



**City of Canning**

**Confirmed Minutes  
Audit and Risk Committee Meeting**

**5 October 2017**

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**CONFIRMED MINUTES OF AUDIT AND RISK COMMITTEE MEETING  
HELD IN THE COMMITTEE ROOM ON THURSDAY, 5 OCTOBER 2017 AT 5.52PM**

**1. DECLARATION OF OPENING**

The Mayor declared the meeting open at 5.52pm, welcomed attendees, and then read aloud the acknowledgement to country:

*"We would seek to acknowledge the Wajuk (Wudjyuk) people, the traditional owners of the land. We would also like to pay our respect to elders, both past and present".*

**2. ATTENDANCE**

Mayor Ng	Chairman
Cr P Hall	Elected Member - Bannister
Cr P Tarrant	Elected Member - Beeloo
Mrs C Horsford	External Committee Member

**STAFF**

Mr A Kyron	Chief Executive Officer
Mr G Adams	Director Canning Community and Commercial
Ms K Bateman	Executive Manager Governance Canning
Mr S Leeson	Executive Manager Business Canning
Mr S Dharmaratne	Leader Risk Management
Ms J Alexander	Leader Assurance
Ms S Johnson	Governance Officer

**2.1 Apologies**

Nil.

**2.2 Approved Leave of Absence**

Nil.

**3. DISCLOSURE OF INTERESTS**

**3.1 Declarations of Interest (Financial/Direct/Indirect) and Proximity**

Nil.

**3.2 Declarations of Impartiality**

Nil.

**4. CONFIRMATION OF MINUTES**

**COMMITTEE RECOMMENDATION**

***MOVED Cr Tarrant, SECONDED Mrs C Horsford that the Minutes of the Audit and Risk Committee Meeting held on 8 June 2017, be taken as read and confirmed.***

***CARRIED UNANIMOUSLY (4/0)***

**5. REPORTS**

**5.1 Director Canning Community and Commercial**

**ARC-010-17 Risk and Business Continuity Management Activity Report**

<b>PROGRAM:</b>	Canning Community and Commercial
<b>SUB PROGRAM:</b>	Governance Canning
<b>FILE REF:</b>	Q17/349
<b>REPORT DATE:</b>	27 September 2017
<b>REPORTING OFFICER:</b>	Shaakya Dharmaratne - Leader Risk Management
<b>RESPONSIBLE OFFICER:</b>	Steve Leeson - Executive Manager Business Canning

**Strategic Plan Theme:** LEAD - Accountable, responsible and forward-thinking administration.

**Community Goal:** Effective leadership and good governance.

**Council Strategy:** Comply with legal requirements.

**Authority/Discretion:** **Noting:** Includes items provided to the Committee for information purposes only that do not require a decision of Committee.

- Attachments:**
1. Strategic Risk Review (August 2017) (D17/135642). *(Confidential)*
  2. Crisis Exercise Recommendations and Action Plan (D17/135786). *(Confidential)*
  3. Strategic risks - Heat map (August 2017) (D17/136938). *(Confidential)*

**In Brief:**

The purpose of this report is to provide the key highlights of the City of Canning’s (‘the City’) Risk Management Function for the financial year 2016-2017 and to provide an overview of the activities planned for financial year 2017-2018.

**COMMITTEE RECOMMENDATION**

***MOVED Cr Tarrant, SECONDED Cr P Hall that the Audit and Risk Committee receives the Risk and Business Continuity Management Activity Report for September 2017.***

***CARRIED UNANIMOUSLY (4/0)***

Relevant Committee Resolutions		
Committee Meeting and Date	Report No	Decision
Audit and Risk Committee 8 June 2017	ARC-006-17	The Audit and Risk Committee received the Risk and Business Continuity Management Activity Report.

**BACKGROUND**

- 1 This activity report provides a summary of key activities undertaken by the Risk Management Function in the last financial year (2016-2017) and also provides the outlook for the financial year ahead (2017-2018).

**DETAILS**

- 2 The key focus of the 2016-2017 financial year was to build on the existing risk management (including business continuity) resources and develop a robust structure that meets the future requirements of the City.
- 3 The risk management platform (including business continuity management) builds on new market trends, industry best practices and innovative thinking to support the demands of the City.
- 4 Following are the major achievements of the last financial year:

**a) Risk Management****i) Risk Management Strategy**

The Risk Management Strategy was finalised and rolled out across the City. This sets the scene for the City to achieve leading practice risk management and organisational resilience practices. It provides a clear pathway on how to move, over a four year period, from the current base state to leading edge.

