

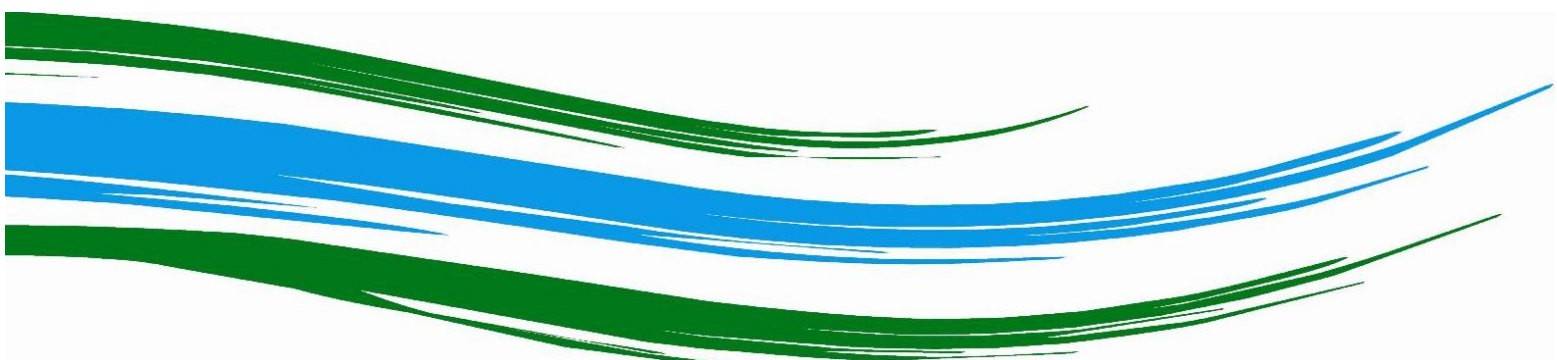


Camden Council

Attachments

Ordinary Council Meeting
26 March 2019

Camden Council
Administration Centre
70 Central Avenue
Oran Park



ORDINARY COUNCIL


ATTACHMENTS - ORDINARY COUNCIL

ORD02	Acceptance of Grant Funding - Roads and Maritime Services Safer Roads Program 2019/20	
	Attachment 1: Holdsworth Drive Map	4
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ORD05	Investment Monies - February 2019	
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ORD08	Minutes of the 11 February 2019 Business Assurance and Risk Committee Meeting	
	Attachment 1: Minutes of the Business Assurance and Risk Committee - 11 February 2019.....	14




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Camden Council
70 Central Ave
ORAN PARK NSW 2570
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Subject Site



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Camden Council
 70 Central Ave
 ORAN PARK NSW 2570
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Subject Site

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**Investment Summary Report
February 2019**

Camden Council

Executive Summary - February 2019



Investment Holdings

	Amount (\$)	Current Yield (%)
Cash	4,500,000.00	1.60
Term Deposit	115,700,000.00	3.07
	120,200,000.00	

Detailed Maturity Profile

	Amount (\$)	Current Yield (%)
00. Cash + Managed Funds	4,500,000	4%
01. Less Than 30 Days	10,700,000	9%
02. Between 30 Days and 60 Days	9,500,000	8%
03. Between 60 Days and 90 Days	12,000,000	10%
04. Between 90 Days and 180 Days	44,500,000	37%
05. Between 180 Days and 365 Days	13,000,000	11%
06. Between 365 Days and 3 Years	10,000,000	8%
07. Between 3 Years and 5 Years	16,000,000	13%
	120,200,000	

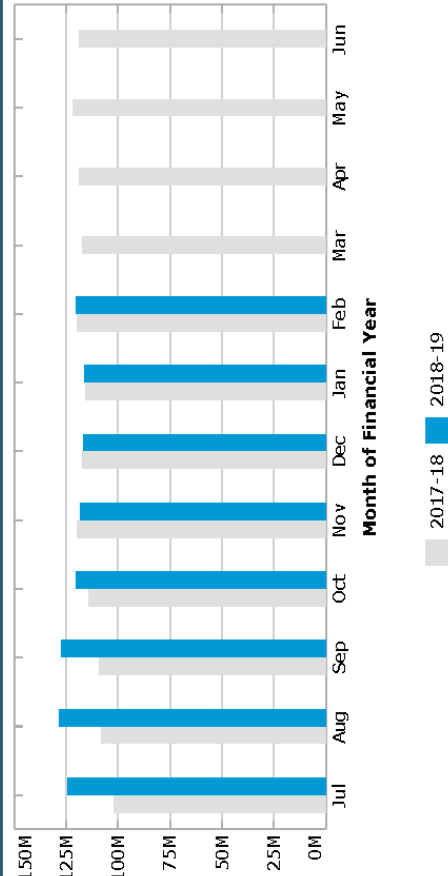
Percentages in this report may not add up to 100% due to rounding

Sources of Funds

	Amount (\$)
Section 7.11 Developer Contributions	66,025,443
Restricted Grant Income	2,613,984
Externally Restricted Reserves	14,658,743
Internally Restricted Reserves	19,611,608
Camden Regional Economic Taskforce	189,000
General Fund	17,101,222
Total Funds Invested	120,200,000

Council's investment portfolio has increased by \$4.0m since the January reporting period, the increase primarily relates to the third rates instalment for the 2018/19 financial year received in February.

