

# MINUTES OF MEETING



## INTERNAL AUDIT ADVISORY COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 20 August 2015
Time	11.00am



# BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

20 AUGUST 2015

**Minutes of the Internal Audit Advisory Committee Meeting held on Thursday,  
20 August 2015  
File No: I2015/859**

**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)  
James Brickley (Manager Finance)

Community: Michael Georghiou (Chair), Craig Kelly, Tony McCabe

Internal Auditor: Paul Dwyer and Adam Kim (Grant Thornton) were available on telephone for Reports 5.1, 5.3 and 6.1.

External Auditor: Kevin Franey (Thomas Noble Russell) was available on telephone for Report 5.2.

*Mr Michael Georghiou (Chair) opened the meeting at 11.03am 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 14 May 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**

That the Committee move into Confidential Session. (Georghiou/Woods)

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

**CONFIDENTIAL SESSION**

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**STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES**

**Report No. 5.1            Internal Audit Report August 2015**  
**File No:                    I2015/790**

**Committee Recommendation:**

That the Internal Audit Committee recommend to Council:

1. That Council receive and note the Internal Audit Report – Audit Committee (August 2015) (#E2015/52756) prepared by the Internal Auditor, Grant Thornton.
2. That the next Internal Audit Report – Audit Committee (12 November 2015) to the Internal Audit Committee, include an update on the target dates and explanation on the implementation of the Audit Recommendations, with regard to resources required and / or available. (Georghiou/Woods)

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

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**Report No. 5.2            Internal Audit Report - 2015 Independent Compliance Audit Report -  
Compliance with the Roads and Maritime Services of NSW DRIVES  
Terms of Access Agreement**  
**File No:                    I2015/798**

**Committee Recommendation:**

That the Internal Audit Committee recommend to Council:

1. That the Independent Compliance Audit Report – Compliance with the Roads and Maritime Services of NSW DRIVES Terms of Access Agreement be noted by Council, including the responses and actions detailed by Management.
2. That Management implement the recommendations detailed in the report and also identified at Attachment 1 (E2015/48196). (Georghiou/Woods)

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

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**STAFF REPORTS - INFRASTRUCTURE SERVICES**

**Report No. 5.3            WHS Review**  
**File No:                    I2015/716**

**Committee Recommendation:**

That the Internal Audit Committee recommend to Council:

1. That the Internal Audit Report – Work, Health and safety Review - May 2015 be noted by Council along with responses and actions detailed by Management.

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INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

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2. That Council adopt recommendations and management implement the recommendations suggested in the report identified at Attachment 1 (E2015/45948), except for Recommendation 2 under the heading 'WHS Framework' and recommendation under the heading 'Fire Safety Equipment Inspections' and adopt instead the alternative actions in relation to each of those items.
3. That Council investigate the merging of all three (3) WHS Committees into one (1) Committee to provide an organisation wide approach to WHS. (Georghiou/Woods)

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

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## CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No. 6.1**                      **CONFIDENTIAL - 2015/16 Internal Audit Plan**  
**File No:**                              I2015/832

### Committee Recommendation:

That the Internal Audit Committee recommend to Council:

1. That the Internal Audit Committee recommend that Council adopt the "2015/16 Internal Audit Plan" at Attachment 1 (#E2015/50502) prepared by Grant Thornton.
2. That the Report and Attachment 1 remain confidential. (Georghiou/Woods)

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

### PROCEDURAL MOTION

That the Committee move out of Confidential Session. (Kelly/McCabe)

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

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*There being no further business the meeting concluded at 12.36pm.*

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