

NAMBUCCA SHIRE COUNCIL

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 30
JANUARY 2019**

PRESENT

Peter Lawry, Chairperson
Cr John Wilson
Geoff Dwyer External Auditor (phone)
Rhonda Hoban OAM, Mayor
Faye Hawthorne, A/Manager Financial
Services

Robert Hunt, Secretariat
Michael Coulter, General Manager

APOLOGIES

Joanne Hudson, Manager Human Resources	

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DISCLOSURE OF INTEREST

There were no Disclosures of Interest declared.

CONFIRMATION OF MINUTES

RESOLVED: (WILSON/LAWRY)

That the Committee confirm the Minutes of the Meeting held 21 November 2018.

AUDIT RISK AND IMPROVEMENT COMMITTEE REPORTS

ITEM 4.1 SF1415 300119 Draft Codes of Conduct

RESOLVED: (LAWRY/WILSON)

That the attached Codes of Conduct for Councils, Councillors, staff and committee members and delegates of Council and the associated Procedures for the administration of the Codes of Conduct be noted and endorsed.

ITEM 4.2 SF1415 300119 Draft Purchase Card Policy

RESOLVED: (WILSON/LAWRY)

That the Committee endorse the draft Purchase Card Policy.

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ITEM 4.3 SF1415 300119 Governance Report on Outstanding Recommendations

RESOLVED: (LAWRY/WILSON)

That the Report be received and noted.

ITEM 4.4 SF1415 300119 Financial Reporting Outstanding Recommendations

RESOLVED: (WILSON/LAWRY)

That the report be received and noted.

ITEM 4.5 SF2413 300119 Effect of the Biodiversity Conservation Act 2016 on Council (other than noxious weeds)

RESOLVED: (LAWRY/WILSON)

- 1 That the committee receive and note the report.**
- 2 Request the Manager Development and Environment to prepare a risk plan on biodiversity and its effect on making decisions emanating around development.**
- 3 Review the effects on Council's Capital Works Program such as road rehabilitation and clearing.**

ITEM 4.6 SF1415 300119 Report on Finance Section

RESOLVED: (WILSON/LAWRY)

That

- 1) The Report on the Finance Section be received and noted.**

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- 2) The Committee be advised when recommendations 4, 5 and 7 have been completed.
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ITEM 4.7 SF1415 300119 Tender Panel

RESOLVED: (LAWRY/WILSON)

That Council be advised the Committee is satisfied that appropriate processes are in place to ensure there is equitable treatment of contractors and value for money for ratepayers and that no further action is required.

GENERAL BUSINESS

1. The Chairman congratulated the Mayor on her being awarded the Medal (OAM) of the Order of Australia in the General Division for service to local government and to the community of Nambucca.
2. The General Manager advised the Committee of a “show cause letter” received from the EPA in regard to a sewer spill into the Nambucca River and this could possibly lead to a fine being imposed on Council.
3. Geoff Dwyer advised that he would submit an Audit Plan to the next meeting.

NEXT MEETING DATE

The next meeting will be held on 27 MARCH commencing at 2 pm.

CLOSURE

There being no further business the Chairperson then closed the meeting the time being 3.30 pm.

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(CHAIRPERSON)