

MINUTES OF MEETING



INTERNAL AUDIT ADVISORY COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 12 May 2016
Time	11.00am

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

12 MAY 2016

Minutes of the Internal Audit Advisory Committee Meeting held on Thursday, 12 May 2016 **File No: I2016/469**

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)
Shannon Burt (Director Sustainable Environment and Economy)
Trish Kirkland (Manager Governance Services)
James Brickley (Manager Finance)
Sarah Parkinson (Minute Taker)

Community: Michael Georghiou (Chairperson), Craig Kelly, Tony McCabe
Internal Auditor: Paul Dwyer and Mark Griffiths (Grant Thornton)
External Auditor: Kevin Franey (Thomas Noble Russell)

Michael Georghiou (*Chair*) opened the meeting at 11.00am 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 18 February 2016 be confirmed with the following amendment:

Amend Cr Basil Cameron to Michael Georghiou as the Chair of the meeting. (Woods/Cameron)

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 Internal Audit Advisory Committee move into Confidential Session. (Georghiou/Woods)

The recommendation was put to the vote and declared carried.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

12 MAY 2016

Report No. 5.1 **RMS DRIVES System Compliance Audit 2016**
File No: I2016/213

Committee Recommendation:

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 (E2016/14855). (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.2 **Internal Audit Report - Development Assessments Review**
File No: I2016/450

Committee Recommendation:

1. That the Internal Audit Report – Development Assessments Review - February 2016 at Attachment 1 (#E2016/28082) be noted by Council along with responses and actions detailed by Management.
2. That Management implement the recommendations made in the report identified at Attachment 1 (#E2016/28082). (Woods/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **Internal Audit Report May 2016**
File No: I2016/461

Committee Recommendation:

That Council receive and note the Internal Audit Report – Audit Committee (May 2016) (#E2016/29083) prepared by the Internal Auditor, Grant Thornton. (Woods/Hunter)

The recommendation was put to the vote and declared carried.

CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 6.1 **CONFIDENTIAL - 2015/2016 Audit Strategy**
File No: I2016/402

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 2016 as outlined in Attachment 1 (E2016/26821).
2. That the report and Attachment 1 of the closed part of the meeting remain confidential. (Woods/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 6.2

CONFIDENTIAL - Annual Internal Audit Plan 2016/17

File No:

I2016/462

Committee Recommendation:

1. That Council adopt the "Annual Internal Audit Plan 2016/17" at Attachment 1 (#E2016/29089) prepared by Grant Thornton subject to a review of the progress of the BCP/DCP in mid November.

2. That the Report and Attachment 1 remain confidential. (Woods/Hunter)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

1. That the meeting move out of confidential session. (Woods/Hunter)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 12.19pm.
