

MINUTES OF MEETING



**AUDIT, RISK AND IMPROVEMENT
COMMITTEE MEETING**

Venue	Council Chamber, Station Street, Mullumbimby
Date	Thursday, 15 February 2018
Time	11.30am

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 15 FEBRUARY 2018

Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 15 February 2018

File No: I2018/232

PRESENT: Cr B Cameron and Cr S Richardson

Staff: Mark Arnold (Acting General Manager)
Phil Holloway (Director Infrastructure Services)
James Brickley (Acting Director Corporate and Community Services)
Anna Vinfield (Manager Corporate Services)

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

Auditors: Cathy Blunt (OCM) and Kevin Franey (TNR)

Mr Georghiou (Chair) opened the meeting at 11.36am.

APOLOGIES:

Apologies were received from Cr Hunter.

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 30 November 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

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 from NSW Audit Office - Performance Report summary
Update on Business Continuity, Disaster Recovery & Risk Management
Internal Audit Activity & Progress Report
Buildings and Property Management Audit Review
2017 Final Year End Audit Management Letter

2. That the reasons for closing the meeting to the public to consider these items be that:

The reports contain details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

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3. That on balance it is considered that receipt and discussion of these matters in open Committee would be contrary to the public interest, as the matters and information contained in the reports relate to matters affecting the security of the council, councillors, council staff or council property.

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 5.1 **CONFIDENTIAL - Update from NSW Audit Office - Performance Report summary**

File No: I2018/194

Committee Recommendation:

That the internal audit, risk and improvement committee note the contents and recommendations made in the performance report from NSW Audit Office at Attachment 1.

(Georghiou/Richardson)

The recommendation was put to the vote and declared carried.

Report No. 5.2 **CONFIDENTIAL - Update on Business Continuity, Disaster Recovery & Risk Management**

File No: I2018/169

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee note ongoing work undertaken in improving Council's business continuity and disaster recovery efforts across the organisation.

2. That the Audit, Risk and Improvement Committee receive an update on initiatives to work with the community and the SES initiatives regarding community action teams.

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **CONFIDENTIAL - Internal Audit Activity & Progress Report**

File No: I2018/65

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee note the Internal Audit Activity Report – February 2018 (#E2018/9927).

2. That the Audit, Risk and Improvement Committee endorse the suggestion from OCM to close off the two outstanding recommendations in Appendix C of the attached report (#E2018/9927) due to these actions being confirmed as complete, pending verification by OCM.

(Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

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Report No. 5.4 **CONFIDENTIAL - Buildings and Property Management Audit Review**
File No: I2018/64

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee note the Buildings and Property 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 (#E2018/10497).
(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.5 **CONFIDENTIAL - 2017 Final Year End Audit Management Letter**
File No: I2018/213

Committee Recommendation:

That the comments provided by Management in response to matters raised in the 2017 Final Audit Management Letter as outlined in Attachment 1 (#E2018/10287) be noted by Council.
(Georghiou/Wills)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

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

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 12.39pm.
