

MINUTES OF MEETING



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 May 2019
Time	11.30am

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

30 MAY 2019

Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 30 May 2019

File No: I2019/791

PRESENT: Cr Basil Cameron, Cr Alan Hunter

Staff: Mark Arnold (General Manager)
Vanessa Adams (Director Corporate and Community Services)
Phil Holloway (Director Infrastructure Services)
Anna Vinfield (Manager Corporate)
Heather Sills (Governance Officer)
Amanda O'Donnell (Financial Operations Accountant)
Shannon McKelvey (Executive Officer) – Item 4.1
Phil Pountney (Manager Business Systems & Technology) - Item 5.6

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

Internal Auditors: Cathy Blunt (OCM)
External Auditors (via teleconference):
Kevin Franey (TNR) – Item 5.1
Gearoid Fitzgerald (NSW Audit Office) – Item 5.1

Mr Georghiou (Chair) opened the meeting at 11:30am and acknowledged that the meeting was being held on Bundjalung Country.

PROCEDURAL MOTION

Committee Recommendation:

1. That pursuant to Section 10A(2)(d)i of the Local Government Act, 1993, the Committee resolve to move into Confidential Session.
2. That the reasons for closing the meeting to the public to consider this item be that on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest

(Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Item 5.1 was moved to be dealt with first on the Agenda.

CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 5.1 **CONFIDENTIAL - 2018-2019 External Audit Engagement Plan**
File No: I2019/251

Committee Recommendation:

1. That Council notes the External Audit Engagement Plan prepared by the Audit Office of New South Wales for the year ended 30 June 2019 as outlined in Attachment 1 (#E2019/13601).
2. That the report and Attachment 1 of the closed part of the meeting remain confidential.

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

30 MAY 2019

APOLOGIES:

CR MICHAEL LYON, PAMELA ROBERTSON-GREGG (OCM)

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 15 November 2018 be confirmed. (Georghiou/Wills)

The recommendation was put to the vote and declared carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - GENERAL MANAGER

Report No. 4.1 **Local Government Performance Excellence Program 2018 Report**
File No: I2019/680

Committee Recommendation:

1. That the Internal Audit, Risk and Improvement Committee notes the Byron Shire Council LG Performance Excellence Program FY18 Report.
2. That a Councillor Workshop be provided to outline the value of the LG Performance Excellence Program and identify the costs and benefits to Council and the community.

(Cameron/Wills)

The recommendation was put to the vote and declared carried.

CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 5.2 **CONFIDENTIAL - Updated Internal Audit Plan - May 2019**
File No: I2019/742

Committee Recommendation that the Audit, Risk and Improvement Committee endorses the Internal Audit Plan, as updated in May 2019. (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **CONFIDENTIAL - Cash Management Audit Review**
File No: I2019/655

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the Cash Management internal audit review report.

BYRON SHIRE COUNCIL

2. That the Audit, Risk and Improvement Committee requests management to implement the recommendations made in the report identified as Confidential Attachment 1 (#E2019/35202).
3. That the report and Confidential Attachment 1 of the closed part of the meeting remain confidential. (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.4 **CONFIDENTIAL - Payroll Audit Review**
File No: I2019/657

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the Payroll internal audit review report.
2. That the Audit, Risk and Improvement Committee requests management to implement the recommendations made in the report identified as Confidential Attachment 1 (#E2019/35209).
3. That the report and Confidential Attachment 1 of the closed part of the meeting remain confidential. (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.5 **CONFIDENTIAL - Audit Progress Report - May 2019**
File No: I2019/711

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the Internal Audit Activity Report - May 2019 (#E2019/35523).
2. That the Audit, Risk and Improvement Committee endorses the recommendation from the Executive Team to close off 20 outstanding recommendations in Appendix C of the attached report (#E2019/35523) due to these actions being confirmed as complete. (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.6 **CONFIDENTIAL - Update on IT Actions**
File No: I2019/778

Committee Recommendation:

1. That the Audit Risk and Improvement Committee:
 - a) notes the update provided in the report on IT risk related activities.
 - b) records actions as 'closed' where management has addressed the issue.
2. That this update be regularly provided to the Committee as a standing item at each meeting. (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

Committee Recommendation 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 1:22pm.