**ii) Risk Management Framework**

A Risk Management Framework was developed and rolled out to facilitate the implementation of the Risk Management Strategy.

**iii) Risk Assessments**

Risk assessments were implemented in all Council reports. These take the form of risk tables, to assess the risks associated with the Council decision making.

**iv) Road Show**

A Risk and Business Continuity Management road-show was conducted to raise awareness amongst staff. The road-show consisted of over 12 presentation sessions to Sub-Programs across the City.

**v) LINC (City's Intranet)**

A dedicated Risk Management page was established for staff in LINC to provide staff with easy access to essential risk management information (policy, framework and other tools and templates).

**vi) Job Descriptions**

A risk management responsibility was added to the job descriptions of all managers and above. The purpose of this is to assign accountability for all relevant staff for managing risks relevant to them. This is included in the "Corporate Obligations" section of the job description.

**vii) Event Risk Management**

The City developed an Event Risk Management Plan. This forms part of the Event Management Framework.

**viii) Sub Program Project Risks**

Risk workshops were conducted to capture risks associated with Sub-Program projects, eg the City Centre Project, Landfill Site Project, the Panel Establishment Project, World Masters Games, Tree Watering and Turf Renovations.

**ix) Operational Risks**

Operational risk profiles were set up for all Sub-Programs. These were reviewed with Sub-Program personnel to ensure all risks have up-to-date controls and action plans for reducing the risk level.

**x) Strategic Risks**

The Executive Team met in August 2017 to update the November 2016 Strategic Risk Profile. Refer Attachment 1 for a complete report on the Strategic Risk Review.

**b) Business Continuity Management****i) Business Continuity Management Framework**

Business Continuity Management Framework (“the Framework”) was developed. This Framework is intended to provide a reference document for the City personnel involved in the planning, execution and management of the City’s Business Continuity Management capabilities. The Framework includes definitions, document structure, governance structure and roles and responsibilities.

**ii) Business Continuity Action Plans**

There were five Business Continuity Plans for five key locations of the City which were finalised. These Business Continuity Plans are for the Administration Building, Waste Services, Canning Lodge, Works Depot and the Leisureplexes. Each of these locations has a Business Continuity Response Team for activating the Business Continuity Plans.

**iii) Crisis Incident Management Team**

The City defined the Crisis Incident Management Team (CIMT) and developed a Crisis Incident Management Plan (CIMP). A desktop training session was conducted for the CIMT to familiarise them with the CIMP and associated tools, templates and their responsibilities.

**iv) Crisis Exercise**

A crisis scenario exercise was conducted by the City on 14 August 2017. The purpose of the exercise was to test the City’s incident management and response capability. An independent consultant facilitated the exercise. The overall observation was:

*“Within the limitations and confines of a table top exercise, members of the CIMT demonstrated competence in applying the principles and procedures outlined in the CIMP during the exercise.*

*Good leadership was demonstrated by the CIMT Leader in keeping the team engaged and focused on resolving the issues presented. Team members demonstrated cohesive team work and discipline in working under tight time constraints and demanding conditions. There was no evidence from the exercise to suggest that the team will not be able to effectively execute the CIMP in an actual crisis”.*

Refer Attachment 2 for the full report on the Crisis Exercise.

- 5 In the next financial year the Risk Management Team will build on the Framework and further integrate prudent, leading edge risk management and business continuity management into the City’s day to day business operations. Following are the key initiatives planned:

**a) Mandatory Risk Management Training**

Monthly sessions will be conducted for all new starters (above supervisor) and any other staff members as appropriate, to train them on the City's Risk Management Framework. These sessions will include theories and principles of risk management and exercises on practical application. Training sessions will be mandatory for the new starters. These sessions will be set up as classroom sessions.

**b) Operational Risk Registers**

Ongoing reviews of existing Operational Risk Registers for accuracy of the existing risks and updated, deleted and new risks will be added as appropriate. These risk registers will be aligned with the new Program/Sub-Program structure.

**c) Business Continuity Action Plans**

Existing location based Business Continuity Action Plans (BCAP) will be reviewed for:

- i) Accuracy and validity of critical business activities and recovery time objectives.
- ii) Alignment with the new Program/Sub-Program structure.

Desktop training will be provided for the Business Continuity Response Teams to equip them with the necessary skills for business recovery.

