

Audit Committee Minutes

**Tuesday 17 February 2015 at 6.00 pm
Boardroom, 401 Greenhill Road, Tusmore**

Members Present: Mr Leigh Hall - Chair
Mayor, David Parkin
Councillor Piggott
Mr Andrew Blaskett
Ms Lisa Scinto

Apologies

Nil

Leave of Absence

Nil

Confirmation of the Minutes

Ms Lisa Scinto moved:

A0392 That the Minutes of the meeting of the Audit Committee held on 3 November 2014 be taken as read and confirmed.

Seconded by Mr Andrew Blaskett

CARRIED

Action List

Key Items Tables

Council Policies and Codes Management Protocols

Internal Audit – Status Report

Reports noted.

Reports**Policy Review - Fees and Charges Policy (Strategic) (5.1)**

Ms Lisa Scinto moved:

- A0393
1. That the Report be received.
 2. That the Audit Committee endorse the new draft:
 - 2.1 Fees and Charges (Non Rates) Policy; and
 - 2.2 Fees and Charges (Non Rates) – Waivers, Discounts and Subsidies Policy.
 3. That the Audit Committee recommends that the new draft
 - 3.1 Fees and Charges (Non Rates) Policy; and
 - 3.2 Fees and Charges (Non Rates) – Waivers, Discounts and Subsidies Policy.be presented to Council for consideration for adoption.

Seconded by Mr Andrew Blaskett

CARRIED

Review of Audit Committee Activities 2014 (Operational) (5.2)

Councillor Piggott moved:

- A0394
1. That the Report be received.
 2. That the Review of Audit Committee Activities 2014 Report be presented to the next meeting of Council.

Seconded by Mayor Parkin

CARRIED

External Auditor's Interim Report 2013/14 (Operational) (5.3)

Mr Andrew Blaskett moved:

- A0395
1. That the Report be received.
 2. That the Audit Committee notes that the External Auditor's Interim Report (Report) recommendations are complete.

Seconded by Mayor Parkin

CARRIED

2013/14 Annual Report (Strategic) (5.4)

Mr Andrew Blaskett moved:

- A0396
1. That the Report be received.
 2. That the Audit Committee request Council's external Auditors HLB Mann Judd present in person their Report to Council Year ended 30 June 2014.
 3. That the Audit Committee recommends that Administration put in place a strategy to address the issues leading to the qualified Auditor's internal control opinion.
 4. That the Audit Committee recommends that a third party report be commissioned to review and recommend the key elements of a complying Internal Control Framework for the City of Burnside including but not limited to all matters raised in the HLB Mann Judd report to Council Year Ended 30 June 2014.
 5. That a Special Meeting of the Audit Committee be scheduled in March 2015 when HLB Mann Judd is available to present their Report to Council Year ended 30 June 2014.

Seconded by Mayor Parkin

CARRIED

WHS Management System KPI Audit (Operational) (5.5)

Mayor Parkin moved:

- A0397
1. That the Report be received.
 2. That an update of the Work Health and Safety Management System KPI Audit – Action Plan be presented to the August 2015 meeting of the Audit Committee.

Seconded by Ms Lisa Scinto

CARRIED

Confidential Items

Nil

Other Business

Nil

Date of Next Meeting

The date of the next meeting is Tuesday 21 April 2015 at 6 pm.

Closure

The meeting closed at 8.08 pm.