

# MINUTES OF MEETING



## AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	Meeting Room 1, Station Street, Mullumbimby
Date	Tuesday, 17 March 2020
Time	11.30am



# BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

17 MARCH 2020

## Minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday, 17 March 2020

File No: I2020/380

PRESENT: Cr B Cameron, Cr A Hunter

Staff: Mark Arnold (General Manager)  
Vanessa Adams (Director Corporate and Community Services)  
Esmeralda Davis (Acting Manager Corporate Services)  
James Brickley (Manager Finance)  
Emma Fountain (Strategic Risk and Business Continuity Coordinator)  
Colin Baker (Manager Business Systems and Technology)

Community:

Michael Georghiou (Chairperson), Brian Wilkinson, Rae Wills, Cathy Blunt (Internal Auditor OCM), Kevin Franey (External Auditor TNR), Adam Bradfield (External Auditor TNR)

Michael Georghiou (*Chair*) opened the meeting at 11.31am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES: Cr M Lyon, Phil Holloway (Director Infrastructure Services)

### 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 10 October 2019 and Audit, Risk and Improvement Committee Meeting held on 14 November 2019 be confirmed.

(Georghiou/Wilkinson)

*The recommendation was put to the vote and declared carried.*

*Note: The minutes of the meeting held on 14 November 2019 were noted, and the Committee Recommendations adopted by Council, at the Ordinary Meeting held on 12 December 2020.*

### BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No. 4.1**

**Audit Office of NSW Report on Local Government 2019**

**File No:**

I2020/373

### **Committee Recommendation:**

That the Audit Risk & Improvement Committee notes the Audit Office of NSW Report on Local Government 2019.

(Wilkinson/Georghiou)

*The recommendation was put to the vote and declared <<carried/lost>> .*

### **PROCEDURAL MOTION**

### **Committee Recommendation:**

1. That pursuant to Section 10A(2) of the Local Government Act, 1993, the Committee resolve into Confidential Session to discuss the following reports.
2. That the reasons for closing the meeting to the public to consider this item be that:
  - a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property
  - b) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it

(Georghiou/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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## CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No. 5.1**

**CONFIDENTIAL - Business Continuity and Risk Management - Update**

**File No:**

I2020/84

### **Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee notes the Business Continuity planning progress update.
2. That the Audit, Risk and Improvement Committee endorses the Strategic and Operational Risk Registers, Fraud Control Plan (as Appendix 1 to the Fraud and Corruption Control Policy) and revised Risk Management Strategy.
3. That the Audit, Risk and Improvement Committee notes the strategic and operational risk reports for the quarter ending 31 December 2019.

(Georghiou/Hunter)

*The recommendation was put to the vote and declared carried.*

**Report No. 5.2**                    **CONFIDENTIAL - Audit Progress Report - January 2020**  
**File No:**                            I2020/87

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee notes the Internal Audit Activity Report – January 2020 (E2020/7324).
2. That the Audit, Risk and Improvement Committee endorses the recommendation from the Executive Team to close off 6 recommendations in Appendix C of the attached report (E2020/7324) due to these actions being confirmed as complete.

(Georghiou/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.3**                    **CONFIDENTIAL - IT Update**  
**File No:**                            I2020/119

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee notes the update provided in this report.
2. That the Audit, Risk and Improvement Committee receives ongoing reports on the status priority 1 (P1) incidents (i.e. a standing agenda item).
3. That the Audit, Risk and Improvement Committee receives ongoing reports on the status of cyber incidents, trends and management of cyber risk (i.e. a standing agenda item).

(Georghiou/Hunter)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.4**                    **CONFIDENTIAL - Business Continuity Debrief - Rain Event February 2020**  
**File No:**                            I2020/232

**Committee Recommendation:**

That the Audit Risk and Improvement Committee notes the Business Continuity Debrief – Rain Event February 2020 as per Attachment 1 (E2020/15619).

(Georghiou/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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# BYRON SHIRE COUNCIL

**Report No. 5.5**                    **CONFIDENTIAL - 2019 Year End Audit Management Letter**  
**File No:**                        I2020/1

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee notes the 2019 Year End Audit Management Letter (E2020/103).
2. That the Audit, Risk and Improvement Committee receives a quarterly progress report on the recommendations listed in the 2019 Year End Audit Management Letter (E2020/103).
3. That the Audit, Risk and Improvement Committee undertake a review of its Terms of Reference by December 2020.

(Georghiou/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.6**                    **CONFIDENTIAL - 2019-2020 External Audit Engagement Plan**  
**File No:**                        I2020/368

**Committee Recommendation:**

That Council notes the External Audit Engagement Plan prepared by the Audit Office of New South Wales for the year ended 30 June 2020 as outlined in Confidential Attachment 1 (#E2020/16020).

(Georghiou/Wilkinson)

*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 1.24pm.*