

MINUTES OF MEETING



AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 20 May 2021
Time	11.30am

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 20 MAY 2021

Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 20 May 2021

File No: I2021/800

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

Staff: Mark Arnold (General Manager)
Vanessa Adams (Director Corporate and Community Services)
Phil Holloway (Director Infrastructure Services)
Esmeralda Davis (Acting Manager Corporate Services)
James Brickley (Manager Finance)
Heather Sills (Corporate Planning and Improvement Coordinator)

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

Internal Auditor: Pamela Robertson-Gregg (OCM) – item 5.1

Cr Michael Georghiou (Chair) opened the meeting at 11:34am 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

Report No. 3.1 **Adoption of Minutes from Audit, Risk and Improvement Committee Meeting 18 February 2021**

File No: I2021/593

Committee Recommendation:

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 18 February 2021 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.

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 20 MAY 2021

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.1 **2020/21 Operational Plan Report - Q3 - March 2021**
File No: I2021/746

Committee Recommendation:

That the Audit, Risk, and Improvement Committee notes the 2020/21 Operational Plan Quarter 3 Report and proposed amendments being reported to Council at the 27 May Ordinary Meeting. (Georghiou/Wilkinson)

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)(d)i of the Local Government Act, 1993, Council resolve to move 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 the reports contain:
 - 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 Council would be contrary to the public interest, as the nature and content of the reports are for operational purposes. (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.1 **CONFIDENTIAL - Internal Audit Report - May 2021**
File No: I2021/594

Committee Recommendation:

That the Audit, Risk and Improvement Committee:

1. Notes the Internal Audit Status Report – May 2021 (E2021/63051)
2. Endorses the recommendations from the Executive Team to close off 4 recommendations in Appendix A of the Internal Audit Status Report (E2021/63051)
3. Requests management to implement the recommendations made in the Internal

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 20 MAY 2021

Audit of Stores (Inventory Management) – April 2021 (E2021/59676)

(Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Pamela Robertson-Gregg left the meeting at 11:54am

Report No. 5.2 **CONFIDENTIAL - Risk Management Update**
File No: I2021/595

Committee Recommendation:

That the Audit, Risk and Improvement Committee notes the strategic and operational risk reports for the quarter ending 31 March 2021 (E2021/53312). (Georghiou/Lyon)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **CONFIDENTIAL - Business Continuity Plan Review 2021**
File No: I2021/625

Committee Recommendation:

That the Audit Risk & Improvement Committee endorses the revised Business Continuity Plan (E2021/56241). (Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.4 **CONFIDENTIAL - Cyber Security and System Outages Quarterly Update**
File No: I2021/656

Committee Recommendation:

That the Audit, Risk and Improvement Committee:

1. Notes the attached security and incident reports;
 - a) Security Incident Report. Attachment 1 (E2021/58590); and,
 - b) Incident Outage Report. Attachment 2 (E2021/58589); and,
 - c) Security Intrusion Detection Report. Attachment 3 (E2021/58587); and
2. Receives ongoing status reports for cyber incidents and systems outages. (Cameron/Lyon)

The recommendation was put to the vote and declared carried.

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES 20 MAY 2021

Report No. 5.5 **CONFIDENTIAL - External Audit Actions Quarter 3 2020-2021 Update**

File No: I2021/767

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the external audit activity update for the quarter ending 31 March 2021 as outlined in Confidential Attachment 1 (#E2021/66065).
2. That in relation to issue 7 "GST Errors" the committee agrees to close the issue on the basis of materiality only and not on the basis of ignoring compliance.

(Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

Committee Recommendation:

That the meeting move out of confidential session. (Georghiou/Lyon)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 12:54pm.