



The Barossa Council

MINUTES OF THE MEETING OF THE AUDIT COMMITTEE OF THE BAROSSA COUNCIL

held on Wednesday 19 October 2016 , commencing at 10.30am in the
Council Chambers, 43-51 Tanunda Road, Nuriootpa

1. WELCOME

The Chair, Mr Peter Brass, welcomed everyone to the meeting at 10:30am. Mr Brass advised the meeting that the Audit Committee members had a debrief with Council's Internal Controls Compliance Officer and external Auditors from 10.00am – 10.25am.

2. PRESENT

Mr Peter Brass, Mr James Heuzenroeder, Ms Tanya Johnston, Cr John Angas

Invited Staff Members and Auditors

Mr Martin McCarthy, Chief Executive Officer
Ms Rebecca Tappert, Acting Director Corporate & Community Services
Mr Mark Lague, Manager Financial Services
Ms Vicky Rohrlach, Senior Accountant
Ms Nicole Rudd, Internal Controls Compliance Officer
Ms Liz Waters, Accountant
Ms Annette Randall, Executive Assistant (Minute Secretary)
Ms Samantha Allard, Dean Newbery & Partners
Mr Stuart Simpson, Dean Newbery & Partners

3. APOLOGIES

Cr Scotty Milne
Ms Jo Thomas, Director Corporate & Community Services
Mr Alan Jackson, Manager Risk Services

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED Cr Angas that the Minutes of the Ordinary Audit Committee Meeting held 8 June 2016, be confirmed as a true and correct record of the proceedings of that meeting, subject to the following amendments:

- (1) Spelling of "Tania" to "Tanya" throughout the document
- (2) Page 8, the Mover, Seconder and wording be amended in the copy of the resolution in the matter 9.1 – CO/AC/R1 – *Auditor-General's Audit of Council Governance*, to reflect the wording in the Confidential Meeting Minutes of 8 June 2016.

Seconded Mr Heuzenroeder

CARRIED 2016-17/1

MOVED Cr Angas that the Minutes of the Confidential Audit Committee Meeting held 8 June 2016 at 12.05pm, be confirmed as a true and correct record of the proceedings of that meeting, subject to the word "CARRIED" being added to the resolution on Page 1.

Seconded Mr Heuzenroeder

CARRIED 2016-17/2

5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

6. **CONSENSUS AGENDA**

Mr Brass approved the request to consider the Consensus Agenda in two parts, due to the limited time that the external Auditors were able to be present at the meeting, ie:

1. Reports for Information (Items 6.1.1 to 6.1.8) be considered later in the meeting
2. Correspondence (Items 6.2.1 to 6.2.3) be considered at this point in the meeting.

7. **ADOPTION OF CONSENSUS AGENDA – CORRESPONDENCE ITEMS**

7.1 **ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA – CORRESPONDENCE ITEMS**

Nil

7.2 **RECEIPT OF CONSENSUS AGENDA - CORRESPONDENCE ITEMS**

MOVED Mr Heuzenroeder that the Correspondence items 6.2.1, 6.2.2 and 6.2.3 contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.

Seconded Ms Johnston

CARRIED 2016-17/3

8. **DEBATE AGENDA**

Mr Brass approved the request to consider the Debate Reports in an alternative sequence to that published in the Agenda, due to the limited time that the external Auditors were able to be present at the meeting.

8.1.2

NURIOOTPA CENTENNIAL PARK AUTHORITY – 2015/16 ANNUAL FINANCIAL STATEMENTS

Author: Manager Financial Services

B4256

Mr Lague spoke to the Report and answered questions from the meeting. Mr McCarthy provided a brief verbal update regarding recent flood damage to the Nuriootpa Centennial Park.

MOVED Ms Johnston that the 2015/16 Annual Financial Statements for the Nuriootpa Centennial Park Authority be endorsed and presented to Council for adoption.

Seconded Mr Heuzenroeder

CARRIED 2016-17/4

PURPOSE

To provide a copy of the Nuriootpa Centennial Park Authority Annual Financial Statements for the year ended 30 June 2016.