Investment Portfolio Balance



Camden Council

Individual Institutional Exposures Report - February 2019



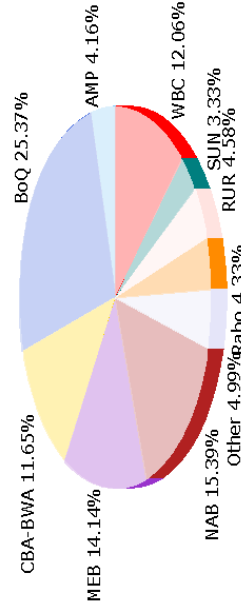
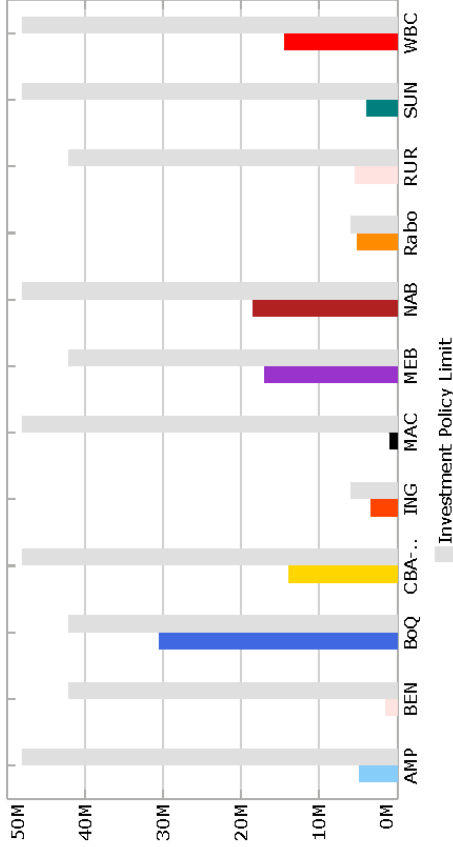
Individual Institutional Exposures

Parent Group	Exposure (\$M)	Credit Rating	Policy Limit	Actual	Capacity
AMP Bank	5.00M	A-1, A	40.00%	4.16%	43.08M
Bank of Queensland	30.50M	A-2, BBB+	35.00%	25.37%	11.57M
Bendigo and Adelaide Bank	1.50M	A-2, BBB+	35.00%	1.25%	40.57M
Commonwealth Bank of Australia	14.00M	A-1+, AA-	40.00%	11.65%	34.08M
ING Bank Australia (Foreign Sub)	3.50M	A-1*, A-*	5.00%	2.91%	2.51M
Macquarie Group	1.00M	A-1, A	40.00%	.83%	47.08M
Members Equity Bank	17.00M	A-2, BBB	35.00%	14.14%	25.07M
National Australia Bank	18.50M	A-1+, AA-	40.00%	15.39%	29.58M
Rabobank Aus (Foreign Sub)	5.20M	A-1*, A+*	5.00%	4.33%	.81M
Rural Bank	5.50M	A-2, BBB+	35.00%	4.58%	36.57M
Suncorp Bank	4.00M	A-1, A+	40.00%	3.33%	44.08M
Westpac Group	14.50M	A-1+, AA-	40.00%	12.06%	33.58M
Total	120.20M				

*Council's investment policy limits investments 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.

Individual Institutional Exposure Charts



Camden Council

Performance Summary - February 2019



Interest Summary

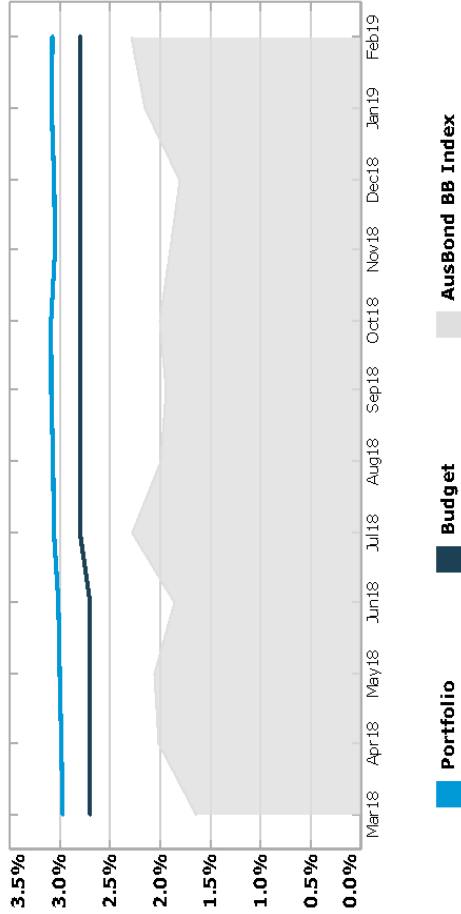
Interest Summary as of February 2019	
Number of Investments	86
Average Days to Maturity	358
Weighted Portfolio Yield	3.07%
CBA Call Account	1.60%
Highest Rate	5.00%
Lowest Rate	2.70%
Budget Rate	2.80%
Average BBSW (30 Day)	1.93%
Average BBSW (90 Day)	1.96%
Average BBSW (180 Day)	2.08%
Official Cash Rate	1.50%
AusBond Bank Bill Index	2.28%

