

MINUTES OF MEETING



INTERNAL AUDIT ADVISORY COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 14 May 2015
Time	11.00am

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

14 MAY 2015

Minutes of the Internal Audit Advisory Committee Meeting held on Thursday, 14 May 2015 File No: I2015/400

PRESENT: Cr B Cameron, Cr A Hunter and Cr D Woods

Staff: Ken Gainger (General Manager)
Mark Arnold (Director Corporate and Community Services)
Phil Holloway (Director Infrastructure Services)
Trish Kirkland (Manager Governance Services)
James Brickley (Manager Finance)

Community Representatives: Michael Georghiou (Chairperson),
Craig Kelly, Tony McCabe
Internal Auditor: Jarrod Lean
External Auditor: Kevin Franey (Report 6.1)

Mr Georghiou (Chair) opened the meeting at 11.10am 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 Internal Audit Advisory Committee Meeting held on 19 February 2015 be confirmed.

(Georghiou/Woods)

The recommendation was put to the vote and declared carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

PROCEDURAL MOTION

Committee Recommendation:

That Committee move into Confidential session.

(Georghiou/Woods)

The recommendation was put to the vote and declared carried.

CONFIDENTIAL SESSION

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

14 MAY 2015

Report No. 5.1 **Internal Audit Report - Billing and Collections**
File No: I2015/379

Committee Recommendation IAC 5.1:

1. That the Internal Audit Report – Billing and Collections February 2015 be noted by Council along with responses and actions detailed by Management.
2. That Management implement the recommendations suggested in the report identified at Attachment 1 (E2015/26863).

(Georghiou/Woods)

The recommendation was put to the vote and declared carried.

Report No. 5.2 **Internal Audit Report May 2015**
File No: I2015/388

Committee Recommendation IAC 5.2:

That the Internal Audit Committee recommend to Council:

That Council receive and note the Internal Audit Report – Audit Committee (May 2015) (#E2015/29416) prepared by the Internal Auditor, Grant Thornton.

(Georghiou/Woods)

The recommendation was put to the vote and declared carried.

CONFIDENTIAL REPORT - CORPORATE AND COMMUNITY SERVICES

Report No. 6.1 **CONFIDENTIAL - 2014/2015 Audit Strategy**
File No: I2015/368

Committee Recommendation:

1. That Council note the Final Audit Strategy prepared by Thomas Noble and Russell for Byron Shire Council for the year ending 30 June 2015 as outlined in Attachment 1 (E2015/26523).
2. That the report and Attachment 1 of the closed part of the meeting remain confidential.

(Georghiou/Woods)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

Committee Recommendation:

That the Committee move out of Confidential session.

(Georghiou/Woods)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 12.25pm.
