

MINUTES OF MEETING



INTERNAL AUDIT ADVISORY COMMITTEE MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 18 May 2017
Time	11.30am

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

18 MAY 2017

Minutes of the Internal Audit Advisory Committee Meeting held on Thursday, 18 May 2017 **File No: I2017/623**

PRESENT: Cr B Cameron and Cr A Hunter

Staff: Mark Arnold (Director Corporate and Community Services)
Phil Holloway (Director Infrastructure Services)
James Brickley (Manager Finance)
Anna Vinfield (Manager Governance)
Phil Warner (Manager Assets and Major Projects) (item 5.3)
Blyth Short (Asset Management Coordinator) (item 5.3)
Jessica Orr (Projects Manager – Special Projects)
David Royston-Jennings (Minute Taker)

Community: Michael Georghiou (Chairperson) and Tony McCabe
Internal Auditor: Mark Griffiths (Grant Thornton)
External Auditor: Kevin Franey (Thomas Noble Russell) and Reiky Jiang (Audit Office) (item 5.7)

Mr Georghiou (Chair) opened the meeting at 11.36am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

There were apologies from Ken Gainger (General Manager), Cr Martin and 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 10 November 2016 be confirmed. (Georghiou/Hunter)

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 change the order of business to deal with Reports 5.7 next on the Agenda.

(Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

That the Internal Audit Advisory Committee move into Confidential Session. (Georghiou/Hunter)
The recommendation was put to the vote and declared carried.

CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

Report No. 5.7 **CONFIDENTIAL - 2016/2017 External Audit Client Service Plan**
File No: I2017/491

Committee Recommendation:

1. That Council note the External Audit Client Service Plan prepared by the Audit Office of New South Wales for the year ended 30 June 2017 as outlined in Attachment 1 (#E2017/27622).
2. That the report and Attachment 1 of the closed part of the meeting remain confidential.
(Georghiou/Hunter)

The recommendation was put to the vote and declared carried.

Report No. 5.1 **CONFIDENTIAL - Internal Audit Progress Report May 2017**
File No: I2017/481

Committee Recommendation:

That Council receive and note the Internal Audit Report – Audit Committee (May 2017) (#E2017/30559 and #E2017/30561) prepared by the Internal Auditor, Grant Thornton.
(Georghiou/McCabe)

The recommendation was put to the vote and declared carried.

Report No. 5.2 **CONFIDENTIAL - Cash Handling (Head Office) Review**
File No: I2017/482

Committee Recommendation:

1. That the Internal Audit Report – Cash Handling (Head Office) Review – October 2016 (#2017/25774) 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 (#E2017/25774).
(Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

Report No. 5.3 **CONFIDENTIAL - Asset Management - Key Asset Infrastructure Review Report**
File No: I2017/483

Committee Recommendation:

1. That the Internal Audit Asset Management – Key Infrastructure Review Report - March 2017 (#2017/16611) be noted by the Committee along with responses and actions detailed by Management.
2. That Management implement the recommendations made in the report identified as Attachment 1 (#E2017/16611).
(Georghiou/Hunter)

BYRON SHIRE COUNCIL

INTERNAL AUDIT ADVISORY COMMITTEE MEETING MINUTES

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The recommendation was put to the vote and declared carried.

Report No. 5.4 **CONFIDENTIAL - New Constitution of Internal Audit, Risk & Improvement Committee**

File No: I2017/484

Committee Recommendation:

1. That the Committee note the amendments made to the Constitution as per the legislative requirements under the *Local Government Amendment (Governance and Planning) Act 2016* NSW.
2. That subject to the Committee being renamed the Audit, Risk and Improvement Committee, the Committee endorse and recommend the adoption of the revised Constitution to Council.
(Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

Report No. 5.5 **CONFIDENTIAL - Business Continuity Review report**

File No: I2017/500

Committee Recommendation:

1. That the Internal Audit Business Continuity Plan Review Report - April 2017 (#2017/30343) be noted by the Committee.
2. That Management implement the recommendations made in the report identified as Attachment 1 (#2017/30343).
(Georghiou/McCabe)

The recommendation was put to the vote and declared carried.

Report No. 5.6 **CONFIDENTIAL - Initial local government performance audits**

File No: I2017/603

Committee Recommendation:

That the information contained in the letter from the Auditor-General of NSW dated 27 April 2017 (#E2017/30966) be noted.
(Georghiou/McCabe)

The recommendation was put to the vote and declared carried.

Report No. 5.8 **CONFIDENTIAL - Management of Conflicts of Interest in Development Matters Procedure**

File No: I2017/501

Committee Recommendation:

That the committee note the contents of this report and the action taken to date by Management.
(Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

PROCEDURAL MOTION

Committee Recommendation:

That the meeting move out of confidential session.

(Georghiou/Cameron)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 1.44pm.