**d) Risk Champions**

Risk champions will be identified for Sub-Programs and will be trained on the City's Risk Management Framework. Risk champions will be the first point of contact for risk management related issues for the Sub-Program staff. When OneCouncil is implemented, these risk champions will be trained on the OneCouncil Risk Management Module and granted relevant access.

**e) Risk Reporting and Escalation**

The Risk Management Team is planning to further improve the risk reporting process by implementing quarterly risk reporting. Risks will be escalated and reported as per the Risk Management Framework (primarily to the Executive Team) where the risk owners will be given the opportunity to discuss action items with the Executive Team.

**f) Fraud risk workshops**

The Risk Management and Assurance functions will facilitate the fraud and corruption risk assessment process. Key fraud risk areas will be identified across the City and workshops will be conducted to identify controls in place and to assess the effectiveness of the controls.

**g) Risk Management software**

The Risk Management Team is working with the OneCouncil project team in the following areas:

- i) Design Verification Sessions – The purpose of these sessions is to communicate the requirements of the Risk Management Team to the OneCouncil Project Team for developing the Risk Management Module in OneCouncil.
- ii) Data Migration – The Risk Management Team is in the process of preparing data to migrate into OneCouncil. This involves mapping the existing 17 Risk Registers (both strategic and operational) to the new organisational structure and populating OneCouncil templates in preparation for the migration.
- iii) Testing – When the Risk Management Module is developed, the Risk Management Team will perform user acceptance testing to ensure system functionality is as expected.



- iv) Training – The Risk Management team will train relevant staff on the use of the Risk Management Module. This will include risk champions.

**CONSIDERATIONS**

**Legal Compliance**

- 6 Section 17 of the *Local Government (Audit) Regulations 1996*.

**Policy Implications**

- 7 Risk Management Strategy and the Business Continuity Framework are based on the City's Risk Management Policy AF312.

**Financial Considerations**

**Business Plan**

- 8 Governance Canning

**Internal Budget**

- 9 Activities outlined in this report are performed in line with the approved budget.

**Asset Management**

- 10 Not applicable.

**Sustainability Considerations**

- 11 Not applicable.

**Consultation**

- 12 Strategic risks were assessed in consultation with the Executive Team (High risks) and relevant managers and leaders (Medium risks). The final strategic risk profile was endorsed by the Executive Team.
- 13 The Crisis Exercise was conducted with the Crisis Incident Management Team. The final report was endorsed by the Executive Team.

**Other Considerations or Risks**

- 14 This report is for noting only.

**COMMENT**

- 15 Nil.

**VOTING REQUIREMENT**

- 16 Simple majority.

**COMMITTEE COMMENT**

- 17 Nil.

**ARC-011-17**

**City Debt**

<b>PROGRAM:</b>	Canning Community and Commercial
<b>SUB PROGRAM:</b>	Business Canning
<b>FILE REF:</b>	Q17/362
<b>REPORT DATE:</b>	28 September 2017
<b>REPORTING OFFICER:</b>	Ngahua Matehaere - Senior Rates Officer
<b>RESPONSIBLE OFFICER:</b>	Steve Leeson - Executive Manager Business Canning

**Strategic Plan Theme:** LEAD - Accountable, responsible and forward-thinking administration.

**Community Goal:** Effective leadership and good governance.

**Council Strategy:** Prudent financial management and long term financial sustainability.

**Authority/Discretion:** **Executive:** The substantial direction setting and oversight role of the Committee eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

- Attachments:**
1. Sundry Debt GT \$10,000 as at 31 August 2017 (D17/138033). *(Confidential)*
  2. September 2017 Rates Aged Debt Report GT \$10,000 (D17/138060). *(Confidential)*

**In Brief:**

The purpose of this report is to provide an update on the City of Canning’s aged sundry and rates debt outstanding.

