



MINUTES
AUDIT COMMITTEE MEETING
FRIDAY 9TH MARCH 2018
8:30AM

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Paul McInerney

Chief Executive Officer

AGENDA

INTERNAL AUDIT COMMITTEE

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON FRIDAY 9TH MARCH 2018 AT 8:30AM

The Chairperson Mr Russell Anderson declared the meeting open at 8:30am and welcomed all in attendance.

1 PERSONS PRESENT

MEMBERS PRESENT

Chairperson	Mr Russell Anderson
Councillor	President Andrew Turner
Councillor	Sue Bulmer

STAFF AND OTHERS PRESENT

Chief Executive Officer	Paul McInerney
Finance Manager	Melissa Kerr

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	9th March 2018
Author:	Paul McInerney, Chief Executive Officer
Attachments:	Nil

SUMMARY

This report is to table any apologies and requests for leave of absence received from Members of the Audit Committee Meeting held 9th March 2018.

BACKGROUND

Not applicable.

COMMENT

The committee can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee receive and note there are no apologies and leave of absence for the Audit Committee Meeting held 9th March 2018.

3 DECLARATION OF INTEREST OF MEMBERS

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	9th March 2018
Author:	Paul McInerney, Chief Executive Officer
Attachments:	Nil

SUMMARY

Members are required to disclose an interest in a matter under consideration by the Committee at a meeting of a committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Committee by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Committee on whether he/ she shall remain in the meeting and/ or take part in the vote on the issue. The committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

Not Applicable

POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

FINANCIAL IMPLICATIONS

Not applicable.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee receive and note there are no declarations of interest as listed for the Audit Committee Meeting held 9th March 2018.

4 CONFIRMATION OF MINUTES

Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	9th March 2018
Author:	Paul McInerney, Chief Executive Officer
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes from the meeting held 17th October 2017 to be confirmed.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee receive and note the minutes from the meeting held 17th October 2017.

Moved: Clr. Turner

Seconded: Clr. Bulmer

4.1 BUDGET REVIEW JULY 2017 – FEBRUARY 2018

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	G:/Budget/2017-18/2018-02-28 Budget Review
Disclosure of Interest:	Nil
Date:	9th March 2018
Author:	Melissa Kerr, Finance Manager
Attachments:	Budget Review Jul 2017 – Feb 2018

SUMMARY

Council's budget review for July 2017 to February 2018 is attached for approval.

BACKGROUND

Council reviews in detail the Actual to Budget each quarter during the year. We are now near the end of Q3.

COMMENT

No additional comments are provided to this report.

CONSULTATION

Chief Executive Officer

Audit Committee

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION	
That the Audit Committee recommend Council receive and note the July 2017 to February 2018 Budget Review.	
Moved:	Clr. Turner
Seconded:	Clr. Bulmer

4.2 RISK ASSESSMENT REGISTER

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	9th March 2018
Author:	Melissa Kerr, Finance Manager
Attachments:	DRAFT Risk Assessment Policy

SUMMARY

Council are required to prepare a risk assessment policy.

BACKGROUND

The DRAFT risk assessment policy is a work in progress document for comment by the Audit Committee.

COMMENT

Nil

CONSULTATION

CEO

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee recommends Council review the DRAFT Risk Assessment Policy followed by a workshop with Council to further identify issues and risks for example expansion and flood damage.

Moved: Clr. Bulmer

Seconded: Clr. Turner

4.3 GENERAL INSTRUCTION NO.3 AUDIT COMMITTEES

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	9th March 2018
Author:	Melissa Kerr, Finance Manager
Attachments:	General Instruction No.3 Audit Committees

SUMMARY

General Instruction No.3 Audit Committees is attached for review by the Audit Committee.

BACKGROUND

Nil.

COMMENT

Nil

CONSULTATION

CEO

STATUTORY ENVIRONMENT

Regulation 10 – Local Government (Accounting) Regulations – Requirement to establish and maintain an audit committee.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee note the General Instruction No.3 Audit Committees and recommends Council review the charter, terms of reference and work plan of the audit committee.

Moved: Clr. Bulmer

Seconded: Clr. Turner

5 GENERAL BUSINESS

RECOMMENDATION

That the Audit Committee recommends Council prepare a Business Continuity Plan for events in the future.

Moved: **Clr. Bulmer**

Seconded: **Clr. Turner**

6 NEXT MEETING

The next Audit Committee meeting will be held at Batchelor at 8:30am on Thursday 7th June 2018.

The meeting closed at 10:55am.