REPORT

Introduction

In accordance with Section 126(4) of the Local Government Act 1999, the Committee must review the Annual Financial Statements to ensure that they present fairly the state of affairs of the Council.

Discussion

The Council Auditors commenced their Balance Date Audit on 31 August 2016.

Council officers have provided information to the auditors to ensure they were able to conduct their audit and have made necessary adjustments to the report as required.

The audited final signed copy of the financial statements has been provided.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Nuriootpa Centennial Park Authority Annual Financial Statements for the year ended 30 June 2016

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government Act 1999 – Section 126(4)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The financial statements have been incorporated into Council's consolidated Financial Statements.

COMMUNITY CONSULTATION

No separate consultation is required under Council's Public Consultation Policy. The Statements are public documents, accessible to the community via Council's website.

8.1.3

THE BAROSSA COUNCIL 2015/16 ANNUAL FINANCIAL STATEMENTS

B4256

Author: Manager Financial Services

Mr Lague spoke to the Report, advising of minor changes to the Financial Statements that were distributed with the Agenda:

- Page 6 – *Expenditure on Renewal/Replacement of Assets and Expenditure on New/Upgraded Assets.*
- Page 41 – *Financial Indicators – Asset Sustainability Ratio*

- Page 42 – *Uniform Presentation of Finances*

The figures have been adjusted for Work in Progress (WIP) movement between 2014/15 and 2015/16 to split between new and renewal of assets. This amendment does not affect any of the financial results.

MOVED Mr Heuzenroeder that the Audit Committee:

- (1) notes the amendment to Page 6 of the 2015/16 Annual Financial Statements in relation to Expenditure on Renewal/Replacement of Assets and Expenditure on New/Upgraded Assets;
- (2) subject to final confirmation with Council auditors, endorse the 2015/16 Annual Financial Statements and present to Council for adoption.

Seconded Ms Johnston

CARRIED 2016-17/5

ACTION:

Manager Financial Services to forward the following documents to Audit Committee members:

- 2015/16 Management Representation Letter
- Analysis of Statement of Comprehensive Income
- Actual vs Budget – Income Statement

PURPOSE

To provide a copy of the Annual Financial Statements for the year ended 30 June 2016 for review. A copy of the document is provided.

REPORT

Introduction

In accordance with the Local Government Act 1999, Section 126(4), the Committee must "...review the adequacy of the financial management systems and practices of the Council...". This is to ensure that they present fairly the state of affairs of the Council.

As required in the Terms of Reference, "the committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgements they contain".

Discussion

The Council Auditors conducted their Balance Day Audit on 4-5 October 2016.

Council Officers have provided information to the Auditors to ensure they were able to conduct their audit and have made necessary adjustments to the report as required.

A final review is being made by the Auditors and a copy of the Financial Statements has been provided. A final copy will be presented to Council at the November 2016 Council meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: The Barossa Council 2015/16 Annual Financial Statements

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals

- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Section 126(4) of the Local Government Act 1999
 Local Government (Financial Management) Regulations 2011

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

All known financial and resourcing requirements as at 30 June 2016 have been included in the financials.

Risk Management

Risk management issues are considered by Management throughout the financial year and communicated to Council as required.

COMMUNITY CONSULTATION

No separate consultation is required under Council's Public Consultation Policy. The Statements are public documents, accessible to the community via Council's website.

8.1.4

REPORT ON FINANCIAL RESULTS 2015/2016 (AS AT 30 JUNE 2016)

**Author: Manager Financial Services
 B345**

Mr Lague spoke to the Report, advising of minor updates required to the circulated document, including Page 4: Point (7) *Road grant received* amended to \$31k; Page 9: *Expenditure on Renewal/Replacement of Assets* and *Expenditure on New/Upgraded Assets* (as discussed in Report 8.1.3).

Mr Brass queried the large number of 'Carried Forwards'; Mr McCarthy responded and advised that plans are in place to complete the Target work this financial year and that Council is currently ahead of last year's completion rates.

