

MINUTES OF MEETING



INTERNAL AUDIT ADVISORY COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 18 August 2016
Time	11.00am

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

18 AUGUST 2016

Minutes of the Internal Audit Advisory Committee Meeting held on Thursday, 18 August 2016

File No: I2016/909

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)
Tony Nash (Manager Works)
Jess Orr (Corporate Governance and Risk Management Officer)
Sarah Parkinson (Minute Taker)

Community: Michael Georghiou (Chairperson), Tony McCabe
Internal Auditor: Jarrod Lean (Grant Thornton)
External Auditor: Kevin Franey (Thomas Noble Russell)

Michael Georghiou (Chair) opened the meeting at 11:05am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

There were apologies received from Craig Kelly.

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 12 May 2016 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 the Internal Audit Advisory Committee move into Confidential Session. (Woods/Georghiou)

The recommendation was put to the vote and declared carried.

STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 5.1 **Review of Paid Parking**
File No: I2016/518

Committee Recommendation:

That recommendations contained in the factual findings report regarding Paid Parking and associated Management comments be noted by Council. (Woods/Georghiou)

The recommendation was put to the vote and declared carried.

Report No. 5.2 **Procurement Review**
File No: I2016/716

Committee Recommendation:

1. That the Internal Audit Report – Procurement Review - May 2016 at Attachment 1 (#E2016/74473) 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 (#E2016/74434). (Georghiou/McCabe)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **Interim Audit Management Letter 2016**
File No: I2016/779

Committee Recommendation:

That the comments provided by Management in response to matters raised in the 2016 Interim Audit Management Letter be noted by Council. (Woods/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.4 **Asset Preparedness Audit**
File No: I2016/715

Committee Recommendation:

That the Internal Audit Advisory Committee consider the report on the Asset Preparedness Audit in relation to Special Schedule 7 be considered and referred to Council to note the report. (Woods/Hunter)

The recommendation was put to the vote and declared carried.

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Report No. 5.5 **Internal Audit Progress Report August 2016**
File No: I2016/791

Committee Recommendation:

That Council receive and note the Internal Audit Report – Audit Committee (August 2016) (#E2016/74474) prepared by the Internal Auditor, Grant Thornton. (Woods/Georghiou)

The recommendation was put to the vote and declared carried.

Report No. 5.6 **Internal Audit Report - Developer Contributions Review**
File No: I2016/868

Committee Recommendation:

1. That the Internal Audit Report – Developer Contributions Review - July 2016 at Attachment 1 (#E2016/74707) 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. (Woods/Georghiou)

The recommendation was put to the vote and declared carried.

STAFF REPORT - INFRASTRUCTURE SERVICES

Report No. 5.7 **Update of Actions for Inventory Control Internal Audit**
File No: I2016/735

Committee Recommendation:

That the Committee note the completion of the management actions for all the recommendations from the Internal Audit for Inventory Control. (Woods/Georghiou)

The recommendation was put to the vote and declared carried.

STAFF REPORT - ORGANISATION DEVELOPMENT

Report No. 5.8 **Investigation into serious misconduct by a former staff member relating to cash handling**
File No: I2016/684

Committee Recommendation:

That Council note the report and that management are implementing the recommendations contained within it. (Woods/Georghiou)

The recommendation was put to the vote and declared carried.

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PROCEDURAL MOTION

Committee Recommendation:

That the meeting move out of confidential session.

(Woods/Georgiou)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 1.01pm.
