

MINUTES OF MEETING



INTERNAL AUDIT ADVISORY COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 10 November 2016
Time	11.00am

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

10 NOVEMBER 2016

Minutes of the Internal Audit Advisory Committee Meeting held on Thursday, 10 November 2016

File No: I2016/1168

PRESENT: Cr B Cameron and Cr A Hunter

Staff: Mark Arnold (Director Corporate and Community Services)
Jess Orr (Project Manager – Special Projects)
Kylie Armstrong (Manager People & Culture) Item 4.1 Only
Sarah Parkinson (Minute Taker)

Community: Michael Georghiou (Chairperson), Craig Kelly, Tony McCabe
Internal Auditor: Mark Griffiths (Grant Thornton)

Michael Georghiou (Chair) opened the meeting at 11.01 and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

There were apologies received from Cr J Martin.

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 Extraordinary Internal Audit Advisory Committee Meeting held on 25 October 2016 be confirmed. (Georghiou/Kelly)

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 the Internal Audit Advisory Committee move into confidential session. (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

STAFF REPORTS - GENERAL MANAGER

Report No. 4.1 Training, Recruitment and Succession Review (HR Review)
File No: I2016/1163

Committee Recommendation:

1. That the Internal Audit Report - Training, Recruitment and Succession Review – September 2016 (#2016/96992) be noted by Council along with responses and actions detailed by Management.
2. That Management implement the recommendations made in the report identified as Attachment 1 (#E2016/96992). (Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 4.2 Internal Audit Progress Report November 2016
File No: I2016/1161

Committee Recommendation:

That Council receive and note the Internal Audit Report – Audit Committee (November 2016) (#E2016/97032) prepared by the Internal Auditor, Grant Thornton. (Georghiou/Kelly)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

Committee Recommendation:

That the meeting move out of confidential session. (Georghiou/McCabe)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 11.55am.