**COMMITTEE RECOMMENDATION**

***MOVED Cr Tarrant, SECONDED Mrs C Horsford that the Audit and Risk Committee receives the report on City Debt.***

***CARRIED UNANIMOUSLY (4/0)***

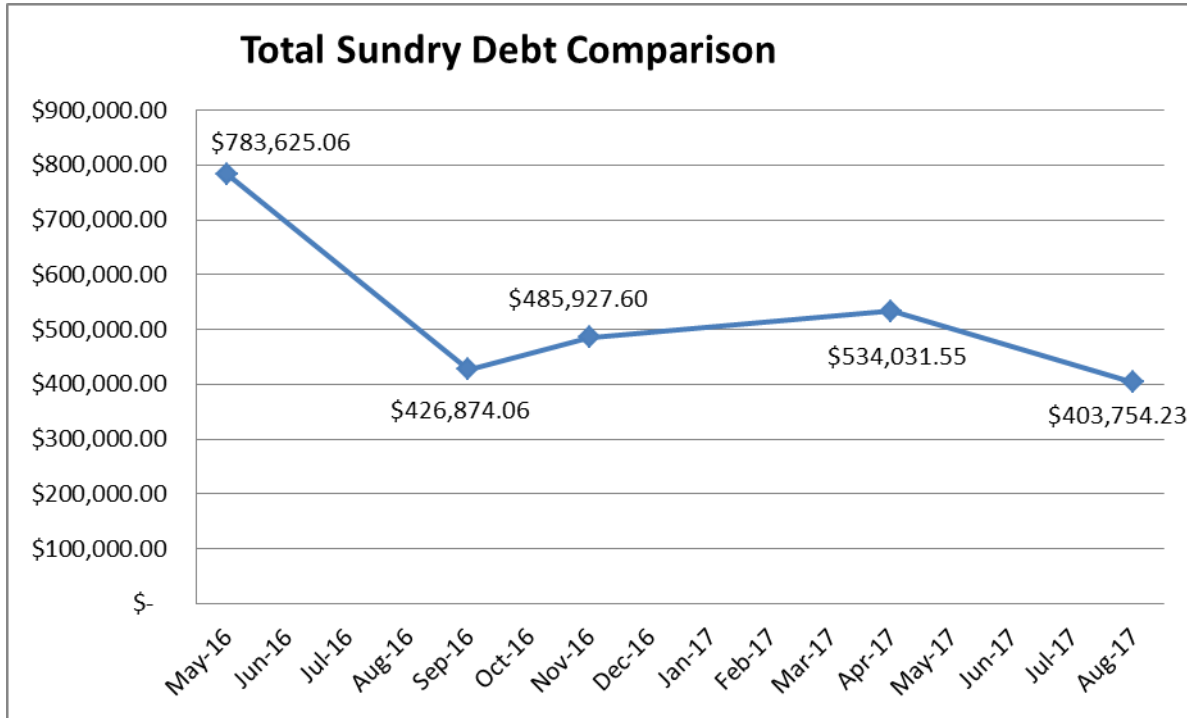
**BACKGROUND**

- 1 Sundry debtors are created when an invoice is issued for goods or services provided by the City of Canning (“the City”). Infringements issued which remain unpaid after three (3) months are referred to the Fines Enforcement Agency (FER) for collection.
- 2 The City’s debt collection procedure is in accordance with CEO Instruction FMC.06 Sundry Debt Collection. The collection procedure is consistent with established commercial business practices and the steps to be followed are:
  1. Invoice request generated by the responsible Officer immediately the debt is owed to the City.
  2. Within 30 Days - Statement issued with notification requesting payment within fourteen (14) days.
  3. Within 45 Days – Telephone contact is to be made with the customer requesting payment, or a letter is to be sent requesting payment within 14 days.
  4. Within 60 Days - Letter is to be sent to the customer informing that debt recovery or legal action will be pursued if payment terms are not established within 14 days.
  5. Within 90 Days – Where considered feasible, recovery of outstanding debt is placed in the hands of a debt collection agency or solicitor.