MOVED Mr Heuzenroeder that the Report on Financial Results for 2015/2016, subject to updates as discussed, be endorsed and presented to Council for adoption.

Seconded Ms Johnston

CARRIED 2016-17/6

PURPOSE

The Report on Financial Results for 2015/2016 (as at 30 June 2016).

REPORT

Discussion

The Report on Financial Results is prepared following the completion of the Financial Statements. This Report provides a final variance report for the actual results as compared to the adopted budget, along with suggested carried forward adjustments to the 2016/2017 financial year.

The Report provides information as to the financial position of Council, containing: Executive Summary, Uniform Presentation of Finances, Key Performance Indicators, Financial Statements with Variance Reporting as compared to the original budget and compared to last year actual results.

The Report also provides a list of proposed Operating and Capital Budget carried forward adjustments. Many of these adjustments are for projects not completed by 30 June 2016 for various reasons and/or are attached to grant funding/contributions for programs in 2016/2017.

For further analysis, reference should be made to the Annual Financial Statements 2015/2016, attached to Agenda item 7.1.3.

The Report also includes capital expenditure and new initiatives review.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Draft Report on Financial Results 2015/2016

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Section 126(4) of the Local Government Act 1999

Local Government (Financial Management) Regulations 2011

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

To enable Council to make effective and strategic financial decisions, a regular up to date high level financial report is provided. This report contains budget adjustments for decisions Council has made since the last review and other adjustments to meet financial changes in capital and/or operational areas. The document contains comments and implications for the Long Term Financial Plan as a result of this review.

COMMUNITY CONSULTATION

Community Consultation was part of the original budget adoption process in June 2016, as per legislation.

Ms Allard and Mr Simpson left the meeting at this point – 11.18am.

Mr Brass referred the meeting back to Agenda Item 6.1 - Consensus Agenda – Reports for Information.

Mr Lague advised that Item 6.1.2 should read "Asset Accounting Policy" and not "Asset Management Policy".

7. ADOPTION OF CONSENSUS AGENDA – REPORTS FOR INFORMATION

7.3 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA – REPORTS FOR INFORMATION

Nil

7.4 RECEIPT OF CONSENSUS AGENDA - REPORTS FOR INFORMATION

MOVED Cr Angas that the Consensus Agenda items 6.1.1 to 6.1.8 – Reports for Information, be received, subject to amending 6.1.8 (paragraph 1) to read “ *The Risk Management Framework is now in final draft and will be implemented by December 2016 in line with the Risk Review Action Plan*”, and that any recommendations contained in the Reports be adopted.

Seconded Mr Heuzenroeder

CARRIED 2016-17/7

8. DEBATE AGENDA (Continued)

8.1.1

INTERNAL FINANCIAL CONTROL REPORT

Author: Coordinator Internal Control

B4256

MOVED Cr Angas that the report on Internal Financial Controls for May to September 2016 be received and noted.

Seconded Ms Johnston

CARRIED 2016-17/8

PURPOSE

Update on internal control work performed since the last Audit Committee meeting.

REPORT

Introduction

The Internal Financial Control Report for May to September 2016

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Internal Financial Control Report for May to September 2016.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

- 6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
- 6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council’s plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government Act 1999 – Section 125, 126, 129 (1) (b)

Local Government (Financial Management) Regulations 2011, 14(e)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial/ Risk Management

The regular monitoring and review of Council's financial internal controls and risk assessments will significantly facilitate the on-going safeguarding of Council assets.

The control and review of risks is a core officer function and responsibility. The introduction of the new system supports officers by providing a consistent framework and process.

COMMUNITY CONSULTATION

Not required under legislation or Council's Public Consultation Policy.

8.1.5

SERVICE REVIEW PROJECT

Author: Chief Executive Officer

B5241

Mr McCarthy spoke to the Report and answered questions from the meeting.

MOVED Ms Johnston that the Audit Committee, having reviewed the Service Review Project Plan, endorse the Plan and authorise the Chief Executive Officer to issue a Request for Quote to the market.

