

F.01-A Audit Committee Charter

- 1 OBJECTIVE 1**
- 2 SCOPE 1**
- 3 STATEMENT..... 1**
 - 3.1 Legislative Mandate1
 - 3.2 Composition Of Committee1
 - 3.3 Meetings1
 - 3.4 Duties And Responsibilities2
 - 3.5 Member Responsibilities.....2
 - 3.6 Reporting.....2
- 4 DEFINITIONS..... 3**
- 5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS..... 3**

Effective Date	08 July 2016		Review Date	14 June 2018
Procedure Owner	CEO		Responsible Officer	MFS
Procedure Number	F.01-A		IX Reference	96651
Related Policy Number	F.01		IX Reference	91107
Version Number	V1	08-Apr-14	Developed and adopted	
	V2	16-Jun-15	Reviewed and adopted	
	V3	08-Jul-16	Reviewed and adopted	

- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services

1 OBJECTIVE

This charter sets out the objectives, authority, responsibilities, reporting and administrative arrangements associated with the Audit Committee.

The primary objective of the Audit Committee is to contribute to the improved performance of Council through the provision of independent assurance, oversight and advice to Council and the Chief Executive Officer on matters relating to risk management, internal control, governance, compliance, audit, financial statement preparation and financial reporting.

2 SCOPE

The scope of the Audit Committee includes but is not limited to the following aspects of Council's operations and activities:

- Governance processes
- Financial compliance
- Integrity of financial documents
- Internal controls
- Internal and External Audit
- Risk management
- Legal and legislative requirements
- Asset management
- Operating performance and efficiencies

3 STATEMENT

3.1 LEGISLATIVE MANDATE

The Audit Committee is an advisory Committee as determined by the Local Government Act 2009. As an advisory committee of Council, the Audit Committee is independent of management and does not have any executive powers, delegated responsibility or authority to implement action .

The Audit Committee has authority to review and make recommendations to Council on any matters within its scope of responsibility. In doing so the Audit Committee has the authority to seek information it requires and has full right of access to all levels of management through the Chief Executive Officer.

3.2 COMPOSITION OF COMMITTEE

The Council will appoint the members of the Audit Committee which will be in accordance with section 210 of the Local Government Regulation 2012.

The Committee must consist of at least 3 and no more than 6 members.

At least 1, but not more than 2 of the members must be Councillors.

The Chief Executive Officer cannot be a member of the committee but would ordinarily be present at all meetings.

One member of the committee must have significant experience and skills in financial matters.

3.3 MEETINGS

Meetings shall be held not less than 2 times per year. Special meetings may be convened as required by the Committee or Chief Executive Officer or if requested by internal or external auditors.

A quorum of the Audit Committee must be at least half the members of the committee. If the committee consists of 3, the requirement is 2.

3.4 DUTIES AND RESPONSIBILITIES

The Audit Committee must review the following matters:

- Review the activities of external and internal audit and provide guidance and direction as required.
- The internal audit plan for the internal audit for the current financial year.
- The internal audit progress report for the preceding financial year including the recommendations in the report.
- A draft of the Council’s financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212 of the Local Government Regulation 2012.
- The auditor general’s audit report and findings about the Council’s financial statements for the preceding year.
- Satisfy itself regarding the integrity and prudence of management control systems including review of policies and practices.
- Ensure effective processes are operating to monitor compliance with statutory and regulatory constraints to foster a culture of ethical and legal behaviour throughout the organisation.
- Ensure that a regular review of Council’s accounting policies and practices has been conducted in accordance with all legislation applicable to Local Government, Australian Accounting Standards and generally accepted accounting principles.
- Monitor whether management’s approach to maintaining an effective internal control framework is sound and effective.
- Report any matter identified during the course of carrying out its duties that the Audit Committee considers should be brought to the attention of the Council.

3.5 MEMBER RESPONSIBILITIES

Members are expected at all times to:

- Attend Audit Committee meetings.
- Act in the best interest of Council.
- Maintain confidentiality of information and documentation considered by the committee.
- Declare any potential or actual conflicts of interest they may have in relation to their responsibilities.

3.6 REPORTING

Following each meeting of the Audit Committee a report is to be provided to the next Council meeting outlining:

- Matters considered by the Audit Committee.
- Recommendations to Council relating to the matters considered by the Audit Committee.
- Any additional recommendations the committee wishes to make to Council.

4 DEFINITIONS

Nil

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

IX #	Details
91107	F.01 Audit Committee Policy
91109	F.02 Internal Audit Policy