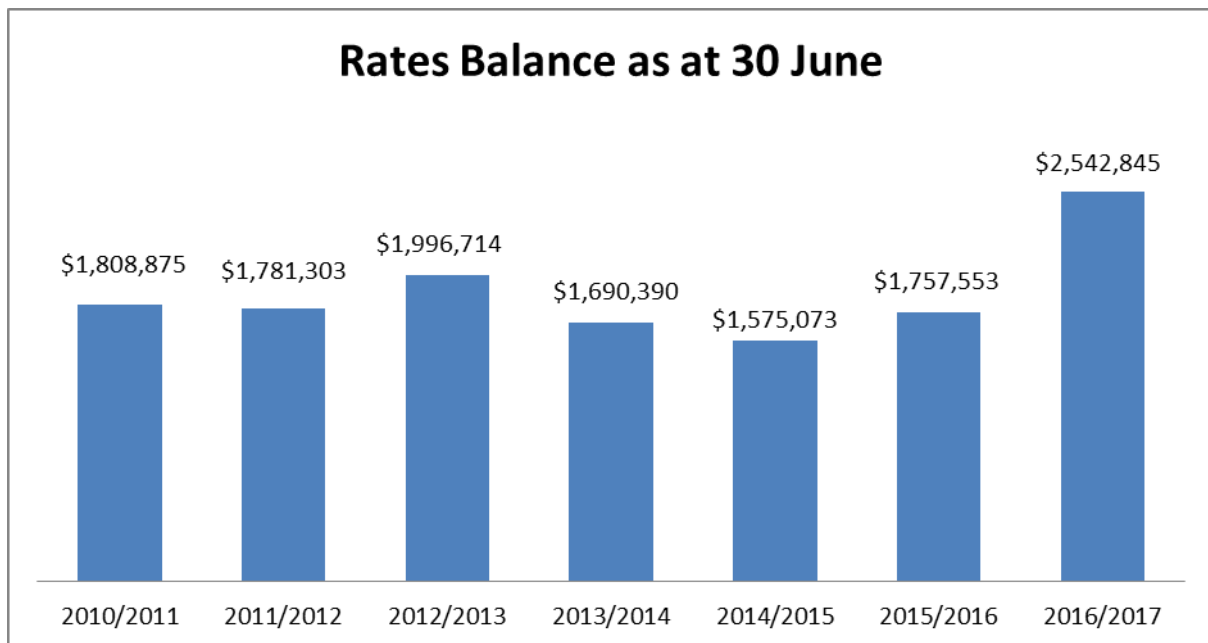
**DETAILS**

**Sundry Debt**

- 3 Following review and follow up by the Revenue Team, the overall outstanding > 90 day balance as at 31 August 2017 is \$403,754.22.
- 4 The amount of debt due to successful prosecutions is increasing. However, it is noted that collection by the FER is at times a long term process.
- 5 Represented in the graph below is a comparison of the City's overall sundry debt outstanding greater than 90 days since May 2016:



6 The City's outstanding debt greater than ninety (90) days is represented in the graph below:



7 Sundry debt greater than \$10,000 and outstanding 90+ days is included as Confidential Attachment 1. This includes comment and recommendations.

8 Council has the option of proceeding with formal recovery of outstanding debts; or enter into payment arrangements, or alternatively, waive or write the debt off.

9 Report ARC-016-16, 4 October 2016, recommended an alternative payment arrangement for debtor 10715, being the \$5,000 balance payable (of a larger court imposed penalty) be lodged as a caveat on the land. The City has been advised that a caveat cannot be lodged against the land as it was not used as security for the original debt and the land owner no longer has legal title to the property as it has been seized by the Sheriff's office. The City is currently awaiting notice from the Sheriff's Office regarding reducing the City's original warrant amount to the \$5,000 agreed previously to be the balance remaining as payable. Failing this, further consideration would be required whether to pursue or write off of the remaining debt.

