

# Minutes of Meeting

## Audit, Risk and Improvement Committee Meeting

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 16 February 2023
Time	11.30am



**BYRON**  
SHIRE  
COUNCIL



# BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 16 FEBRUARY 2023

## Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 16 February 2023

**File No:** I2023/284

PRESENT: Cr A Hunter, Cr S Swivel

Independent Members: Michael Georghiou (Chairperson)  
Bernard Grinberg

Staff: Mark Arnold (General Manager)  
Esmeralda Davis (Director Corporate and Community Services)  
James Brickley (Manager Finance)  
Colin Baker (Manager Business Systems and Technology)  
Mila Jones (Governance and Internal Audit Coordinator)  
Kylie Grainey (Business Improvement Officer)  
Amber Crane Evans / Storm Townsend (Minute takers)

Other Attendees: Jarrod Lean (Grant Thornton) [Virtual]  
Adam Bradfield (Thomas Noble and Russell)

*Michael Georghiou (Chair) opened the meeting at 11:34AM and acknowledged that the meeting was being held on Bundjalung Country.*

### ATTENDANCE VIA AUDIO-VISUAL LINK:

Jarrod Lean (Grant Thornton) and Heather Sills (Manager Corporate and Community Services) attended via Audio-Visual Link.

### APOLOGIES:

Patrick Grier

### DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.



# BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 16 FEBRUARY 2023

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**Report No. 4.2**      **Internal Audit Charter**  
**File No:**              I2023/119

**Committee Recommendation:**

**That the matter be deferred to a subsequent meeting.**                      (Georghiou/Hunter)  
*The recommendation was put to the vote and declared carried.*

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**Report No. 4.3**      **Policies for review: Risk Management Policy and Fraud and  
Corruption Control Policy**  
**File No:**              I2022/1903

**Committee Recommendation:**

**That the Risk Management Policy 2023 and Fraud and Corruption Control Policy 2023 be deferred and a further report be brought to a subsequent meeting to provide information relating to environmental risks and include performance benchmarks in all areas of risk, fraud and corruption in the management of Council's activities to keep a focus on performance.**

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

*(The vote on this recommendation was not held at the meeting. Votes were subsequently provided by email following the meeting.)*

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**Report No. 4.4**      **Internal Audit Plan 2023-2024 - Detailed version**  
**File No:**              I2023/63

**Committee Recommendation:**

**That the Audit, Risk and Improvement Committee endorses the scope of the audits to be undertaken in 2023-2024 as contained in the attached Internal Audit Plan (Attachment 1 E2023/8002) with the below amendments to the timetable:**

	<b>FY24</b>
<b>Q1</b>	Developer contributions
<b>Q2</b>	Disaster recovery and planning
<b>Q3</b>	Waste management
<b>Q4</b>	WHS

(Grinberg/Georghiou)

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

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# BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 16 FEBRUARY 2023

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## CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

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### PROCEDURAL MOTION

That the meeting move into confidential session for the following reasons:

Report No. 5.1      CONFIDENTIAL - Internal Audit Report Quarter 2 2022-2023 including Plant and Fleet Review and Corporate Cards Review

1. That pursuant to Section 10A(2)(d)i of the Local Government Act, 1993, The Audit, Risk and Improvement Committee move into Confidential Session to discuss the report Internal Audit Report Quarter 2 2022-2023 including Plant and Fleet Review and Corporate Cards Review.
2. That the reasons for closing the meeting to consider this item is that the report contains:
  - a) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it
3. That on balance it is considered that receipt and discussion of the matter in open session would be contrary to the public interest, as the nature and content of internal audit reports is for operational purposes.

Report No. 5.2      CONFIDENTIAL - 2022 Year End Management Letter

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolves to move into Confidential Session to discuss the report 2022 Year End Management Letter.
2. That the reasons for closing the meeting to the public to consider this item be that the report contains:
  - a) 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 Council would be contrary to the public interest, as:

Nature and content of audit reports is for operational purposes and report details information about Council systems, controls and processes.

## BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 16 FEBRUARY 2023

Report No. 5.3      CONFIDENTIAL - Cyber Security and IT System Outages Quarterly Update

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolves to move into Confidential Session to discuss the report Cyber Security and IT System Outages Quarterly Update.
2. That the reasons for closing the meeting to the public to consider this item be that the report contains:
  - a) 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 Council would be contrary to the public interest, as:

Exposes information security risks and vulnerabilities that could assist unauthorised threats to Council's information and systems.

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**Report No. 5.1**      **CONFIDENTIAL - Internal Audit Report Quarter 2 2022-2023 including Plant and Fleet Review and Corporate Cards Review**  
**File No:**              **I2022/1906**

**Committee Recommendation:**

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

1. **Notes the Internal Auditors Summary of Internal Audit Recommendations for Quarter 2 2022-2023 at Attachment 1 (E2023/7733).**
2. **Endorses the recommendations from the Executive Team to close off seven internal audit recommendations from Quarter 2 2022-2023 as listed in Table 1 of this report (a summary from Attachment 2 E2023/3535).**
3. **Endorses that Management implement the recommendations made in the:**
  - a) **Internal Audit of Plant and Fleet (December 2022) (Attachment 3 E2022/127137).**
  - b) **Internal Audit of Corporate Cards (December 2022) (Attachment 4 E2022/126217).** (Georghiou/Hunter)

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

# BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 16 FEBRUARY 2023

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**Report No. 5.2**      **CONFIDENTIAL - 2022 Year End Management Letter**  
**File No:**            I2023/123

**Committee Recommendation:**

**That the comments provided by Management in response to issues raised in the 2022 Year End Audit Management Letter (#E2023/10387) be noted by Council and the Audit, Risk and Improvement Committee.** (Georghiou/Hunter)

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

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**Report No. 5.3**      **CONFIDENTIAL - Cyber Security and IT System Outages**  
**File No:**            **Quarterly Update**  
I2023/4

**Committee Recommendation:**

**That the Audit Risk and Improvement Committee notes the report.** Georghiou/Hunter)

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

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PROCEDURAL MOTION

That the meeting move out of confidential session.

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## FOR INFORMATION ONLY

The following reports were provided to the Audit, Risk and Improvement Committee for information:

**Report No. 7.1**      **Delivery Program 6-monthly Report and Operational Plan 2022/23**  
**File No:**            **Quarter 2 Report - to 31 December 2022**  
I2023/134

**Report No. 7.2**      **External Audit of Development Applications: Assessment and**  
**File No:**            **Determination Stages**  
I2022/1909

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**OTHER BUSINESS**

The Chair requested a list of major projects and an outline of the reporting format.

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*There being no further business the meeting concluded at 1:43PM.*

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