

CITY OF PALMERSTON

**Minutes of Internal Audit Committee Meeting
held in the Alderman's Room
Civic Plaza, Palmerston
on Tuesday 28 June 2016 at 5.30pm.**

Chair

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings, available on Council's Website.

1 PRESENT

Members:	Iain Summers (Chair) Deputy Mayor Seranna Shutt Alderman Andrew Byrne
Staff:	Ricki Bruhn, Chief Executive Officer Silke Reinhardt, Finance Manager Alyce Breed, Minute Secretary Maxie Smith, Assistant Finance Manager Charisse Gallagher, Internal Auditor

2 APOLOGIES

Nil.

3 CONFLICT OF INTEREST

The Chair, Iain Summers declared a perceived Conflict of Interest in that his daughter is employed by UHY Haines Norton as a Taxation Accountant in Adelaide.

4 CONFIRMATION OF MINUTES

Moved: Alderman Byrne
Seconded: Deputy Mayor Shutt

THAT the minutes of the Internal Audit Committee Meeting held Thursday, 29 October 2015 pages 50 to 52, be confirmed.

CARRIED IAC/0074 - 28/06/2016

5 FINANCIAL REPORTING

5.1 Provision for Rehabilitation Expenses for Archer Landfill Site in 2015/16 IAC/037

Moved: Deputy Mayor Shutt
Seconded: Iain Summers

THAT the Committee receives Report Number IAC/037.

CARRIED IAC/0075 – 28/06/2016

6 INTERNAL CONTROLS AND RISK MANAGEMENT

6.1 Development of an Enterprise Risk Management Policy

Moved: Alderman Byrne
Seconded: Deputy Mayor Shutt

THAT Enterprise Risk Management Policy options be drafted and presented to the next Internal Audit Committee Meeting.

CARRIED IAC/0076 – 28/06/2016

7 WHISTLE BLOWING

7.1 Whistle Blowing Training Staff IAC/039

Moved: Deputy Mayor Shutt
Seconded: Iain Summers

THAT the Committee receives Report Number IAC/039.

CARRIED IAC/0077 – 28/06/2016

8 INTERNAL AUDIT

8.1 Internal Audit Charter

Moved: Alderman Byrne
Seconded: Deputy Mayor Shutt

THAT Internal Audit Charter options be drafted and presented to the next Internal Audit Committee Meeting.

CARRIED IAC/0078 – 28/06/2016

8.2 Internal Auditor Position IAC/040

Moved: Alderman Byrne
Seconded: Deputy Mayor Shutt

THAT the Committee receives Report Number IAC/040.

CARRIED IAC/0079 – 28/06/2016



9 EXTERNAL AUDIT

9.1 Annual Audit Plan and Engagement Letter IAC/038

Moved: Deputy Mayor Shutt
 Seconded: Iain Summers

THAT the Committee receives Report Number IAC/038.

CARRIED IAC/0080 – 28/06/2016

9.2 Audit Management Letter – Year Ended 30 June 2015 – UHY Haines Norton

Moved: Deputy Mayor Shutt
 Seconded: Iain Summers

THAT the Committee requests the External Auditor to provide details of their assessment of business risks for the City of Palmerston as identified in their audit methodology.

CARRIED IAC/0081 – 28/06/2016

10 WORK PLAN

10.1 Review FIN09 Internal Audit Committee Policy IAC/041

Moved: Deputy Mayor Shutt
 Seconded: Iain Summers

1. THAT the Committee receives Report Number IAC/041.
2. THAT Council adopt the reviewed FIN09 Internal Audit Committee Policy with the following changes to be made:
 - THAT Item 4.1.4 to include the new position of Internal Auditor as attending staff;
 - Item 4.7.3 removal of the set fourth Tuesday bi-monthly meeting time to replace with availability of committee meetings, but at least four times within a financial year;
 - Item 4.9.1 rename to External reporting to broaden the scope of the committee;
 - Currently the Committee receives every Budget Review for approval before presented to Council (in accordance with FIN02 Financial Management Policy), yet this responsibility is not reflected in the Terms of Reference of the Committee in FIN09. That this responsibility be deleted from FIN02 and reallocated to another committee;
 - The Committee be renamed to the Risk Management and Audit Committee.
3. THAT the Committee notes that:
 - Item 4.5.1 no review has been undertaken over the past years
 - Item 4.9.6 the Committee currently has no work plans developed

CARRIED IAC/0082 – 28/06/2016

10.2 Work Plan for 2016/17

Moved: Deputy Mayor Shutt
Seconded: Iain Summers

THAT a draft work plan be presented to the next Internal Audit Committee Meeting.

CARRIED IAC/0083 – 28/06/2016

11 OTHER BUSINESS

Nil.

12 CONFIDENTIAL REPORTS

Nil

13 CLOSURE

Meeting closed at 6.58pm