Interest Received During the 2018/2019 Financial Year

	February	Cumulative	Original Budget	* Revised Budget
General Fund	\$117,304	\$893,334	\$1,450,000	\$1,450,000
Restricted	\$184,695	\$1,540,517	\$1,230,000	\$2,200,000
Total	\$301,999	\$2,433,851	\$2,680,000	\$3,650,000

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

Investment Performance



Historical Performance Summary

	Portfolio	AusBond BB Index	AusBond BB Index	Outperformance
Feb 2019	3.07%	2.28%	2.28%	0.79%
Last 3 Months	3.03%	2.07%	2.07%	0.96%
Last 6 Months	3.03%	2.01%	2.01%	1.02%
Financial Year to Date	3.03%	2.04%	2.04%	0.99%
Last 12 months	3.00%	1.99%	1.99%	1.01%

Investment Performance

Council's portfolio returned 3.07%pa on a weighted average yield basis during February. This compares favourably with the Ausbond Bank Bill Index's return of 2.28%pa for the month.

Camden Council
Investment Holdings Report - February 2019



Cash Accounts						
Amount (\$)	Current Yield	Institution	Credit Rating	Amount (\$)	Deal No.	Reference
4,500,000.00	1.60%	Commonwealth Bank of Australia	A-1+	4,500,000.00	535548	
4,500,000.00				4,500,000.00		

Term Deposits										
Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
4-Mar-19	1,200,000.00	5.00%	Rabobank Australia	A-1*	3-Mar-14	1,259,342.47	535517	59,342.47	Annually	2703
6-Mar-19	1,000,000.00	2.80%	ME Bank	A-2	8-Aug-18	1,015,726.03	536928	15,726.03	At Maturity	3130
12-Mar-19	1,500,000.00	2.80%	ME Bank	A-2	8-Aug-18	1,523,589.04	536929	23,589.04	At Maturity	3131
13-Mar-19	1,500,000.00	2.80%	Bankwest	A-1+	13-Aug-18	1,523,013.70	536948	23,013.70	At Maturity	3132
18-Mar-19	1,000,000.00	2.77%	Bankwest	A-1+	15-Aug-18	1,015,026.30	536963	15,026.30	At Maturity	3133
20-Mar-19	1,500,000.00	2.77%	Bankwest	A-1+	20-Aug-18	1,521,970.27	536982	21,970.27	At Maturity	3134
25-Mar-19	1,500,000.00	2.75%	Bank of Queensland	A-2	27-Aug-18	1,521,020.55	537011	21,020.55	At Maturity	3135
27-Mar-19	1,500,000.00	2.75%	Bank of Queensland	A-2	29-Aug-18	1,520,794.52	537023	20,794.52	At Maturity	3137
1-Apr-19	1,500,000.00	2.75%	Bank of Queensland	A-2	29-Aug-18	1,520,794.52	537024	20,794.52	At Maturity	3138
3-Apr-19	1,000,000.00	2.80%	AMP Bank	A-1	31-Aug-18	1,013,961.64	537046	13,961.64	At Maturity	3139
8-Apr-19	1,500,000.00	2.75%	Bank of Queensland	A-2	3-Sep-18	1,520,229.45	537047	20,229.45	At Maturity	3140
10-Apr-19	1,500,000.00	2.70%	Bankwest	A-1+	24-Sep-18	1,517,531.51	537160	17,531.51	At Maturity	3141
15-Apr-19	1,000,000.00	2.70%	National Australia Bank	A-1+	25-Sep-18	1,011,613.70	537161	11,613.70	At Maturity	3142
17-Apr-19	1,500,000.00	2.70%	Suncorp Bank	A-1	2-Oct-18	1,516,643.84	537170	16,643.84	At Maturity	3143
23-Apr-19	1,500,000.00	2.70%	National Australia Bank	A-1+	3-Oct-18	1,516,532.88	537173	16,532.88	At Maturity	3144
29-Apr-19	1,000,000.00	2.70%	Bank of Queensland	A-2	10-Oct-18	1,010,504.11	537203	10,504.11	At Maturity	3146
1-May-19	1,000,000.00	2.70%	Bank of Queensland	A-2	1-Nov-18	1,008,876.71	537281	8,876.71	At Maturity	3149
6-May-19	1,500,000.00	2.70%	Bank of Queensland	A-2	1-Nov-18	1,513,315.07	537282	13,315.07	At Maturity	3150
8-May-19	1,000,000.00	2.70%	Rural Bank	A-2	7-Nov-18	1,008,432.88	537305	8,432.88	At Maturity	3151
13-May-19	1,000,000.00	2.70%	Bank of Queensland	A-2	12-Nov-18	1,008,063.01	537316	8,063.01	At Maturity	3152
13-May-19	500,000.00	2.70%	Rural Bank	A-2	12-Nov-18	504,031.51	537317	4,031.51	At Maturity	3153



