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SUMMARY REPORT OF THE AUDIT COMMITTEE MEETING

Held on Monday 2 October 2017

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**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE OF THE
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE
350 HIGH STREET PRESTON ON MONDAY 2 OCTOBER 2017**

THE MEETING OPENED AT 2.34PM

1. PRESENT

Members

Mr Terry Richards (Chairperson)
Ms Lisa Tripodi (Independent External Member)
Cr. Kim Le Cerf (Mayor) (Committee Member)
Cr. Susan Rennie (Committee Member)

Internal Auditor

Mr Martin Thompson (Senior Partner, Audit and Assurance - Crowe Horwath)

External Auditor

Mr Remy Szpak (Financial Audit Manager – VAGO)

Officers

Sue Wilkinson - Chief Executive Officer
Andrew McLeod - Director Corporate Services
Ms Jacinta Stevens – Director Governance and Compliance
Mr Michael O’Riordan – Financial Accountant
Ms Gracie Karabinis – Manager Corporate Risk and Audit

Minutes

Melanie Nitchov - PA to Director Corporate Services

1.1 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Prior to commencement of the meeting, Mr Richards, Acting Chairperson called for nominations for election of Chairperson and Deputy Chairperson to the Audit Committee for the next twelve months.

Committee Decision

MOVED: Ms L Tripodi
SECONDED: Cr. S Rennie

That Mr Terry Richards be appointed as the Chairperson of the Audit Committee for the next twelve months.

CARRIED

Committee Decision

MOVED: Mr T Richards

SECONDED: Cr. S Rennie

That Ms Lisa Tripodi be appointed as the Deputy Chairperson of the Audit Committee for the next twelve months.

CARRIED

2. APOLOGIES

Mr Allan Cochrane – Chief Financial Officer

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

4. REGISTER OF INTERESTS

Audit Committee members are asked to declare any conflicts of interest. The following record of members' disclosures will remain until amended by the member concerned.

Mr Terry Richards

- Latrobe City Council

Ms Lisa Tripodi

- City of Greater Geelong
- City of Moonee Valley
- Knox City Council

5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING

Committee Decision

MOVED: Mr T Richards

SECONDED: Ms L Tripodi

That the Minutes of the Audit Committee Meeting held on 28 August 2017 be confirmed as a correct record of business transacted.

CARRIED

6. STANDING REPORTS

6.1 AUDIT COMMITTEE WORK PLAN - OCTOBER 2017 - AUGUST 2018

Author: Manager Corporate Risk and Audit

Reviewed By: Director Corporate Services

Summary

The attached draft Work Plan from October 2017 – August 2018 reflects reports to be tabled at the following meetings, in line with the Audit Committee's Duties and Responsibilities under its Charter, and the Strategic Internal Audit Plan July 2017 – June 2018:

- October 2017
- December 2017
- February 2018
- May 2018
- August 2018

Once the Committee has agreed, the Work Plan will be implemented accordingly.

Consultation

- Director Corporate Services
- Chief Financial Officer
- Audit Committee Chair

Committee Decision

MOVED: Mr T Richards

SECONDED: Cr. K Le Cerf

That the Audit Committee receives and, subject to any changes made by the Committee, adopts the Work Plan – October 2017 – August 2018.

CARRIED

6.2 AUDIT COMMITTEE MEETING SCHEDULE FOR 2018**Author:** Manager Corporate Risk and Audit**Reviewed By:** Director Corporate Services

Summary

As per the Audit Committee Charter, the Committee is required to meet at least four times a year, with the authority to convene additional meetings, as circumstances arise.

The proposed meeting dates for the Audit Committee for 2018 are:

- Monday, 5 February
- Monday, 7 May
- Monday, 27 August (Ordinary and Financials)
- Monday, 12 November

Meeting rooms and times will be finalised once the meeting schedule is confirmed. All meetings will take place at the Darebin Civic Centre, 350 High Street, Preston.

Consultation

- Director Corporate Services
- Chief Financial Officer
- Audit Committee Chair

Committee Decision

MOVED: Mr T Richards
SECONDED: Cr. K Le Cerf

That the Audit Committee adopts the proposed Audit Committee meeting schedule of 5 February, 7 May, 27 August and 12 November 2018.

