



AGENDA

AUDIT COMMITTEE MEETING

WEDNESDAY 10TH FEBRUARY 2016

9.00AM

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A handwritten signature in black ink, appearing to read 'Leigh Ashford', written in a cursive style.

Signed: Leigh Ashford Chief Executive Officer

AGENDA

INTERNAL AUDIT COMMITTEE

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR
ON WEDNESDAY 10th FEBRUARY 2016 AT 9.00AM

The Chairperson Mr Russell Anderson declared the meeting open at 9.00am 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	Leigh Ashford
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:	10 TH February 2016
Author:	Leigh Ashford, 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 10TH February 2016.

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 Committee receive and notes that there are no apologies of absence for the Audit Committee Meeting held 10TH February 2016.

3 DECLARATION OF INTEREST OF MEMBERS

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	10 TH February 2016
Author:	Leigh Ashford, 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

The Committee receives and notes there are no declarations of interest as listed for the Audit Committee Meeting held 10th February 2016.

4 CONFIRMATION OF MINUTES

Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	10 TH February 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes from the meeting held 14th October 2015 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 Committee receive and notes the minutes from the meeting held 14th October 2015.

Moved: Clr. Turner

Seconded: Clr. Bulmer

4.1 QUARTERLY REVIEW – DECEMBER 2015

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	CC81
Disclosure of Interest:	Nil
Date:	10 TH February 2016
Author:	Melissa Kerr, Finance Manager
Attachments:	Nil

SUMMARY

The Quarterly Review for December 2015 was circulated prior to Council meeting 19th January 2016.

BACKGROUND

Council reviews in detail the Actual to Budget each quarter during the year.

COMMENT

No additional comments are provided to this report.

CONSULTATION

There is no consultation that applies to this report.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee recommend Council receive and note the December 2015 Quarterly Review.

Moved: Clr. Turner

Seconded: Clr. Bulmer

4.2 FINANCE POLICIES REVIEW

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	
Disclosure of Interest:	Nil
Date:	10 TH February 2016
Author:	Melissa Kerr, Finance Manager
Attachments:	Investment Policy, Annual and Ten Year Budget Policy, Borrowing Policy, Surplus Funds Policy, Financial Reserves Policy, and Credit Card Policy

SUMMARY

The following Finance Policies are due to be reviewed by April 2016 –

- Investment Policy
- Annual and Ten Year Budget Policy
- Borrowing Policy
- Surplus Funds Policy
- Financial Reserves Policy
- Credit Card Policy

BACKGROUND

Nil

COMMENT

Nil

CONSULTATION

CEO, Finance Manager, Senior Administration Officer

STATUTORY ENVIRONMENT

Local Government Act

Local Government (Accounting) Regulations

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee recommend to Council that the Investment Policy, Annual and Ten Year Budget Policy, Borrowing Policy, Surplus Funds Policy, Financial Reserves Policy and Credit Card Policy with amendments be adopted.

Moved: Clr. Turner

Seconded: Clr. Bulmer

4.3 DELEGATIONS REGISTER

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	
Disclosure of Interest:	Nil
Date:	10 TH February 2016
Author:	Melissa Kerr, Finance Manager
Attachments:	Delegations Register Policy

SUMMARY

Council's Delegation Register has been updated with appropriate delegations.

BACKGROUND

Council is required to review the Delegations Register.

COMMENT

No additional comments are provided to this report.

CONSULTATION

There is no consultation that applies to this report.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee recommends Council approve the amended Delegations Register Policy.

Moved: Clr. Turner

Seconded: Clr. Bulmer

5 NEXT MEETING

The next Audit Committee meeting will be held at Batchelor at 9am on Tuesday 10th May 2016.