

**PRESENT:** Graham Marchant (Chair), Paul Nankivell (video link), Cr Ambrose Doolan

**IN ATTENDANCE:** General Manager (video link), Director Corporate and Community Services, Director Technical Services (from 10:10am), Chief Financial Officer, Manager Corporate Services (minutes), External Auditor (video link).

**APOLOGIES:** Director Environment and Development (Leeanne Ryan)

**DECLARATIONS OF INTEREST:** Nil

**CONFIRMATION OF MINUTES**

**THE COMMITTEE RESOLVED** that the minutes of the Internal Audit Committee meeting held on 25 February 2019 are confirmed.

**Marchant/Nankivell**

**BUSINESS ARISING FROM MINUTES:** The committee discussed:

- Enterprise Risk Management Framework – requested report outlining action plan to the next meeting.
- Legislative Compliance Database implemented. Update report to be presented to next meeting, particularly looking at the robustness of the system to ensure compliance.
- Internal audit function – requested report outlining action plan to the next meeting.
- Project risk – requested report outlining action plan to the next meeting. The committee requested a report be developed that will demonstrate how projects are progressing against time, budget and quality.

**Marchant/Nankivell**

**ITEM 6.2 – PROCUREMENT POLICY**

**THE COMMITTEE RESOLVED** that the Internal Audit Committee:

1. Notes the adoption of the Procurement Policy (including Local Preference Policy).
2. Suggests there be some further strengthening around accountability of tender evaluation committees reporting to the General Manager.
3. Supports the development of a procurement procedures document.

**Marchant/Nankivell**

**ITEM 6.3 – INTERIM AUDIT 2019/20 MANAGEMENT LETTER**

**THE COMMITTEE RESOLVED** that the Interim Audit 2019/20 Management Letter is noted for information.

**Marchant/Nankivell**

**ITEM 6.4 – DRAFT FINANCIAL STATEMENTS**

**THE COMMITTEE RESOLVED** that:

1. The draft Financial Statements 2019/20 are noted for information.

2. The final financial reports and audit report for 2019/20 are expected to be presented to the next meeting.

**Marchant/Nankivell**

**ITEM 6.5 – RECORDS MANAGEMENT REVIEW**

**THE COMMITTEE RESOLVED** that:

1. The Internal Audit Committee endorses the draft Records Management policies and procedures as presented.
2. The timeline for implementation of actions relating to records management is noted.
3. The committee will receive regular progress reports on improvements to records management.

**Marchant/Nankivell**

**ITEM 6.6 – PROJECT RISK UPDATE**

**THE COMMITTEE RESOLVED** that:

1. Information contained in the Project Risk update report is noted.
2. The committee will continue to receive reports on project risk.
3. The combined effect of 'High Risk High Value' project reporting with revote reporting is a positive action that Council has taken in relation to managing project risk.

**Marchant/Nankivell**

**GENERAL BUSINESS**

The next meeting may be held to coincide with the External Auditors being on site for the Council meeting on 19 November 2020. If this is not able to be arranged, the next meeting will be held in February 2021.

**Marchant/Nankivell**

There being no further business the meeting closed at 12:23pm.