Camden Council Investment Holdings Report - February 2019

Term Deposits										
Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
15-May-19	1,500,000.00	4.55%	Westpac Group	A-1+	15-May-14	1,554,226.03	535497	54,226.03	Annually	2717
20-May-19	1,500,000.00	2.75%	Bankwest	A-1+	28-Aug-18	1,520,907.53	537016	20,907.53	At Maturity	3136
22-May-19	1,500,000.00	4.55%	Westpac Group	A-1+	21-May-14	1,553,104.11	535536	53,104.11	Annually	2718
27-May-19	500,000.00	2.70%	Rural Bank	A-2	19-Nov-18	503,772.60	537331	3,772.60	At Maturity	3154
27-May-19	1,000,000.00	2.75%	Bank of Queensland	A-2	21-Nov-18	1,007,534.25	537335	7,534.25	At Maturity	3155
29-May-19	1,000,000.00	2.75%	Bank of Queensland	A-2	22-Nov-18	1,007,458.90	537342	7,458.90	At Maturity	3156
3-Jun-19	1,500,000.00	2.75%	Bank of Queensland	A-2	23-Nov-18	1,511,075.34	537345	11,075.34	At Maturity	3157
5-Jun-19	1,000,000.00	2.75%	Bank of Queensland	A-2	23-Nov-18	1,007,383.56	537346	7,383.56	At Maturity	3158
11-Jun-19	1,500,000.00	2.75%	Bank of Queensland	A-2	23-Nov-18	1,511,075.34	537347	11,075.34	At Maturity	3159
12-Jun-19	1,000,000.00	2.75%	Bank of Queensland	A-2	23-Nov-18	1,007,383.56	537348	7,383.56	At Maturity	3160
17-Jun-19	1,500,000.00	2.72%	National Australia Bank	A-1+	26-Nov-18	1,510,619.18	537351	10,619.18	At Maturity	3161
17-Jun-19	1,500,000.00	2.75%	National Australia Bank	A-1+	30-Nov-18	1,510,284.25	537364	10,284.25	At Maturity	3163
19-Jun-19	1,500,000.00	2.72%	Suncorp Bank	A-1	28-Nov-18	1,510,395.62	537356	10,395.62	At Maturity	3162
19-Jun-19	1,000,000.00	2.75%	National Australia Bank	A-1+	30-Nov-18	1,006,856.16	537365	6,856.16	At Maturity	3164
24-Jun-19	1,500,000.00	2.70%	Commonwealth Bank of Australia	A-1+	24-Oct-18	1,514,202.74	537262	14,202.74	At Maturity	3148
24-Jun-19	1,000,000.00	2.72%	Suncorp Bank	A-1	3-Dec-18	1,006,557.81	537370	6,557.81	At Maturity	3165
24-Jun-19	1,500,000.00	2.80%	Bank of Queensland	A-2	12-Dec-18	1,509,090.41	537419	9,090.41	At Maturity	3168
26-Jun-19	1,000,000.00	2.72%	National Australia Bank	A-1+	17-Dec-18	1,005,514.52	537423	5,514.52	At Maturity	3169
26-Jun-19	3,000,000.00	2.80%	Bank of Queensland	A-2	3-Jan-19	3,013,117.81	537442	13,117.81	At Maturity	3172
1-Jul-19	1,500,000.00	2.72%	National Australia Bank	A-1+	10-Jan-19	1,505,589.04	537468	5,589.04	At Maturity	3174
3-Jul-19	1,500,000.00	2.80%	Bank of Queensland	A-2	10-Jan-19	1,505,753.42	537469	5,753.42	At Maturity	3175
8-Jul-19	1,000,000.00	2.70%	Bankwest	A-1+	8-Oct-18	1,010,652.05	537200	10,652.05	At Maturity	3145
10-Jul-19	1,500,000.00	2.78%	ME Bank	A-2	16-Jan-19	1,505,026.85	537471	5,026.85	At Maturity	3176
15-Jul-19	2,000,000.00	2.75%	AMP Bank	A-1	21-Jan-19	2,005,876.71	537476	5,876.71	At Maturity	3177
17-Jul-19	1,000,000.00	2.75%	AMP Bank	A-1	23-Jan-19	1,002,787.67	537479	2,787.67	At Maturity	3178
22-Jul-19	1,500,000.00	2.75%	ME Bank	A-2	29-Jan-19	1,503,503.42	537485	3,503.42	At Maturity	3179

Page 6 of 8.

