparison of the Committee's Charter with *TPP 15-03 Internal Audit and Risk Management Policy for the NSW Public Sector*. The Committee requested a checklist be provided to each meeting using TPP 15-03 and Council's current Charter as a basis to track that the Committee is meeting its obligations.

Mr Gordon thanked Mr Hanrahan for chairing the previous meeting in his absence.

#### DECISION

The Business Assurance and Risk Committee:

- i. approve the minutes to the 22 November 2017 Business Assurance and Risk Committee meeting; and
- ii. note the status of actions included in the actions list.
- iii. requested a checklist be tabled at each meeting to track the Committee's compliance with the Business Assurance and Risk Committee Charter and guidance in TPP 15-03.

**Moved:** Mr Hanrahan

**Seconded:** Mr Gordon

### **BUS04 Presentation - Payment Validation - EFTsure**

#### RECOMMENDED

That the Business Assurance and Risk Committee note the presentation provided to the Committee.

### DISCUSSION

The Senior Financial Accountant addressed the Committee in relation to Camden Council's use of the EFTsure product. The presentation included an overview of the reasons for the product, how it works, and the benefits it provides to the supplier payment verification process.

Mr Gordon recommended that management consider requesting an independent Type II Audit Report from the third party service provider to obtain assurance that appropriate internal controls are in place.

### DECISION

The Business Assurance and Risk Committee:

- i. note the presentation provided to the Committee;
- ii. recommend Management request a Type II Audit Report from EFTsure.

The Committee thanked the Senior Financial Accountant for his presentation and he left after this item at 5.53pm.

### **BUS05 Project Management Internal Audit Report**

#### RECOMMENDED

That the Business Assurance and Risk Committee note the Project Management Audit Report.

### DISCUSSION

The Internal Audit Coordinator highlighted that a previous audit had been undertaken on Council's corporate business improvement projects and that this audit focused on the project management of capital projects.

Alana Newbrook from KPMG dialled in at 5:54pm and Maria Basil of KPMG was in the room to present the audit report.

Ms Newbrook outlined the audit undertaken including the soft controls approach to examining the root cause of issues identified. Ms Newbrook advised that the rapid growth in the Local Government Area had impacted Council's Project Management practices.

Ms Newbrook advised there was an initial 35 findings that were condensed to 8 key themes.

Mr Gordon asked if the findings were similar to those found in other organisations. Ms Newbrook advised that expectations are scaled based on agency maturity. However there were a high number of findings.

Ms Basil provided an outline of KPMG's soft internal controls methodology including the approach and techniques used. Ms Basil also ran through the key findings from the soft controls audit.

Mr Hanrahan and Mr Gordon asked whether the audit recommendations were

workshopped with the Council management team. Ms Newbrook advised this was achieved via constant feedback and progress meetings.

Mr Gordon asked about the project management framework tools that are being used. The Director Community Assets acknowledged the need to define a better framework that gives clarity to roles and outlined some of the processes currently used.

Mr Gordon raised concern about the timescale for deploying a project management system like PRINCE2 and the need to ensure interim measures are in place to manage projects while the long term solution is implemented.

The Director Community Assets discussed the intention to report to the Executive on the works plan going forward. He also responded to a query from Ms Gavey in relation to resourcing.

Cr Sidgreaves raised the importance of Councillors being informed of potential risks to project delivery to ensure appropriate decision making can occur.

The Internal Audit Coordinator discussed the approach the Executive has taken to respond to the audit findings including tasking the Corporate Performance team with researching potential project management approaches and the decision to implement a Project Management Framework and Project Management Office.'

Mr Gordon suggested that reporting of significant projects from time to time, including how the risks are being addressed under the new approach, may be appropriate for future Committee meetings.

#### DECISION

The Business Assurance and Risk Committee:

- i. note the Project Management Audit Report;
- ii. requested an update on the long term approach to addressing the audit recommendations be included as a standing agenda item for each meeting; and
- iii. requested a report to the next meeting on the interim measures put in place to address the risks identified to an acceptable level while the framework is being developed.

Ms Basil, Ms Newbrook and the Manager Corporate Performance and Customer Service all left the meeting after this item at 7:06pm.

#### **BUS06 Enterprise Risk Management**

##### RECOMMENDED

That the Business Assurance and Risk Committee note the status update on the establishment of Council's Enterprise Risk Management Framework.

##### DISCUSSION

The Risk Management Officer provided an update on the ERM software introduced and the process going forward to roll it out to the organisation.



Mr Gordon asked if the incident management system was integrated into the ERM software. The Risk Management Officer advised that the software provider has an Incident Manager module but at this stage that module had not been purchased.

Mr Gordon and Ms Gavey requested the Committee be provided the top 10 strategic and operational risks as part of the agenda going forward to review the trends around how the risk ratings move.

Mr Gordon also suggested that at an appropriate time, presentations by branches on their top one or two risks and risk mitigation strategies be provided to the Committee.