### Rates

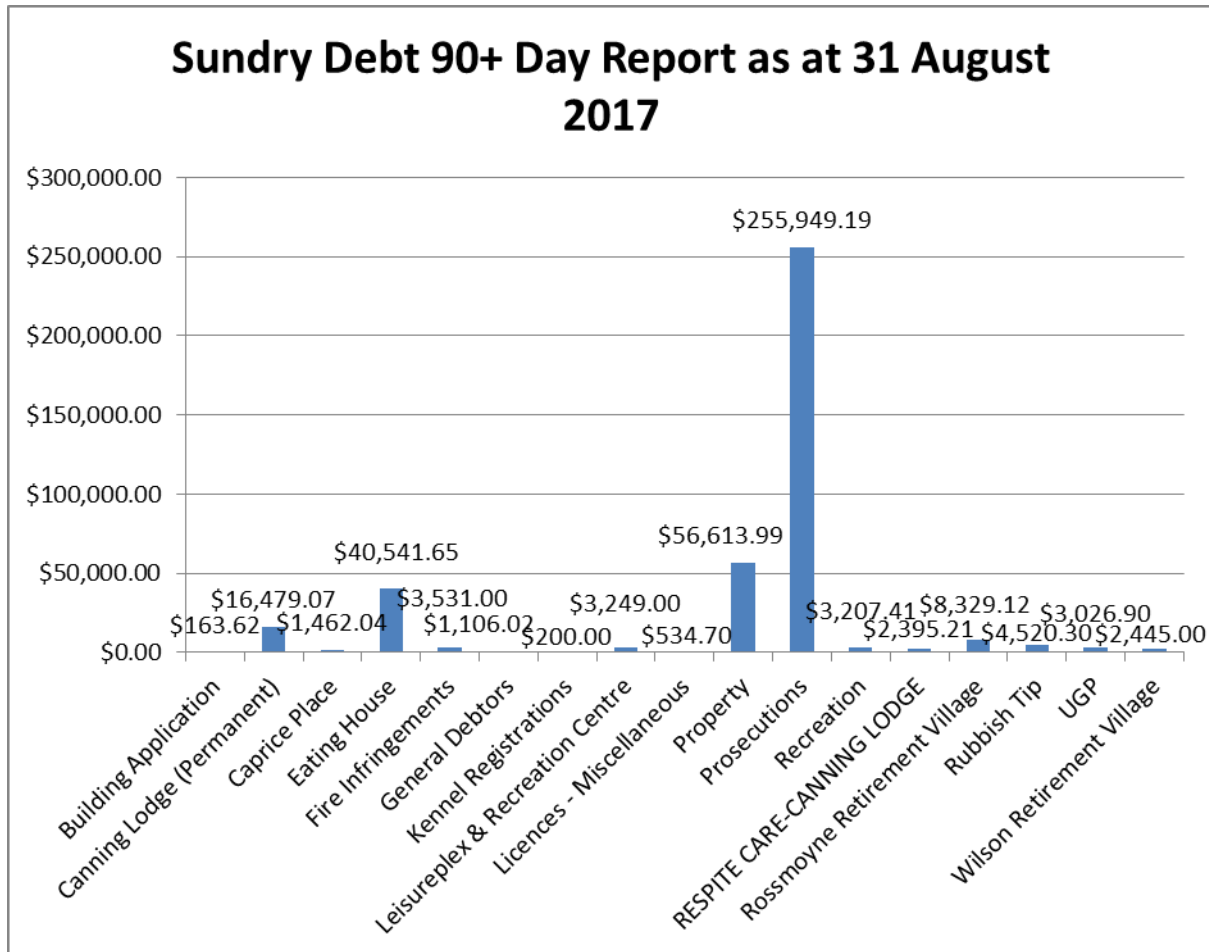
10 Included as Confidential Attachment 2, are details of due and payable rates over \$10,000 which remain outstanding for three (3) or more years. It should be noted that eligible pensioners are not included in this report.

11 The City does enter into alternative payment arrangements (being other than quarterly instalments) for outstanding rates and service charge debt. This is on an individual basis with ratepayers who may be experiencing financial difficulty with the intent of avoiding further recovery action. The City expects the debts to be paid within a reasonable time frame and requires a direct debit program for those with debts amounted in preceding financial years.

12 There are currently 92 ratepayers on informal arrangements which are reviewed periodically with around 350 accounts currently on direct debit arrangements.

13 The City has recently appointed a part time Debt Recovery Officer. This position will focus on rates aged debt >\$10,000, sundry debt outstanding >90 days and for >\$10,000 as well as consistent debt collection practices for any recurring problematic ratepayers and the use of formal court proceedings.

14 To-date, the City has received 53% of the total rates and service charges levied for the 2017-2018 year. This is higher compared to similar time last financial year at 45.5%. (budget adoption was July as opposed to June) being following the due date of the first instalment and annual payments. This is considered related to the adoption of interest on instalment (3.25%) approach rather than the flat fee (formally \$15) for ratepayers that wish to pay by instalments. Several large ratepayers have paid in full as opposed to their former practices of paying by instalment. Historically, the City has been successful in maintaining a low outstanding rates and service charge balance as at 30 June each year. The graph below shows the amounts outstanding at the end of each financial year. *\*Includes deferred rates and the Emergency Service Levy.*



**CONSIDERATIONS**

**Legal Compliance**

15 The Council may write off an amount of money which is owed under s.6.12(c) of the *Local Government Act 1995*.

**Policy Implications**

16 CEO Instruction FMC.06 Sundry Debt Collection.

**Financial Considerations**

**Business Plan**

17 24 – Revenue Services.

**Internal Budget**

- 18 The City's current provision for doubtful debts is \$62,170.10.
- 19 The City is occasionally awarded considerable penalties by the courts at times when prosecuting breaches of certain local laws. The amount awarded often far exceeds the costs incurred by the City. Recent experience dictates these penalties are rarely paid, due to the closure of the business and or individuals no longer being contactable. Recovery action is pursued by both the City and fines Enforcement Registry (FER).
- 20 It is current practice that when a judgement is awarded, that the penalty is recognised as revenue following accounting conventions, though is offset by an equivalent increase in the City's provision for doubtful debts via a matching bad debts expense.

**Asset Management**

- 21 Not applicable.

**Sustainability Considerations**

- 22 Not applicable.

**Consultation**

- 23 City staff liaise directly with external legal services towards recovery of certain debt in formal stages of recovery. City staff also liaises with the Office of Fines Enforcement.

**Other Considerations or Risks**

- 24 Not applicable.

**COMMENT**

- 25 Not applicable.

**VOTING REQUIREMENT**

- 26 Simple majority.

**COMMITTEE COMMENT**

- 27 Nil.

ARC-012-17

**Internal Audit Activity Report**

<b>PROGRAM:</b>	Canning Community and Commercial
<b>SUB PROGRAM:</b>	Governance Canning
<b>FILE REF:</b>	Q17/351
<b>REPORT DATE:</b>	27 September 2017
<b>REPORTING OFFICER:</b>	June Alexander - Coordinator Assurance
<b>RESPONSIBLE OFFICER:</b>	Steve Leeson - Executive Manager Business Canning

**Strategic Plan Theme:** LEAD - Accountable, responsible and forward-thinking administration.

**Community Goal:** Effective leadership and good governance.

**Council Strategy:** Comply with legal requirements.

**Authority/Discretion:** **Noting:** Includes items provided to the Committee for information purposes only that do not require a decision of Committee.

**Attachments:** 1. Internal Audit Activity Report - 5 Oct 2017 (Confidential Under Section 5.23(3) (f) (i) of the Local Government Act 1995) (D17/136663). *(Large Attachments) (Confidential)*

**In Brief:**

The purpose of this report is to present the activities undertaken by the City of Canning's ('the City') Internal Audit Function for the period June 2017 to September 2017.

**COMMITTEE RECOMMENDATION**

***MOVED Cr P Hall, SECONDED Mrs C Horsford that the Audit and Risk Committee receives the confidential Internal Audit Activity Report.***

***CARRIED UNANIMOUSLY (4/0)***

Relevant Committee Resolutions		
Committee Meeting and Date	Report No	Decision
Audit and Risk Committee 8 June 2017	ARC-007-17	The Audit and Risk Committee received the confidential Internal Audit Activity Report.

**BACKGROUND**

1 This activity report covers the period June 2017 to September 2017 and outlines:

- a) Audit activities undertaken during the period June 2017 to September 2017.
- b) Internal audit follow up.
- c) Other audit activities.
- d) Audit activities planned for October 2017 to December 2017.

**DETAILS**

2 Audit activities undertaken June 2017 to September 2017

Internal Audit Review	Status
Performance Review Recreation Services (Riverton and Cannington Leisureplexes) (Completed)	This audit was conducted by internal resources, completed in August 2017, and endorsed by the Executive Team on 6 September 2017.  (Refer to Confidential Attachment 1 for full report).
Capital Works Projects Review (Completed)	This audit was conducted by external resources – Quantum Assurance, completed in August 2017 and endorsed by the Executive Team on 13 September 2017.  (Refer to Confidential Attachment 1 for full report)
Data Analytics Review (In Progress)	Data extracts were obtained, fieldwork has been completed and the audit report being drafted. There were no significant findings. This audit is being conducted by internal resources.
Waste Management Review (In Progress)	Fieldwork has been completed. A questionnaire (including questions in relation to budgeted operating income and expenditure; fees and charges; and tonnage figures) was sent to four other Councils operating similar Waste Transfer Stations. Questionnaires were completed and have been returned by three of the four Councils waste transfer stations.  Responses were received from: <ul style="list-style-type: none"> <li>• City of Stirling</li> <li>• City of South Perth</li> <li>• City of Belmont.</li> </ul> The survey results are currently being analysed. This audit is being conducted by internal resources.
Project Management Review – Sevenoaks Street Dual Carriageway Construction Project (In Progress)	This audit is being conducted by external resources – Quantum Assurance. Fieldwork is currently underway.



Internal Audit Review	Status
Records Management Review (Planning)	This audit is currently in the planning stage with the audit scoping document being developed. This audit is being conducted by internal resources.
Project Management Review – Clean Canning (Postponed)	This audit has been postponed for approximately three months, to allow for the implementation of the City’s new Project Management Office methodology. This audit will be conducted by internal resources.
Land Assets Strategy Review (Postponed)	This audit has been postponed for approximately eighteen months, to allow the new Land Utilisation Team to develop and implement a new Land Utilisation Strategy for all freehold land and reserves under the control and management of the City. This audit will be conducted by internal resources.

3 Internal Audit Follow Up

- a) Financial Management Systems and Procedures (completed in August 2016).
- b) Whaleback Golf Course (completed in October 2016).
- c) Development Applications (completed in November 2016).
- d) IT Vulnerability Review (completed in January 2017).
- e) Management of Building and Development Bonds (completed Feb 2017).
- f) Financial Management Systems and Procedures (completed May 2017).
- g) Contaminated Sites (completed May 2017).

Out of an original total of 182 audit recommendations, 102 are outstanding and 76 have been completed (ie 42% complete). Also, four medium risk audit recommendations did not get budget approval to implement.

4 Other Audit Activities

Audit Activity	Status
Project Assurance	<p>The City’s Governance Team commenced a project assurance review of the OneCouncil Project. This involved reviewing the following documents:</p> <ol style="list-style-type: none"> <li>1. Project Management Plan.</li> <li>2. Data Migration Strategy and the Data Migration Plan.</li> <li>3. Master Test Plan.</li> </ol> <p>The Project Board was provided with an outcomes report which included recommendations made by the Governance Team. The OneCouncil Project Team provided comments and action plans for implementing these recommendations. The Governance Team is monitoring the status of the implementation of these recommendations.</p>
Annual Financial Controls Review Activity Report	The City audits its financial management systems and procedures on a cyclical basis over a four year cycle. A full review was completed in July 2016.

Audit Activity	Status
	<p>The City engaged Quantum Assurance to complete the 2017 review of its financial management systems and procedures. This year, the internal audit focused on the following areas:</p> <ol style="list-style-type: none"> <li>1. Key financial management systems and procedures for:                             <ol style="list-style-type: none"> <li>a) Cash handling and security.</li> <li>b) Service contracts.</li> </ol> </li> <li>2. Non-rates revenue.</li> </ol> <p>The internal audit covered the period from 1 July 2016 to 31 March 2017.</p>
<p>Audit and Risk Customer Survey Results</p>	<p>To ensure Internal Audit meets the needs of the auditees, an Auditee Satisfaction Survey is provided to the auditee(s) (ie relevant Manager(s)/Executive Manager(s)/Director(s)) on the completion of each Internal Audit Review. Completed Auditee feedback is used to monitor and develop the Internal Audit service and assist in assessing the performance of individual auditors. The Internal Audit Function's Key Performance Indicator is a 75% or above auditee satisfaction rating for individual audits, based on the results of the Auditee Satisfaction Surveys.</p> <p>Since commencement of the City's Internal Audit Function in April 2016, fourteen surveys (for nine completed audits) have been completed and returned. Seven out of the nine completed audits achieved a total satisfaction rating of 75% or above (meeting the Internal Audit KPI requirement), with the lowest rating being 71.11%.</p> <p>Average overall Auditee satisfaction rating (for the fourteen Surveys returned) is 84.78%.</p>

5 Audit Activities Planned for the Period October 2017 to December 2017

In accordance with the approved Internal Audit Plan the following internal audit activities are planned for the period 1 October 2017 to 31 December 2017.

Audit Activities 1 October 2017 – 31 December 2017	Responsible Program
IT security and vulnerability review / strategy and planning	Connect Canning
Human Resources	People & Performance Canning
Performance review (rotational across Programs)	Yet to be determined

**CONSIDERATIONS**

**Legal Compliance**

6 Section 5(2) (c) of the *Local Government (Financial Management) Regulations 1996* - for the Financial Management Systems and Procedures Review.

**Policy Implications**

7 Not applicable.

**Financial Considerations****Business Plan**

8 36 – Governance Canning.

**Internal Budget**

9 Budget allocations have been made for external resourcing and the two main positions involved in the internal audit function (i.e. internal resourcing):

- a) Manager Governance.
- b) Leader Assurance.

**Asset Management**

10 Not applicable.

**Sustainability Considerations**

11 Not applicable.

**Consultation**

12 Not applicable.

**Other Considerations or Risks**

13 Report is for noting only.

**COMMENT**

14 Nil.

**VOTING REQUIREMENT**

15 Simple majority.

**COMMITTEE COMMENT**

16 Nil.

**6. CONFIDENTIAL MATTERS**

Nil.

**7. CLOSURE**

There being no further business, the Chairman declared the Meeting closed at 6.16pm.

I certify that these minutes were confirmed at the Audit and Risk Committee Meeting held on 7 December 2017.

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Presiding Member  
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Date