CARRIED

7. FINANCIAL REPORTS

7.1 FINANCIAL REPORT - 2 MONTHS ENDED 31 AUGUST 2017

Author: Financial Accountant

Reviewed By: Director Corporate Services

Report Background

Under the Local Government Act 1989, at least every three months the Chief Executive Officer is required to present to the Council a statement comparing the budgeted with the actual revenues and expenses for the financial year to date.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 – A leading, modern and open Council

Summary

A comprehensive financial review has been undertaken for the two months ended 31 August 2017 to assess the financial performance of Council year-to-date. The outcome of the review indicates that Council has achieved a year-to-date operating surplus of \$104.25 million, which is \$2.90 million ahead of budget and capital works expenditure of \$2.65 million, which is \$1.15 million behind the budget.

All material variations have been explained in the report.

Committee Decision

MOVED: Mr T Richards
SECONDED: Cr. S Rennie

That the Audit Committee receives the contents of the “Financial Report for the two months ended 31 August 2017” included as **Appendix A** to this report and notes the year-to-date actual and budget operating and capital results.

CARRIED

7.2 COUNCIL INVESTMENT PERFORMANCE REPORT 12 MONTHS ENDED 30 JUNE 2017

Author: Financial Accountant

Reviewed By: Director Corporate Services

Report Background

The Australian Government Guarantee Scheme for Large Deposits and Wholesale Funding (the Guarantee Scheme) formally commenced on 28 November 2008. The Guarantee Scheme was amended from 1 February 2012 where the level of cover on deposits was reduced to \$250,000 per person/entity per institution.

Legislative framework

Council is governed by the Local Government Act 1989 ("the Act") which contains specific provisions on investments. The relevant sections of the Act are included in **Appendix A** of this report.

The current policy provides a framework within which the investment of Council funds is to be undertaken by authorised Council officers. The policy sets out:

- Objectives being pursued through the investment of surplus funds
- Legislative requirements
- Types of approved investments
- Parameters for exposure to credit risk, product risk and institutional risk
- Criteria to assist in selecting investments
- Processes for evaluating and reporting investment performance against established benchmarks.

Ethical and sustainability considerations

To strengthen Council's commitment to socially responsible investments the current investment policy was amended in June 2013 to include under the section of 'objectives / principles' the following statement;

'All financial institution to be selected for investments must indicate their commitment to core values of integrity, trust, customer service and the highest ethical standards along with their strong commitment to Corporate Social Responsibility (CSR)'.

Additional guidance surrounding the divestment in financial institutions directly investing in the fossil fuel industry was provided in July 2016.

To ensure Council will move away from directly investing in any company for whom the extraction, production, refining, or distribution of fossil fuels forms a core part of their business strategy, nor in any company whose principal business involves providing infrastructure or services to companies previously mentioned.

To adopt a positive screening approach for Council's investment with financial institutions:

- a) Actively invest with fossil free financial institutions within the Darebin City Council Investment Policy parameters; and
-

- b) Advocate for fossil free financial institutions to improve their credit rating and financial rate of return.

Council's Investment Strategy will give preference to ADIs that state they do not finance fossil fuel projects if the investment transaction is compliant with Council's Investment Policy and the rate of investment is within 0.05 percentage points when compared against other investments available to Council at the time.

As at 30 June 2017, 64% of all invested funds were placed with fossil fuel free financial institutions and ADIs (30 June 2016: 51%).

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 – a leading, modern and open Council

Summary

A comprehensive review of Council's investment portfolio has been undertaken for the twelve months ended 30 June 2017. The Council's investment portfolio has earned \$1.72 million in interest on investments with term deposits and cash investments earning an annualised rate of 2.44% (June 2016: 2.81%). As at 30 June 2017, the Council's investment portfolio was valued at \$74.15 million (June 2016: \$60.59 million).

Committee Decision

MOVED: Mr T Richards
SECONDED: Cr. K Le Cerf

That the Audit Committee receive the contents of this report.

