MINUTES OF MEETING

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Venue	**Conference Room, Station Street, Mullumbimby**
Date	**Thursday, 14 May 2020**
Time	**11.30am**

Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 14 May 2020
File No: I2020/735

PRESENT: Cr M Lyon, Cr B Cameron

               Staff: Mark Arnold (General Manager)
                       Vanessa Adams (Director Corporate and Community Services)
                       Esmeralda Davis (Acting Manager Corporate Services)
                       James Brickley (Manager Finance)
                       Emma Fountain (Strategic Risk and Business Continuity Coordinator)

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

Michael Georghiou (Chair) opened the meeting at 11:30am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

Cr A Hunter

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 March 2020 be confirmed.

                                            (Cameron/Wilkinson)

The recommendation was put to the vote and declared carried.

Note: The minutes of the meeting held on 17 March 2020 were noted, and the Committee Recommendations adopted by Council, at the Ordinary Meeting held on 23 April 2020.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.1   Corporate Compliance Framework
File No: I2020/26

Committee Recommendation:

That the Audit, Risk and Improvement Committee notes the contents of this report and the Committee's ongoing role in reviewing any non-compliance with legislative requirements.

(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)(f) of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report Business Continuity and Risk Management- 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:**

     Risk management

(Georghiou/Lyon)

The recommendation was put to the vote and declared carried.

Report No. 5.1   CONFIDENTIAL - Business Continuity and Risk Management- Update
File No: I2020/459

Committee Recommendation:

1.   **That the Audit, Risk & Improvement Committee endorses the Business Continuity Plan 2020 (E2020/17570).**

2.   **That the Audit, Risk & Improvement Committee notes the strategic and operational risk reports for the quarter ending 31 March 2020 (E2020/23670).**

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.2   CONFIDENTIAL - Audit Progress Report - April 2020
File No: I2020/525

Committee Recommendation:

1.   **That the Audit, Risk and Improvement Committee notes the Internal Audit Activity Report – April 2020 (E2020/31562).**

2.   **That the Audit, Risk and Improvement Committee endorses the recommendation from**

the Executive Team to close off 24 recommendations in Appendix C of the attached report (E2020/31562).

3. **That the Audit, Risk and Improvement Committee endorses the Internal Audit Plan (E2020/31561), as updated in April 2020.**

(Georghiou/Lyon)

The recommendation was put to the vote and declared carried.

Report No. 5.3   CONFIDENTIAL - CONFIDENTIAL - Cyber Incidents and Service Outages Update
File No: I2020/674

Committee Recommendation:

1. **That the Audit, Risk and Improvement Committee:**
   a) **notes the Cyber Incidents report, attachment 1 (E2020/31282); and,**
   b) **notes the System Outages report, attachment 2 (E2020/31283); and,**
   c) **receives ongoing status reports for cyber Incidents and systems outages.**

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.

Report No. 5.4   CONFIDENTIAL - IT User Access Audit Review
File No: I2020/680

Committee Recommendation:

1. That the Audit, Risk and Improvement Committee notes the IT User Access 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 (E2020/28280).

3. That the report and Confidential Attachment 1 of the closed part of the meeting remain confidential

(Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

Cr Cameron left the meeting at 12:23 PM.

Report No. 5.5   CONFIDENTIAL - External Audit Actions - Quarter 3 2020 Update
File No: I2020/685

Committee Recommendation:

1. **That the Audit, Risk and Improvement Committee notes the external audit activity update for the quarter ending 31 March 2020.**

2. **That the Audit Risk and Improvement Committee receives quarterly updates on the**

external audit actions.

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.
Cr Cameron was not present for the vote.

PROCEDURAL MOTION

Committee Recommendation:

That the meeting move out of confidential session.

(Georghiou/Wilkinson)

The recommendation was put to the vote and declared carried.
Cr Cameron was not present for the vote.

There being no further business the meeting concluded at 12:40pm.