Seconded Mr Heuzenroeder

CARRIED 2016-17/9

PURPOSE

To introduce the Service Review Project to the Audit Committee and have the committee approve the project plan so that a request for quote can be issued to the market and thus commence the work.

REPORT

Introduction

Council, when it adopted the Community and Corporate Plan, also made provision in the 2016/17 budget to undertake an independent service review to ensure alignment with the new strategic planning framework and necessity of services and the levels of service provided. Coupled with a service review, an internal Workforce Plan review is also being undertaken.

Discussion

A report was provided to Council in July 2016 that suggested that the project be overseen by the Council's Audit Committee which has independent members with commercial and business acumen on it and Council Member representation. This recommendation was made to Council and approved. The Audit Committee having oversight of the review is completely consistent with the Audit Committee's role pursuant to Section 126(ac) and Section 130A of the Local Government Act, which broadly provides powers to seek the Audit Committee to undertake efficiency and economy reviews; a service review is such a review.

The development of a Service Review Project Plan is provided.

Through early research into the review, it has been suggested that many factors need to be weighed up before launching into the review. A well written plan and scope will ensure the outcomes sought, but also ensure any exposure to contract variation is minimised and all parties have had input into producing the plan and scope of the work.

Once the Audit Committee accepts the Plan, a short market approach will be undertaken to engage support to perform stage 1 work. Should specific services then be identified for detailed review, a second plan will be developed and market approach made.

The primary drivers of the review are:

1. A full and independent process to document all services and the levels of service provided by Council and determine strategic and operational alignment; and when provided that level of detail and analysis
2. Where determined by the Audit Committee and Council, undertake detailed review of (either specific or all) services levels and make recommendations for change.

The structure of the project is in two stages that reflect the two primary drivers.

The project target completion is June 2017; however that is dependent on the scope of work to be undertaken in stage 2.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Service Review Project Plan

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

- 6.7 Implement strategies for the community to be actively engaged in Council decision making through sound information and communication.
- 6.10 Embed a culture of continuous improvement across Council, with tools, processes and systems being used to achieve business efficiencies and customer service improvements.
- 6.14 Pursue organisational excellence including shared services or other collaboration initiatives to reduce operating costs.

Legislative Requirements

Section 126 and 130A of the Local Government Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Council have set aside budgeted resources to support the project and as per the Project Plan, change leaders have been allocated. Internal resources will also be required to support the project.

COMMUNITY CONSULTATION

The Project Plan outlines points of public consultation.

8.1.6

DRAFT ANNUAL REPORT FOR THE BAROSSA COUNCIL FOR THE 2015/16 FINANCIAL YEAR

Author: Chief Executive Officer

Ms Johnston commended officers on a well presented Annual Report.

MOVED Mr Heuzenroeder that the Audit Committee, having reviewed The Barossa Council Annual Report for the 2015/16 financial year, endorse the Report.
Seconded Cr Angas **CARRIED 2016-17/10**

PURPOSE

To review and endorse The Barossa Council Annual Report for the 2015/16 financial year.

REPORT

Council is required to prepare an annual report in accordance with Section 131 of the Local Government Act and adopt the report by 30 November 2016.

The draft report, excluding the consolidated financial statements, which in draft form are also presented under another agenda item for the committee, is provided. The Report provides pertinent and legislative disclosure requirements.

The Audit Committee has a role in reviewing the Report to review Council performance against goals and the efficiency and economy aspects of service delivery which are encased within the Report.

Committee members are asked to review the document and provide any comments or suggested changes at the meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Draft Annual Report for 2015/16 Financial Year

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

- 6.1 Ensure that the community has access to information regarding the discussions held and decisions made by Elected Members.
- 6.7 Implement strategies for the community to be actively engaged in Council decision making through sound information and communication.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Section 131 of the Local Government Act

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Existing resources are adequate. There are no risk management considerations.

COMMUNITY CONSULTATION

No consultation is required or proposed to be undertaken. The Report once completed, will be made publicly available.