CARRIED

8. RISK MANAGEMENT

8.1 INFORMATION SERVICES: DISASTER RECOVERY AND BUSINESS CONTINUITY PLAN UPDATE

Author: Chief Information Officer

Reviewed By: Director Corporate Services

Report Background

Digital and Information Services (**DIS**) department has a Disaster Recovery (DR) and Business Continuity Plan (BCP) which is updated periodically. The last update for the DR plan was completed in June 2017, and DIS has played an active role in updating Council's BCP from early 2017 which is being led by Corporate Risk and Audit. DIS's robust DR plan was successfully followed for the Preston Civic Centre major power outage in June 2017. This report provides future plans for Council's DR plan, the projects for which fall under the recently adopted Digital Transformation Strategy.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Excellent Service:

- Provide an efficient and productive Council administration that delivers excellent customer care that is responsive, accessible and inclusive.

Summary

The purpose of the DIS Business Continuity Plan is to:

- Safeguard the council's computer based information and IS resources;
- Ensure that adequate policies, procedures and resources are in place to:
 - Minimise the risk and impact in the event that a disaster occurs;
 - Facilitate the recovery process so that the council's essential computer assisted services can be resumed at the earliest opportunity;
- Ensure that IS staff members are aware of their responsibilities in the event of a disaster.

In summary, the DIS policy regarding backup, storage and recovery may be stated as follows:

- To ensure that all significant server based components of the IS network are regularly and frequently backed up, and securely stored, in a manner which facilitates reliable and timely recovery;

- To identify and provide the elements which must be incorporated in the desktop Standard Operating Environment (SOE), to enable users to avoid loss of data.

Committee Decision

MOVED: Mr T Richards

SECONDED: Cr. K Le Cerf

That the Audit Committee receives and notes this update in relation to Digital and Information Services Disaster Recovery Plan and Business Continuity Plan.

CARRIED

8.2 CORPORATE RISK MANAGEMENT AND BUSINESS CONTINUITY PLANNING UPDATE**Author:** Manager Corporate Risk and Audit**Reviewed By:** Director Corporate Services

Summary

As a regular requirement of the Audit Committee, the Manager Corporate Risk and Audit is responsible for providing progress reports on the ongoing implementation of Council's Risk Management Framework.

This report provides an update of Council's current risk management status in relation to its Proactive Risk Management projects, practices and performance and Business Continuity Planning.

Committee Decision

MOVED: Mr T Richards**SECONDED:** Cr. S Rennie

That the Audit Committee receives and notes this report.

CARRIED

9. INTERNAL AUDIT

9.1 INTERNAL AUDIT PROGRESS REPORT

Author: PA to Director Corporate Services

Reviewed By: Director Corporate Services

Summary

The internal auditors, Crowe Horwath, have provided a report as at 21 September 2017 to update the Audit Committee on Council's internal audit activity since the meeting held on 17 July 2017.

Consultation

- Executive Management Team
- Senior Management

Committee Decision

MOVED: Mr T Richards

SECONDED: Cr. K Le Cerf

That the Audit Committee receives and notes the attached Internal Audit Progress report prepared by the internal auditors, Crowe Horwath.

CARRIED

9.2 MEMORANDUMS OF AUDIT PLANNING FOR UPCOMING AUDITS**Author:** PA to Director Corporate Services**Reviewed By:** Director Corporate Services

Summary

As part of the implementation of Council's audit program for 2017, Crowe Horwath has prepared Memorandums of Audit Planning (MAPs) for the following audits:

- CAMMS Follow Up Review
- Financial/Governance Controls (sundry debtors, purchasing cards, rates debtors)

These MAPs have been signed off by management.

Consultation

- Senior Management

Committee Decision

MOVED: Mr T Richards
SECONDED: Ms L Tripodi

That the Audit Committee receives and notes the following Memorandums of Audit Planning prepared by the internal auditors, Crowe Horwath: CAMMS Follow Up Review and Financial/Governance Controls (sundry debtors, purchasing cards, rates debtors).

CARRIED

9.3 VICROADS INFORMATION PROTECTION COMPLIANCE REPORT

Author: Coordinator Civic Compliance

Reviewed By: Director Civic Governance and Compliance

Summary

The VicRoads Information Protection Agreement Compliance Report was undertaken to:

1. Review the key controls surrounding access to VicRoads information in order for Council to provide an annual certification to VicRoads over its compliance with the Agreement for the review period.
2. Review the points and obligations as governed under the issued Information Protection Agreement (IPA) by VicRoads.

