

# MINUTES OF MEETING



## AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 16 August 2018
Time	11.30am



# BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

16 AUGUST 2018

## Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 16 August 2018

File No: I2018/1548

**PRESENT:** Cr B Cameron, Cr A Hunter

Staff: Mark Arnold (General Manager)  
Anna Vinfield (Acting Director Corporate and Community Services)  
Phil Holloway (Director Infrastructure Services)  
James Brickley (Manager Finance – item 4.4 only)  
David Royston-Jennings (Strategic Risk and Improvement Coordinator)

Community: Michael Georghiou (Chairperson), Brian Wilkinson

Internal Auditors: Cathy Blunt (OCM)

External Auditors: Kevin Franey (TNR), Reiky Jiang (NSW Audit Office – via teleconference, item 4.4 only)

*Mr Georghiou (Chair) opened the meeting at 11.32am.*

### **APOLOGIES:**

There were apologies from Cr Simon Richardson, Rae Wills and 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 17 May 2018 be confirmed. (Georghiou/Hunter)

*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 reports Internal Activity & Progress Report - July 2018, EPA Licence Audit Review, Business Continuity Management Strategy and 2018 Interim Audit Management Letter.
2. That the reasons for closing the meeting to the public to consider these items be that the reports contains 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 the matters in open Committee would be contrary to the public interest, as the reports contain details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property. (Georghiou/Wilkinson)

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

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## CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No. 4.1**                      **CONFIDENTIAL - Internal Activity & Progress Report - July 2018**  
**File No:**                              I2018/1270

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Advisory Committee note the Internal Audit Activity Report – July 2018 (#E2018/67716).
2. That the Audit, Risk and Improvement Advisory Committee note the updated Internal Audit Plan (#E2018/64849). (Georghiou/Wilkinson)

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

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**Report No. 4.2**                      **CONFIDENTIAL - EPA Licence Audit Review**  
**File No:**                              I2018/1311

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee note the Environmental Protection Authority (EPA) Controls internal audit review report.
2. That the Audit, Risk and Improvement Committee request that management implement the recommendations made in the report identified as Confidential Attachment 1 (#E2018/64759).
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.*

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**Report No. 4.3**                      **CONFIDENTIAL - Business Continuity Management Strategy**  
**File No:**                              I2018/1310

**Committee Recommendation:**

That the Audit, Risk and Improvement Advisory Committee:

1. Note the presentation on the draft Business Continuity Management Strategy.
2. Note the draft Business Continuity Management Strategy. (Georghiou/Wilkinson)

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

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**Report No. 4.4**

**File No:**

**CONFIDENTIAL - 2018 Interim Audit Management Letter**

I2018/1358

**Committee Recommendation:**

That the comments provided by Management in response to matters raised in the 2018 Interim Audit Management Letter be noted by Council. (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.*

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*There being no further business the meeting concluded at 12.42pm.*

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