Camden Council
Investment Holdings Report - February 2019



Term Deposits

Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
24-Jul-19	1,500,000.00	2.75%	National Australia Bank	A-1+	31-Jan-19	1,503,277.40	537494	3,277.40	At Maturity	3180
29-Jul-19	1,500,000.00	2.75%	ME Bank	A-2	4-Feb-19	1,502,825.34	537510	2,825.34	At Maturity	3181
31-Jul-19	2,000,000.00	2.75%	ME Bank	A-2	6-Feb-19	2,003,465.75	537513	3,465.75	At Maturity	3182
5-Aug-19	1,500,000.00	2.75%	ME Bank	A-2	11-Feb-19	1,502,034.25	537533	2,034.25	At Maturity	3183
7-Aug-19	1,500,000.00	2.75%	ME Bank	A-2	13-Feb-19	1,501,808.22	537541	1,808.22	At Maturity	3184
12-Aug-19	1,500,000.00	2.75%	ME Bank	A-2	20-Feb-19	1,501,017.12	537554	1,017.12	At Maturity	3186
14-Aug-19	1,500,000.00	2.75%	ME Bank	A-2	22-Feb-19	1,500,791.10	537558	791.10	At Maturity	3187
19-Aug-19	1,000,000.00	2.75%	Bank of Queensland	A-2	18-Feb-19	1,000,828.77	537547	828.77	At Maturity	3185
21-Aug-19	1,000,000.00	2.80%	AMP Bank	A-1	26-Feb-19	1,000,230.14	537563	230.14	At Maturity	3188
26-Aug-19	2,000,000.00	2.70%	ME Bank	A-2	28-Feb-19	2,000,147.95	537588	147.95	At Maturity	3190
25-Nov-19	1,000,000.00	2.90%	ING Bank (Australia)	A-1*	23-Nov-17	1,007,786.30	535985	7,786.30	Annually	3032
27-Nov-19	1,000,000.00	4.10%	Rabobank Australia	A-1*	27-Nov-14	1,010,558.90	535518	10,558.90	Annually	2760
27-Nov-19	2,000,000.00	2.88%	Rural Bank	A-2	23-Nov-17	2,015,465.21	535987	15,465.21	Annually	3033
2-Dec-19	1,500,000.00	2.90%	ING Bank (Australia)	A-1*	27-Nov-17	1,511,202.74	535996	11,202.74	Annually	3035
2-Dec-19	1,500,000.00	2.83%	Rural Bank	A-2	1-Dec-17	1,510,234.52	536020	10,234.52	Annually	3037
4-Dec-19	1,500,000.00	4.25%	Bendigo and Adelaide Bank	A-2	28-Nov-14	1,516,243.15	535488	16,243.15	Annually	2762
11-Dec-19	1,500,000.00	4.00%	National Australia Bank	A-1+	16-Dec-14	1,512,164.38	535504	12,164.38	Annually	2766
19-Dec-19	1,000,000.00	3.85%	Macquarie Bank	A-1	19-Dec-14	1,161,700.00	535503	161,700.00	At Maturity	2767
2-Feb-20	1,000,000.00	3.90%	Westpac Group	A-1+	2-Feb-15	1,002,671.23	535537	2,671.23	Annually	2772
10-Feb-20	1,000,000.00	2.90%	ING Bank (Australia)	A-1*	8-Feb-18	1,001,668.49	536215	1,668.49	Annually	3065
15-Mar-21	1,000,000.00	3.60%	Bank of Queensland	BBB+	15-Mar-17	1,034,619.18	535484	34,619.18	Annually	2958
7-Apr-21	1,000,000.00	3.50%	Bank of Queensland	BBB+	3-Apr-17	1,031,835.62	535486	31,835.62	Annually	2963
17-May-21	1,000,000.00	3.10%	Westpac Group	AA-	16-May-17	1,000,934.25	535544	934.25	Quarterly	2975
1-Feb-22	1,000,000.00	3.60%	Westpac Group	AA-	1-Feb-17	1,002,761.64	535538	2,761.64	Quarterly	2936
2-Feb-22	1,500,000.00	3.57%	Westpac Group	AA-	2-Feb-17	1,503,667.81	535539	3,667.81	Quarterly	2937
10-Feb-22	1,000,000.00	3.56%	Westpac Group	AA-	10-Feb-17	1,001,755.62	535540	1,755.62	Quarterly	2938