8.1.7

DRAFT ANNUAL REPORT OF AUDIT COMMITTEE'S ACTIVITIES 2015-16

Author: Manager Financial Services

B4256

Mr Brass stated that a minimum of four meetings of the Audit Committee are required each year and officers may consider dedicating one of the meetings solely to review of the annual Financial Statements. Mr McCarthy advised that each of the meetings required flexibility to include other items.

MOVED Ms Johnston that the draft Annual Report of Audit Committee's Activities for 2015/16 be approved for submission to Council.

Seconded Cr Angas

CARRIED 2016-17/11

PURPOSE

A draft Annual Report of the Audit Committee's activities is provided for approval.

REPORT

Introduction

One of the activities of an Audit Committee identified in the LGA Information Paper 14 'Model Work Program for Council Audit Committees' is its annual reporting to Council. Subsequent Information Paper 19 'Audit Committee Reporting' presents a 'best practice' approach for Council's to adopt.

Discussion

The Chairman's draft report follows the model template set out in the Information Paper.

The Chairman will present his report to the 15 November 2016 Council meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Draft Annual Report of Audit Committee's Activities 2015-16

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government Act – Section 126

LGA Information Paper 19 'Audit Committee Reporting'

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Council's Audit Committee has a key role in its good governance framework. Good communication between the Committee and the Council will ensure that financial and risk management issues raised receive appropriate consideration and attention.

COMMUNITY CONSULTATION

Council's Audit Committee Annual Report on Activities for 2015-16 will be available to the public via Council's website.

LATE ITEM

8.1.8

AMENDMENT TO AUDIT COMMITTEE TERMS OF REFERENCE

Author: Manager Financial Services

B4256

MOVED Ms Johnston that the Audit Committee approve and present to Council for endorsement, an amendment to clause 5.1 in the Audit Committee Terms of Reference to align the calculation of a quorum to that of Section 85 of the *Local Government Act*.

Seconded Mr Heuzenroeder

CARRIED 2016-17/12

PURPOSE

To approve amendment to the number of members required for a Quorum in the Audit Committee Terms of Reference.

REPORT

Introduction

In accordance with Section 17 of the Local Government Act (Financial Management) Regulations 2011, the Audit Committee of a council has between 3 and 5 members. Prior to Cr Miller's resignation, the Committee had 6 voting members, with the Terms of Reference stating: *The quorum necessary for the transaction of business shall be 4 members of the Committee, including an Independent Member.*

Discussion

Council, at its meeting held 27 January 2016, accepted the resignation of Cr Miller from the Audit Committee, leaving a Committee of 3 Independent Members and 2 Elected Members.

It is recommended that the quorum necessary for the transaction of business be reduced to 3 members of the Committee, including an Independent Member, and that the Terms of Reference be amended to reflect this change.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Draft amended Terms of Reference

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government Act (Financial Management) Regulations 2011

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Council's Audit Committee has a key role in its good governance framework. Good communication between the Committee and the Council will ensure that financial and risk management issues raised receive appropriate consideration and attention.

COMMUNITY CONSULTATION

Community consultation is not required under legislation or Council policy.

9.1 AUDIT COMMITTEE SELF ASSESSMENT FORM

The meeting resolved that Committee members complete the Self Assessment form and forward to the Executive Assistant for collation of responses and presentation to the next Audit Committee meeting.

9.2 AUDIT COMMITTEE ACTION TRACKING

The meeting noted the Action Tracking document.

Ms Johnston reminded officers to accurately reflect the current status of matters in the Action Tracking document and any actions contained therein must be adhered to or deleted if no longer relevant.

ACTION:
Manager – Risk Services to review and update the risk related matters contained in the Action Tracking document.

9.3 DEMONSTRATION OF ON-LINE INDUCTION MODULE

As the Manager Risk Services was unable to attend the meeting, this Agenda item has been deferred to the next Audit Committee meeting.

10. OTHER BUSINESS

Nil

11. NEXT MEETING

Third week in December 2016 – date and time to be advised.

12. CLOSURE OF MEETING

There being no further business, Mr Brass closed the meeting at 12.15pm

Confirmed:

Chairman:

Date: