

## Relevant Information for Council

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**FILE:** S083523 **DATE:** 27 October 2022

**TO:** Lord Mayor and Councillors

**FROM:** Kirsten Morrin, Director Legal and Governance  
Kim Woodbury, Chief Operating Officer

**THROUGH:** Monica Barone, Chief Executive Officer

**SUBJECT:** Information Relevant To Item 6.4 – Audit, Risk and Compliance Committee  
Annual Report to Council 2021/22

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### For Noting

This memo is for the information of the Lord Mayor and Councillors.

### Background

At the meeting of the Corporate, Finance, Properties and Tenders Committee on 17 October 2022, further information was sought on the Property Portfolio Management: Community Performance Audit.

The Property Portfolio Management: Community performance audit was undertaken in 2021 to provide an assurance conclusion on the adequacy of key governance and oversight controls over the City's community property portfolio management. The key objectives were determining:

- How the City ensures the community portfolio supports the achievement of the City's objectives;
- The adequacy of policies and procedures that support community portfolio management; and
- The mechanisms to inform decision making in relation to property utilisation, usage, achievement of maximum community benefit and whether qualitative information is available to support decisions.

The audit found that there were good practices in place to manage the property portfolio to support the goals set out in the Council’s Sustainable Sydney 2030 plan (which was the then relevant strategic plan) and to ensure monitoring of the work performed by external service providers. It found that processes and procedures were adequate and documented. There was one recommendation (ranked “Low”) relating to ensuring a current up to date stocktake of properties in the community property portfolio is maintained.

This recommendation has now been implemented. The City records a complete list of buildings in the corporate asset management system (CAMS). Buildings are assigned either commercial, community or Investment/Strategic Portfolio.

A new internal coordination group focused solely on the efficient use of community buildings has recently commenced. The coordination group is attended by key staff from Property Services, Development and Strategy and City Life. The purpose of the group is to:

- ensure that the community needs are known and understood by the City;
- ensure that the City’s community assets are fully utilised and optimised;
- understand and document any shortfall in service provision; and
- provide costed actionable strategy to address any identified shortfall.

#### **2022/2023 Audit, Risk and Compliance Committee Meetings**

Audit, Risk and Compliance Committee meetings are set for the following dates and times in 2023 (also note final meeting for 2022):

<b>Meeting Date</b>	<b>Time</b>	<b>Venue</b>
Thursday, 15 December 2022	1.00pm–3.30pm	Sydney Town Hall, Finance Room
Thursday, 30 March 2023	1.00pm–3.30pm	Sydney Town Hall, Finance Room
Thursday, 22 June 2023	1.00pm–3.30pm	Sydney Town Hall, Finance Room
Thursday, 17 August 2023	1.00pm–3.30pm	Sydney Town Hall, Finance Room
Thursday, 5 October 2023 (Financials Only)	1.00pm–3.30pm	Sydney Town Hall, Finance Room
Thursday, 23 November 2023	1.00pm–3.30pm	Sydney Town Hall, Finance Room

Meetings will be held in the Finance Room (Sydney Town Hall) where possible. Meetings may be held remotely where necessary. Councillors are advised of upcoming meetings through the CEO Update (Key Diary Dates) and are requested to advise the Director Legal and Governance ahead of the meetings if they are intending to attend to ensure attendance can be smoothly facilitated.

Audit, Risk and Compliance Committee meeting papers are made available to Councillors via Diligent in the week prior to the meeting.

**Memo from Kirsten Morrin, Director Legal and Governance and Kim Woodbury, Chief Operating Officer**

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Approved

A handwritten signature in black ink, appearing to read 'P.M. Barone', with a long horizontal flourish extending to the right.

**MONICA BARONE**

Chief Executive Officer