Camden Council

Investment Holdings Report - February 2019



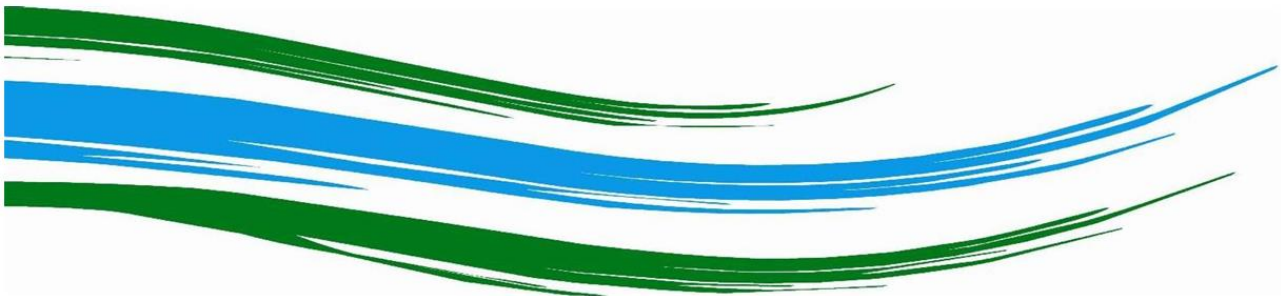
Term Deposits										
Maturity Date	Amount (\$)	Rate	Institution	Credit Rating	Purchase Date	Amount plus Accrued Int (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
15-Feb-22	1,500,000.00	3.75%	Bank of Queensland	BBB+	15-Feb-17	1,502,157.53	535547	2,157.53	Annually	2939
22-Feb-22	2,000,000.00	3.64%	Westpac Group	AA	22-Feb-17	2,001,396.16	535541	1,396.16	Quarterly	2940
28-Feb-22	1,000,000.00	3.75%	Bank of Queensland	BBB+	27-Feb-17	1,000,205.48	535483	205.48	Annually	2946
28-Feb-22	1,000,000.00	3.55%	Westpac Group	AA	28-Feb-17	1,000,097.26	535542	97.26	Quarterly	2950
1-Mar-22	1,000,000.00	3.58%	Westpac Group	AA	1-Mar-17	1,008,631.23	535543	8,631.23	Quarterly	2952
3-Mar-22	1,000,000.00	3.60%	Westpac Group	AA	3-Mar-17	1,008,679.45	535545	8,679.45	Quarterly	2954
9-Mar-22	1,000,000.00	3.61%	Westpac Group	AA	9-Mar-17	1,008,011.23	535546	8,011.23	Quarterly	2956
23-Mar-22	500,000.00	3.80%	Bank of Queensland	BBB+	23-Mar-17	517,854.79	535485	17,854.79	Annually	2960
4-May-22	1,000,000.00	3.60%	Bank of Queensland	BBB+	8-May-17	1,029,293.15	535487	29,293.15	Annually	2971
11-Dec-23	2,000,000.00	3.15%	National Australia Bank	AA	19-Dec-18	2,012,427.40	537431	12,427.40	Annually	3070
18-Dec-23	4,500,000.00	3.15%	National Australia Bank	AA	19-Dec-18	4,527,961.64	537432	27,961.64	Annually	3071
3-Jan-24	2,000,000.00	3.40%	Rabobank Australia	A+*	4-Jan-19	2,010,432.88	537443	10,432.88	Annually	3173
28-Feb-24	1,000,000.00	3.20%	Rabobank Australia	A+*	28-Feb-19	1,000,087.67	537586	87.67	Annually	3189
	115,700,000.00					116,849,693.54		1,149,693.54		



Camden Council Minutes

**Business Assurance and Risk Committee
Meeting**
11 February 2019

**Executive Boardroom
Camden Council
Administration Building
70 Central Avenue
Oran Park
5:00PM**



BUSINESS ASSURANCE AND RISK COMMITTEE

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Voting Members present:

John Gordon	Independent Member (Chair)
Bruce Hanrahan	Independent Member (arrived 5:03PM)
Elizabeth Gavey	Independent Member
Cr Theresa Fedeli	Camden Council Councillor

Attendees:

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

Invitees:

Director Planning and Environment
 Acting Director Customer and Corporate Strategy
 Manager Waste and Compliance
 Manager Growth and Advocacy
 Manager Governance and Risk
 Team Leader Environment and Health
 Internal Audit Analyst
 Mr Jarrod Lean Grant Thomton (arrived 5:50PM)
 Mr Adam Kim Grant Thomton (arrived 5:50PM)
 Dr Stephen James Centium (Via Telephone at 5:12PM)

Apologies:

Cr Michael Morrison Camden Council Councillor
 Caroline Karakatsanis Audit Office of NSW (External Auditor)
 Director Community Assets
 Director Sport, Community and Recreation

Meeting opened 5:01PM

BUS01 Apologies**RECOMMENDED**

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

DECISION

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

BUS02 Declaration Of Interest**RECOMMENDED**

That the Business Assurance and Risk Committee declarations be noted.

DISCUSSION

No specific declarations were made at the meeting however the Internal Audit Coordinator advised that an annual written declaration request will be circulated for the Independent Committee members to complete. It is noted that Ms Gavey provided a written annual declaration to the Internal Audit Coordinator prior to the meeting that outlined declarations previously advised to the Committee.

DECISION

That the Business Assurance and Risk Committee:

- i. declarations be noted;
- ii. that Council's Internal Audit Coordinator circulate an annual written declaration of interest request to be completed by external independent members prior to the next meeting.

BUS03 Minutes To The 26 October 2018 Business Assurance And Risk Committee Meeting

RECOMMENDED

That the Business Assurance and Risk Committee:

- i. approve the minutes to the 26 October 2018 Business Assurance and Risk Committee meeting;
- ii. note the status of actions included in the actions list.

DISCUSSION

The Internal Audit Coordinator provided an update on the actions listing. The Committee confirmed for action 28 they were satisfied with the current format of the minutes.

Mr Gordon advised he thought he had previously requested a presentation on the Long Term Financial Plan and the Asset Management Plans and requested they be included as actions. The Chief Financial Officer confirmed the August 2019 meeting was the appropriate time for reporting on the Long Term Financial Plan. Mr Moore suggested Asset Management be reported to the May 2019 meeting or in line with when the current scheduled audit on asset management was complete.

DECISION

The Business Assurance and Risk Committee:

- i. approved the minutes to the 26 October 2018 Business Assurance and Risk Committee meeting;
- ii. noted the status of actions included in the actions list
- iii. requested presentations on Councils Long Term Financial Plan and Asset Management Plan be recorded as action items to be presented at future meetings.

Moved: Ms Gavey
Seconded: Mr Hanrahan

BUS05 Voluntary Planning & Works In Kind Agreements Internal Audit ReportRECOMMENDED

That the Business Assurance and Risk Committee note the Voluntary Planning and Works in Kind Agreements Internal Audit Report.

