

MINUTES OF MEETING



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 November 2017
Time	2.00pm

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 30 NOVEMBER 2017

Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 30 November 2017

File No: I2017/1904

PRESENT: Cr B Cameron and Cr A Hunter

Staff: Anna Vinfield (Manager Corporate Services)
Jess Orr (Strategic Risk and Improvement Coordinator)
David Royston-Jennings (Corporate Governance Officer)

Community: Michael Georghiou (Chairperson), Brian Wilkinson, Rae Wills

Auditors: Cathy Blunt (OCM)

Mr Georghiou (Chair) opened the meeting at 2.07pm.

APOLOGIES:

There were apologies from Cr Richardson.

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Committee Recommendation:

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 17 August 2017 and Extraordinary Audit, Risk and Improvement Committee Meeting held on 12 October 2017 be confirmed. (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

PROCEDURAL MOTION

Committee Recommendation:

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, the Committee resolve into Confidential Session to discuss the following reports, namely:
 - Update on Disaster Recovery & Business Continuity Planning at Council
 - Corporate Compliance and Policy Management Audit Review - November 2017
 - Internal audit activity & progress report
2. That the reasons for closing the meeting to the public to consider this item be that the reports contain details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.
3. That on balance it is considered that receipt and discussion of the matter in open Committee

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 30 NOVEMBER 2017

would be contrary to the public interest, as:

disclosure of the confidential information could affect the security of the Council, Councillors,
Council staff or Council property. (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.1 **Update on Disaster Recovery & Business Continuity Planning at Council**

File No: I2017/1806

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee note work undertaken in improving Council's business continuity and disaster recovery efforts..
2. That future agendas for the Audit, Risk and Improvement Committee contain a standing item on Business Continuity and Disaster Recovery planning. (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 4.2 **Corporate Compliance and Policy Management Audit Review - November 2017**

File No: I2017/1807

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee note the Corporate Compliance and Policy Management internal audit review report.
2. That the Audit, Risk and Improvement Committee request that management implement the recommendations made in the report identified as Attachment 1 (#E2017/108208). (Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

Report No. 4.3 **Internal audit activity & progress report**

File No: I2017/1814

Committee Recommendation:

That the Audit, Risk and Improvement Committee note the Internal Audit Activity Report – November 2017. (Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

Committee Recommendation:

That the meeting move out of confidential session. (Georghiou/Cameron)

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 30 NOVEMBER 2017

The recommendation was put to the vote and declared carried.

OTHER BUSINESS

Mr Georghiou requested that the next agenda of the Audit, Risk and Improvement Advisory Committee include a report on Council's Risk Register.

There being no further business the meeting concluded at 3.11pm.