The Council has been provided with an independent audit certification which will be forwarded to VicRoads in accordance with its obligations under the Agreement.

Council has an active information protection program in place that is supported by experienced Officers and an adequate operational framework.

The report from Council's internal auditors noted two areas of non-compliance. These are:

a) Inadequate protection of confidentiality of Information

Management Response: An audit of all users has been completed to ensure that all users with access to Vic Roads data in pathway and objective have a genuine operational need for this access and have signed a Confidentiality Deed.

Timeframe: Completed.

An IT Governance Officer was appointed on 26 July 2017. This person is responsible for developing the security model framework for Council's information systems, which will include procedures such as the employee lifecycle and the access controls.
Timeframe: key elements of the framework will be developed by the end of October 2017.

The **Infomart tables** will be identified and appropriate security applied at the database level rather than application level. This measure may impact on other reports but Darebin accepts this risk given the importance of this finding.

Timeframe: 26/08/2017

b) Nominated User breaches

Management Response: Provision has been made to ensure that the nominated representative and a deputy be advised off all new and existing employees via the People and Development Department.

This will provide the nominated representative the information to ensure that all exiting employees are deactivated within the 3 hour window.

Additionally recruiting managers in the affected business units have been reminded of their obligations to ensure that they advise the nominated representative of new, existing and returning employees within their units.

Timeframe: resolved on 26 July 2017.

All other audit findings were compliant with the VicRoads Information Protection Agreement.

Consultation

- Craig Bruckner – Coordinator Civic Compliance
- Paul Edwards – Team Leader Business Performance
- Angelo Luczek – Records Management Coordinator
- Ben Ragg – Chief Information Officer
- Rob Miskec – Customer Business Systems Coordinator
- Harry Singh – Senior Business Analyst and Project Manager

Committee Decision

MOVED: Mr T Richards

SECONDED: Cr. K Le Cerf

That the Audit Committee receive and note the attached report, VicRoads Information Protection Agreement Compliance Report prepared by the Internal Auditors, Crowe Horwath.

CARRIED

9.4 INTERNAL AUDIT - EXECUTIVE SUMMARY CAMMS FOLLOW UP REVIEW**Author:** Manager Corporate Risk and Audit**Reviewed By:** Director Corporate Services

Summary

The Internal Auditors, Crowe Horwath, have provided a report of findings as at August 2017 reviewing the organisation's Outstanding Audit Recommendations as per report titled "Audit Recommendations Compliance Report" tabled at the Ordinary Audit Committee meeting of 17 July 2017.

The review from Crowe Horwath was requested by the Chair of the Audit Committee to address the following, acknowledging a number of audit recommendations remained outstanding for a significant period of time:

1. Has the audit finding been superseded by a later audit and or audit finding?
2. Is the risk rating still valid?
3. Does the latest management comment match the original audit finding for purpose?
4. Does the time frame appear reasonable for the adoption of any audit recommendation?
5. Does the solution suggested/offered by Management satisfy the finding?

A total of 20 internal audit reports were assessed against the above criteria stemming back to May 2013 until April 2017.

The review by Crowe Horwath was solely based in the CAMMS report – Audit Recommendations Compliance Report tabled at the Ordinary Audit Committee meeting of 17 July 2017. There was no consultation or assessment undertaken in conjunction with management regarding the report and/or management responses.

Overall, the review conducted Crowe Horwath identified that the information provided to the Audit Committee was found to be inadequate. Of the 99 recommendations listed within the Audit Recommendations Compliance Report:

- 51 or 51% of the total management comments recorded were inadequate; and
- Of the 51, 54% (28) did not record a 'latest management comment' as at June 30, 2017

It was identified however, through consultation with Corporate Risk and Audit following completion of the review that the information within the Audit Recommendations Compliance Report did not provide the initial date of completion of when audit recommendations were originally due. Please note this matter is currently being addressed by the System Administrator. Equally, since the previous Ordinary Audit Committee meeting, significant attention has been placed on addressing outstanding recommendations with some actions now addressed and finalised.