DISCUSSION

Dr Stephen James was teleconferenced in at 5:12pm to discuss the audit report. Dr James outlined the reasons for the audit and the content of the report with a focus on the significant findings included in the report.

Dr James highlighted the longer timeframes assigned to implementing the audit recommendations.

The Manager Growth and Advocacy explained the approach taken in responding to the audit recommendations. He advised that two resources needed to assist in implementing the audit recommendations have recently been filled and that a detailed resourcing strategy and action plan for implementing the recommendations was being developed for reporting to the Executive.

Mr Gordon asked if we had the resources we required currently to handle any new VPAs. The Manager Growth and Advocacy outlined the process for reviewing a VPA against adopted Contributions Plans to address such work.

The General Manager advised that the Executive initially believed the timeframes for implementing the recommendations were not acceptable, however to allow the appropriate resourcing to be engaged and determine the best way forward, the Executive requested a report back considering whether any improvements could be made to the timeframes.

Mr Hanrahan requested confirmation of when the Development Contributions Management Committee reviewed Voluntary Planning and Works in Kind Agreements and the process was confirmed by the Manager Growth and Advocacy.

Ms Gavey asked whether the culture in the teams would embrace the required change. The Manager Growth and Advocacy advised the teams were looking forward to the changes.

Mr Gordon requested an update be provided to the Committee on progress in implementing the required improvements at every second meeting. The Committee advised a verbal update would be sufficient.

DECISION

The Business Assurance and Risk Committee:

- i. noted the Voluntary Planning and Works in Kind Agreements Internal Audit Report;
- ii. requested a verbal update on progress in implementing the recommendations be provided to every second Committee meeting.

The telephone call with Dr James ended and the Manager Growth and Advocacy left the meeting

BUS04 Compliance Inspections Internal Audit Report

RECOMMENDED

That the Business Assurance and Risk Committee note the Compliance Inspections Internal Audit Report.

DISCUSSION

Mr Jarrod Lean highlighted the key findings from the audit that mainly related to the need for improved technology for recording and reporting. Mr Lean advised the improvements were required to handle the future growth at Council.

Ms Gavey questioned the timeframes for implementing the recommendations. The Director of Planning and Environment explained why there is uncertainty around how long some of the recommendations will take. The Internal Audit Coordinator advised the Executive had similar concerns and had requested a further report in June 2019, after appropriate planning had occurred, to reconsider the longer timeframes assigned to implementing the recommendations.

Mr Hanrahan advised it was a comprehensive report and Cr Fedeli was also happy with the report.

Mr Gordon asked how this particular audit came about. The Internal Audit Coordinator advised it was included on the plan as a result consultation with Managers in relation to Council risks.

At Mr Gordon's request, the Team Leader Environment and Health outlined some of Council's legislative obligations in relation to compliance inspections.

Mr Hanrahan discussed the obligations on owners of premises to maintain appropriate standards.

The Director of Planning and Environment advised a significant issue for councils was to ensure they are appropriately following up on matters identified during inspections.

DECISION

After review and discussion, the Committee noted the Compliance Inspections Internal Audit Report.

Mr Jarrod Lean, Mr Adam Kim, the Manager Waste and Compliance and the Team Leader Environment and Health left the meeting.

BUS06 Enterprise Risk ManagementRECOMMENDED

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

DISCUSSION

The Risk Management Officer updated the Committee on training that has occurred on risk management to date.

Mr Gordon asked about the teams understanding of risk. The Risk Management Officer advised there has been significant improvement in Council wide understanding.

The insurance coverage section was taken as read however Mr Gordon also requested the level of cover be included next time this is reported.

The General Manager asked if they would like Civic Risk Mutual to attend a future meeting to provide an outline on how our insurance structure works. It was agreed this would be useful if possible.

Cr Fedeli asked if we could source insurance overseas. The Risk Management Officer advised that many of our insurances are sourced overseas.

DECISION

The Business Assurance and Risk Committee:

- i. noted the status update on Council's Enterprise Risk Management Framework;
- ii. requested the level of cover be included in the next insurance update;
- iii. agreed that the Risk Management Officer request Council's insurance group Civic Risk Mutual to provide a brief presentation to a future Committee on Council's insurance structure.

BUS07 External Audit UpdateRECOMMENDED

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

DISCUSSION

Mr Gordon asked if we have received the management letter from the Audit Office yet. The Chief Financial Officer advised that the management response was recently provided to the Audit Office and the management letter was intended to be reported to the next Committee meeting. He advised there were no matters of a significant and/or unexpected nature.

DECISION

After review and discussion, the Committee noted the external audit update.

BUS08 Audit Report Recommendations - Implementation Status Update - October 2018RECOMMENDED

That the Business Assurance and Risk Committee note the Implementation Status Update for October 2018.

DISCUSSION

The Internal Audit Coordinator advised that of the four overdue recommendations from the previous meeting, two are complete and two remain outstanding. The Internal Audit Coordinator also provided an update on the new reporting tool purchased to provide more tailored reporting in the future.

DECISION

After review and discussion, the Business Assurance and Risk Committee noted the Implementation Status Update for October 2018.

