

# **M I N U T E S   O F   M E E T I N G**



## **EXTRAORDINARY AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**

<b>Venue</b>	<b>Conference Room, Station Street, Mullumbimby</b>
<b>Date</b>	<b>Thursday, 12 October 2017</b>
<b>Time</b>	<b>11.30am</b>

# BYRON SHIRE COUNCIL

## EXTRAORDINARY AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 12 OCTOBER 2017

### **Minutes of the Extraordinary Audit, Risk and Improvement Committee Meeting held on Thursday, 12 October 2017**

**File No:** I2017/1489

**PRESENT:** Cr A Hunter

Staff: Mark Arnold (Director Corporate and Community Services) (from 12pm)  
James Brickley (Manager Finance)  
Anna Vinfield (Manager Governance Services)  
Jess Orr (Strategic Risk and Improvement Coordinator)

Community: Michael Georghiou (Chairperson), Brian Wilkinson and Rae Wells

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

*Michael Georghiou (Chair) opened the meeting at 11.36am and acknowledged that the meeting was being held on Bundjalung Country.*

#### **APOLOGIES:**

There were apologies from Cr Cameron.

#### **ABSENCES:**

Cr Martin was absent from the meeting.

#### **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 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.

*The Committee agreed to discuss item 5.1 next on the Agenda.*

# BYRON SHIRE COUNCIL

EXTRAORDINARY AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 12 OCTOBER

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## CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No.** **CONFIDENTIAL - Audit, Risk & Improvement Delivery Program and Strategy for 2017 - 2021**  
**File No:** I2017/1345

### 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 report Audit, Risk & Improvement Delivery Program and Strategy for 2017 - 2021 .
2. That the reasons for closing the meeting to the public to consider this item be that the report contains:  
  
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 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/Hunter)

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

### Committee Recommendation:

**That the Audit, Risk and Improvement Committee:**

1. **Endorse the 2017-2021 Internal Audit Plan with minor amendments to the terms of reference for the Buildings and Property Management audit review and Fraud and Corruption Control audit review, noting that the reviews for year two onwards will be presented to the Audit, Risk and Improvement Committee at the commencement of each audit year**
2. **Note the 2017/18 audit program will include:**
  - a) **Corporate Compliance and Policy Management**
  - b) **Buildings and Property Management**
  - c) **Fraud and Corruption Control**
  - d) **IT User Access**

(Georghiou/Wilkinson)

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

### PROCEDURAL MOTION

That the meeting move out of confidential session.

(Georghiou/Hunter)

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

# BYRON SHIRE COUNCIL

EXTRAORDINARY AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 12 OCTOBER

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## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No.** Draft 2016/2017 Financial Statements  
**File No:** I2017/1475

### PROCEDURAL MOTION

1. That pursuant to Section 10A(2)(d) of the Local Government Act, 1993, the Committee resolve into Confidential Session to discuss attachments 4 and 5 to the following report, namely the draft 2017 Conduct of the Audit report and the draft 2017 Client Service Report received from the NSW audit Office.
2. That the reasons for closing the meeting to the public to consider these attachments be that they contain:  
  
commercial information of a confidential nature that would, if disclosed:  
(i) prejudice the commercial position of the person who supplied it, or  
(ii) confer a commercial advantage on a competitor of the council, or  
(iii) reveal a trade secret.
3. That on balance it is considered that receipt and discussion of these attachments in open Committee would be contrary to the public interest, as disclosure of the confidential information could compromise the commercial position of the NSW Audit Office.

(Georghiou/Wilkinson)

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

### Committee Recommendation:

**That the Audit, Risk and Improvement Committee recommend to Council:**

1. That Council approve the signing of the "Statement by Councillors and Management" in accordance with Section 413(2)(c) of the Local Government Act 1993 and Regulation 215 of the Local Government (General) Regulation 2005 in relation to the 2016/2017 Draft Financial Statements.
2. That Council exhibit the Financial Statements and Auditor's Report and call for public submissions on those documents with submissions closing on 30 November 2017 in accordance with Section 420 of the Local Government Act 1993.
3. That the Audited Financial Statements and Auditors Report be presented to the public at the Ordinary Meeting of Council scheduled for 23 November 2017 in accordance with Section 418(1) of the Local Government Act 1993.

(Georghiou/Wilkinson)

*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.*

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*There being no further business the meeting concluded at 1.15pm.*