Consultation

- Director Corporate Services
- Manager Corporate Risk and Audit
- Risk and Insurance Advisor

Committee Decision

MOVED: Mr T Richards

SECONDED: Cr. S Rennie

That the Audit Committee:

1. Receives and notes the attached report, CAMMS Follow Up Review of August 2017, prepared by Internal Auditors, Crowe Horwath.
2. Acknowledges further action has been taken by the organisation to address outstanding audit recommendations since the previous Ordinary Audit Committee Meeting of 17 July which is not reflected in the attached report.
3. Recognises that the review by Internal Auditors, Crowe Horwath was undertaken independently on the basis of the "Audit Recommendation Compliance Report" tabled at the previous Ordinary Audit Committee Meeting of 17 July without consultation with management.

CARRIED

9.5 OUTSTANDING INTERNAL AUDIT ACTIONS**Author:** Manager Corporate Risk and Audit**Reviewed By:** Director Corporate Services

Summary

This report provides an update on progress towards addressing outstanding recommendations, as at 18 September 2017, since the last ordinary Audit Committee meeting held, Monday, 17 July 2017.

A total of 32 reports have been uploaded into Audit Manager to allow the system to register and track any type of review activity, in an interactive and real time environment. Of the 32 reports within the system, 12 (37.5%) have addressed all recommendations identified through the internal audit process.

Of the remaining 20 reports, a total of 190 recommendations have been identified with 96 (51%) completed, 58 (31%) remain overdue from their original due date of completion, and 36 (18%) scheduled for completion.

A significant amount of work has been undertaken through the Corporate Risk and Audit department together with the Executive Management Team to review the number of outstanding audit recommendations with respective Council Officers. As a result, we have seen an increase in audit recommendations being addressed and closed, acknowledging there is still a number of recommendations that remain overdue.

The attached report provides a summary of the 58 recommendations that remain outstanding, their risk rating as well as their initial date of completion and the revised date for completion.

Consultation

- Executive Management Team
- Senior Officers
- Risk and Insurance Advisor
- Council Officers with assigned internal audit recommendations

Committee Decision

MOVED: Mr T Richards**SECONDED:** Cr. K Le Cerf

That the Audit Committee receives and notes this report on Outstanding Internal Audit Actions.

CARRIED

10. PROCUREMENT

10.1 PROCUREMENT POLICY UPDATE AND NON-CONFORMANCE REPORT

Author: Coordinator Procurement and Contracts

Reviewed By: Director Civic Governance and Compliance

Report Background

On an annual basis Council is required to review its procurement policy and submit it to Council for approval.

The report sets out the amendments made to the previous procurement policy dated 3 October 2016, whilst also taking into account additional Council resolutions made since 12 December 2016.

Previous Council Resolution

At its meeting held on 27th February 2017, Audit Committee resolved:

That Audit Committee:

- (1) *The Audit Committee receive and note the Non Conformance Report as at 1 January 2017 attached as Appendix A to this report.*
- (2) *The Audit Committee were advised that the Non-Conformance Report is presented monthly to the Executive Management Team for their attention and action.*
- (3) *The Non-Conformance Report be presented annually to the Audit Committee, at the same time that the Procurement Policy is presented for review.*

This matter is not the subject of a previous Council resolution.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 - A well governed Council

Summary

On an annual basis Council is required to review its procurement policy and submit it to Council for approval. The Procurement Policy August 2017 was endorsed at the Council Meeting held on August 21, 2017.

Recommendation

That Audit Committee:

- (1) Note the revised Procurement Policy August 2017
 - (2) Note the Procurement Non-Conformance Report dated August 1, 2017
-

Committee Decision

MOVED: Mr T Richards

SECONDED: Ms L Tripodi

That:

- (1) The Audit Committee Note the revised Procurement Policy August 2017
- (2) The Audit Committee Note the Procurement Non-Conformance Report dated August 1, 2017
- (3) The delegations schedule be attached to the Procurement Policy for transparency

CARRIED

10.2 PROBITY PRACTITIONER'S REPORT**Author:** Coordinator Procurement and Contracts**Reviewed By:** Director Civic Governance and Compliance