BUS09 Internal Audit Plan Status UpdateRECOMMENDED

That the Business Assurance and Risk Committee note the current internal audit plan status update.

DISCUSSION

The Internal Audit Coordinator discussed the internal audit plan and provided the current status against the plan. Apart from the Asset Management audit now falling slightly behind, the remainder of the plan was advised as on track.

Mr Gordon asked if benchmarking against other Councils could be conducted in relation to time spent on audit and other audit related activities. The Internal Audit Coordinator advised this was intended once we had collected data for a sufficient period of time.

The Committee discussed the time dedicated to the administration of the Committee. Mr Gordon requested feedback on how we can improve the meetings going forward. The General Manager advised this will be considered but also reiterated that the Executive have appreciated the investment of the Committee.

The Internal Audit Coordinator advised that we are commencing providing our Senior Management Team with updates on discussions and information covered at Committee meetings as a way of further educating and providing useful information to the management team. Mr Gordon suggested that he could attend one of these meetings to better outline the Committee's role.

DECISION

The Business Assurance and Risk Committee:

- i. noted the current internal audit plan status update;
- ii. Chair attend a future Senior Management Team meeting to brief the senior staff on the Committee and its role

- iii. requested the Internal Audit Coordinator benchmark time spent on audit and other audit related activities with other Council's once sufficient data is collected.

BUS10 Business Assurance And Risk Committee And Internal Audit Annual Report

RECOMMENDED

That the Business Assurance and Risk Committee approve the Business Assurance and Risk Committee and Internal Audit Annual Report for presentation to Council.

DISCUSSION

The Internal Audit Coordinator advised the annual report would be provided to Council via a Council Workshop to be presented by the Chair and this was scheduled for 26 March 2019.

DECISION

After review and discussion, the Committee approved the Business Assurance and Risk Committee and Internal Audit Annual Report for presentation to Council.

BUS11 Checklist Of Compliance With Committee Requirements

RECOMMENDED

That the Business Assurance and Risk Committee note the checklists of compliance with the Business Assurance and Risk Committee Charter and TPP 15-03 for the 2018 and 2019 calendar years.

DISCUSSION

The Internal Audit Coordinator explained the checklist and the intended coverage over the next 12 months. Mr Gordon advised the purpose of the checklist and TPP15-03 and asked if there is any deficiencies. The Internal Audit Coordinator advised we cover what is currently required.

Mr Gordon asked to explicitly show when the review of the external audit management letter would occur. Ms Gavey advised one error carried over from the prior year in relation to project management to be corrected.

DECISION

After review and discussion, the Committee noted the checklists of compliance with the Business Assurance and Risk Committee Charter and TPP 15-03 for the 2018 and 2019 calendar year.

BUS12 Supplementary Report: CRM Customer Service Internal Audit ReportRECOMMENDED

That the Business Assurance and Risk Committee note the CRM Customer Service Internal Audit Report

DISCUSSION

The Internal Audit Coordinator discussed the highlights from the audit. The Acting Director Customer and Corporate Strategy also provided some context on the work being done in the CRM space and was pleased with the findings from the audit.

DECISION

After review and discussion, the Committee noted the CRM Customer Service Internal Audit Report.

BUS13 Supplementary Report: Fraud And Corruption Prevention Plan Implementation StrategyRECOMMENDED

That the Business Assurance and Risk Committee note the update on the Fraud and Corruption Prevention Plan Implementation Strategy.

DISCUSSION

The Senior Governance Officer highlighted that the report was in response to the Committee's request for an update on the implementation of the Plan in line with the fraud and corruption prevention audit recommendations. She advised Council is on track for the recommendations to be completed within the agreed timeframes.

Mr Gordon asked about fraud training and the Senior Governance Officer advised the Committee how this training is being provided.

DECISION

After review and discussion, the Committee noted the update on the Fraud and Corruption Prevention Plan Implementation Strategy.

BUS14 General BusinessRECOMMENDED

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

DISCUSSION

Mr Hanrahan wished everyone a belated Happy Christmas and thanked the Committee and Council for the work done throughout the year.

Ms Gavey also reiterated the kind words of gratitude and asked about the appropriateness of the length of the meeting as a result of the large agendas. Mr

Gordon advised we could make the meeting 2.5 hours and if we finish early then everyone is happy.

It was agreed the Internal Audit Coordinator would circulate a survey to the Committee members and attendees in relation to the length of meetings and provide feedback on this to the Committee at the next meeting.

Mr Gordon reiterated his thanks to the Committee and management. Mr Gordon also advised of a new State Government Cyber Security (digital information security) policy that has a number of new requirements. Mr Gordon recommended Council consider measuring our process against this policy to ensure we are prepared in this area even though the policy is not directly covering Local Government at this point.

DECISION

The Business Assurance and Risk Committee:

- i. noted the General Business items discussed;
- ii. requested feedback from the Committee members and attendees on increasing the meeting times from two to two and a half hours.
- iii. Receive feedback from management on Council's ability to comply with the requirements of the new State Government "Cyber Security" Policy effective February 2019.

Next Meeting:

The next meeting of the Business Assurance and Risk Committee is scheduled for 06 March 2019 at Oran Park Executive Board Room, commencing at 5.00pm.