

MINUTES OF MEETING



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	Meeting Room 1, Station Street, Mullumbimby
Date	Thursday, 14 November 2019
Time	11:30am

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 14 NOVEMBER 2019

Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 14 November 2019

File No: I2019/1900

PRESENT: Cr M Lyon, Cr B Cameron, Cr A Hunter

Staff: Mark Arnold (General Manager)
Vanessa Adams (Director Corporate and Community Services)
Esmerelda Davis (A/Manager Corporate)
James Brickley (Manager Finance)
Emma Fountain (Strategic Risk and Business Continuity Coordinator)
Heather Sills (Governance Officer)

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

Internal Auditor: Cathy Blunt (OCM) via telephone for items 5.2, 5.3, 5.4, and 5.5

Michael Georghio (Chair) opened the meeting at 11:32am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

There were no apologies.

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 29 August 2019 be confirmed. (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Note: The minutes of the meeting held on 29 August 2019 were noted, and the Committee Recommendations adopted by Council, at the Ordinary Meeting held on 26 September 2019.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.1 **A New Risk Management and Internal Audit Framework - Discussion Paper**
File No: I2019/1636

Committee Recommendation:

That the Audit Risk and Improvement Committee:

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1. Considers the discussion paper, "A New Risk Management and Internal Audit Framework for Local Councils in NSW"
2. Makes a submission to the Office of Local Government during the submission period covering the considerations outlined in this report
3. Receives a draft submission for comment prior to the submission being made to the Office of Local Government. (Hunter/Georghiou)

The recommendation was put to the vote and declared carried.

Report No. 4.2 2018/2019 Financial Statements
File No: I2019/1843

Committee Recommendation:

That the Audit, Risk and Improvement Committee notes the report on the 2018/2019 Financial Statements and the 2019 Audit Engagement Closing Report received from the NSW Audit Office.
(Georghiou/Lyon)

The recommendation was put to the vote and declared carried.

CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

PROCEDURAL MOTION

Committee Recommendation:

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss reports 5.1, 5.2, 5.3, 5.4, and 5.5..
2. That the reasons for closing the meeting to the public to consider this item be that these reports contain:
 - 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/Cameron)

The recommendation was put to the vote and declared carried.

Report No. 5.1 CONFIDENTIAL - Update on IT Actions
File No: I2019/1691

Committee Recommendation:

That the Audit, Risk and Improvement Committee notes the update provided in the report.
(Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.2 CONFIDENTIAL - Audit Progress Report - November 2019
File No: I2019/1841

Committee Recommendation:

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1. That the Audit, Risk and Improvement Committee notes the Internal Audit Activity Report – November 2019 (E2019/81972).
2. That the Audit, Risk and Improvement Committee endorses the recommendation from the Executive Team to close off 12 outstanding recommendations in Appendix C of the attached report (E2019/81972) due to these actions being confirmed as complete.

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **CONFIDENTIAL - Business Continuity and Risk Management - Update**
File No: I2019/1853

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes this Business Continuity and Risk management update.
2. That the Audit, Risk and Improvement Committee receives ongoing progress reports on the status of the Business Continuity and Risk Management blueprint (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.4 **CONFIDENTIAL - Pay Parking Audit Review**
File No: I2019/1857

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the Pay Parking 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 (E2019/81748).
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 - Grants Management Audit Review**
File No: I2019/1858

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the Grant Management 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 (E2019/81617).
3. That the report and Confidential Attachment 1 of the closed part of the meeting remain confidential (Georghiou/Wilkinson)

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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 12:50pm.