Report Background

This report is in response to a recommendation from the Audit Committee meeting held Monday August 28, 2017

Previous Audit Recommendation

At its meeting held on Monday August 28 2017, the Audit Committee recommended:

1. Darebin's procurement / purchasing policy requires contracts over a certain \$ value to include probity services and therefore a probity practitioner's report as a result (may be advisory or audit). The attachment shows a number of contracts that would fall into that category and it is likely there will also be similar \$ value contracts awarded in the subsequent period up to 30 June 2017. The Audit Committee would like to sight a copy of each relevant probity practitioner report as part of the October 2017 meeting AC papers or (as an alternative) the responsible officer / person attends the October meeting and presents on probity undertaken in context for all relevant contracts. Please arrange for this to occur.

Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

Council Plan Goal/Endorsed Strategy

Goal 6 - A well governed Council

Summary

Council's current procurement policy has a requirement that a probity auditor/advisor is appointed for all tender activities greater than \$1,000,000.

It is also a requirement that on each occasion a probity plan is completed. As part of the Purchase Accreditation Committee (PAC) approval process this probity plan must be submitted along with a Strategic Procurement Plan. Approval from PAC is required prior to the initiation of a tender process.

The probity plan addresses the following but not limited to. Project approach, probity requirements, Probity principles including, obtaining value for money, fairness and impartiality, transparency, accountability, confidentiality, identifying conflicts of interest and evaluation process.

There is a clear difference between a probity advisor and probity auditor. This is best explained with the following;

"A probity adviser provides pro-active on going independent advice on probity matters and issues, including reviewing, from a probity perspective, the proposed market documentation

(e.g. RFT documentation) monitoring and overseeing the process and providing report(s) as required by the client.

A probity auditor provides Independent audit and appropriate sign-off at the conclusion of the Project whether the processes that were conducted actually fulfilled the requirements of the project process and the project conduct and were within the terms of prescribed procurement policies, rules and guidelines.

Both roles cannot be performed by the same entity.

In practice, as the probity auditor cannot advise on the process, and many processes need probity advice whilst they are proceeding, it is more usual for entities to engage probity advisers, rather than auditors, if only one probity practitioner is engaged.

Committee Decision

MOVED: Mr T Richards
SECONDED: Cr. K Le Cerf

That the Audit Committee note this Probity Practitioner's Report and **Appendix A**.

CARRIED

11. GOVERNANCE

11.1 INVESTMENT POLICY

Author: Chief Financial Officer

Reviewed By: Director Corporate Services

Summary

Council’s Investment Policy has been updated to reflect Council’s positive screening approach for investment with financial institutions.

Council will give preference to Authorised Deposit-taking Institutions that state they do not finance fossil fuel projects if the investment transaction is: (a) within the risk and counterparty parameters and (b) the rate of investment is within 0.05 percentage points when compared against other investments available to Council at the time.

The credit and counterparty credit frameworks have been amended to allow a greater percentage to be invested with institutions which do not finance fossil fuel projects.

Consultation

- Council
- Director Corporate Services
- Financial Accountant

Committee Decision

MOVED: Mr T Richards
SECONDED: Ms L Tripodi

That the Audit Committee notes that the revised Investment Policy (attached as **Appendix A**) as adopted by Council on 19 June 2017:

- (1) Incorporates both the previous Investment Policy and the Fossil Fuel Investment Policy.
- (2) Has eased the credit and counterparty credit frameworks to allow a greater percentage to be invested with institutions which do not finance fossil fuel projects.

CARRIED

12. CONFIDENTIAL

Nil

13. OTHER BUSINESS

The Director Corporate Services advised that a Safety Management System Audit against AS/NZS 4801 and Victorian OHS Regulations was undertaken by Minerva Consulting Group. Findings and an action plan of this audit will be brought to the December 2017 Audit Committee meeting.

14. NEXT MEETING

The next meeting of the Audit Committee will be held at 2.30pm on Monday 4 December 2017 in the Darebin Civic Centre, 350 High Street Preston.

15. COMMITTEE MEMBERS CONFERENCE

Nil

16. CLOSE OF MEETING

The meeting closed at 4.01pm.