#### DECISION

The Business Assurance and Risk Committee:

- i. note the status update on the establishment of Council's Enterprise Risk Management Framework; and
- ii. requested the top 10 strategic and operational risks be provided to the Committee as part of the ERM update;
- iii. receive periodic presentations once the ERM roll out is complete from Branch Managers on their top risks identified and mitigation strategies to address.

#### **BUS07 Audit Report Recommendations - Implementation Status Update - January 2018**

#### RECOMMENDED

That the Business Assurance and Risk Committee:

- i. note the Implementation Status Update for January 2018; and
- ii. confirm the preferred reporting format for future reporting to the Committee

#### DISCUSSION

The Internal Audit Coordinator advised concerns about the ability for Management to meet some of the revised deadlines for audit recommendations. It was advised that as a result the General Manager had requested each Director to confirm their capacity to meet the deadlines and that each Director had provided that confirmation.

The General Manager informed the Committee that Directors have completion of audit recommendations included in their performance reviews.

Ms Gavey questioned the dates for the Business Improvement Plan audit and the Internal Audit Coordinator confirmed they will be impacted by the Project Management audit and may have further changes as a result.

Reporting options from the new audit software were discussed. It was agreed that the second report from the software was the preferred option.

It was agreed that a list of completed recommendations could be included in the body of the report (without the detail) due to the limitations of including this information as part of the software generated report. Mr Gordon also requested the recommendations be sorted from high to low risk and by directorate within the report.

The Internal Audit Coordinator advised that the capacity to achieve this by the next meeting was dependent on the software provider's ability to develop the report customisations.

#### DECISION

The Business Assurance and Risk Committee:

- i. note the Implementation Status Update for January 2018; and
- ii. confirm the Camden custom report (Option 2) as the preferred format for future reporting to the Committee.

#### **BUS08 Internal Audit Plan Status Update**

##### RECOMMENDED

That the Business Assurance and Risk Committee note the Internal Audit Plan Status Update.

#### DISCUSSION

The Internal Audit Coordinator provided an update on the Internal Audit Plan and current status. It was advised the s94/VPA audit was being separated into three segments.

Mr Gordon asked if the new Independent Hearing and Assessment Panels impact this audit. The Acting Director Planning & Environment advised that processes might change but it would not necessarily affect this audit as the impact was on the development application processes.

#### DECISION

The Business Assurance and Risk Committee note the Internal Audit Plan Status Update.

#### **BUS09 External Audit Update**

##### RECOMMENDED

That the Business Assurance and Risk Committee note the external audit update.

#### DISCUSSION

Mr Gordon flagged that a new leases accounting standard will come into effect for the 30 June 2020 financial year for Council to ensure they commence collecting the

required comparative data.

DECISION

The Business Assurance and Risk Committee note the external audit update.

**BUS10 Business Continuity**

RECOMMENDED

That the Business Assurance and Risk Committee note the report.

DISCUSSION

Mr Gordon acknowledged the good result from the business continuity scenario. The General Manager acknowledged the Director of Customer & Corporate Strategy for successfully undertaking the scenario.

DECISION

The Business Assurance and Risk Committee note the report.

**BUS11 Governance Information Report - 31 December 2017**

RECOMMENDED

That the Business Assurance and Risk Committee note the Governance Information Report.

DISCUSSION

There was general discussion around customer service statistics and the results demonstrating good progress in this area. The General Manager suggested a presentation to the Committee at an appropriate time on the recent customer service actions and results.

DECISION

The Business Assurance and Risk Committee note the Governance Information Report.

**BUS12 General Business**

RECOMMENDED

That the Business Assurance and Risk Committee note any General Business items discussed.

DISCUSSION

Mr Gordon requested an update on Council legislative requirements for reporting of data breaches. The Manager Governance & Risk advised that at this stage the Commonwealth legislation would not generally apply to Councils. However, Council is

continuing to review potential issues to see if there would be some application. Broad application of data breach provisions to councils will depend on whether similar legislation is enacted by the State Government.

Mr Gordon raised concern about private businesses housing Council data and if a breach occurred what obligation Council has to advise its customers. The Manager Governance & Risk advised that at this stage there had been very little guidance on this and it is one of the issues being considered.

The General Manager advised an announcement on the Western Sydney City Deal was expected in the near future. The General Manager advised that a presentation may be provided to the next meeting.

#### DECISION

The Business Assurance and Risk Committee note the General Business items discussed.

#### **Next Meeting:**

The next meeting of the Business Assurance and Risk Committee will be held on 28 June 2018 at Oran Park Administration Building Executive Boardroom, commencing at 5:30pm.

Mr Gordon advised he would be an apology for this meeting.

#### Future Meetings:

Thursday 28<sup>th</sup> June 2018  
Thursday 30<sup>th</sup> August 2018 (tentative meeting if required)  
Wednesday 10<sup>th</sup> October 2018 (subject to external audit timetable not yet finalised)  
Thursday 13<sup>th</sup> December 2018

The meeting closed at 7.58pm.