



- (c) has accepted should be taken on receipt of the CEO's report under regulation 5(2)(c) of *Local Government (Financial Management) Regulations 1996*.

2.6 The Audit Committee's duties include:

- (a) considering the Auditor's interim audit of the City's accounting and internal control procedures for the financial year;
- (b) reviewing the audited financial report for the previous financial year;
- (c) reviewing the interim and final audit reports for the financial year;
- (d) reviewing the annual Compliance Audit Return;
- (e) reviewing the CEO's triennial report on the appropriateness and effectiveness of the City's systems and procedures regarding risk management, internal controls and legislative compliance;
- (f) reviewing the CEO's triennial report on the appropriateness and effectiveness of the City's financial management systems and procedures; and
- (g) providing a report to Council on those matters.

3. MEMBERSHIP

3.1 The Audit Committee shall be comprised of:

- (a) Mayor;
- (b) the Deputy Mayor;
- (c) a number of Councillors as considered appropriate by the Council; and
- (d) a Councillor as a Deputy Member.

3.2 Only members of the Audit Committee are entitled to vote in Committee meetings.

4. OBSERVERS, PERSONS PRESENT BY INVITATION

4.1 The Chief Executive Officer, Director Business Services and Chief Financial Officer may attend meetings of the Audit Committee, and may also invite other members of staff to attend where appropriate.

4.2 The Presiding Member or staff listed in clause 4.1 may invite the Auditor (or his or her representative) to attend particular meetings or parts of meetings.

4.3 Councillors who are not members of the Audit Committee may attend meetings as observers, in accordance with clause 15.4 of the *Standing Orders Local Law 2016*.



5. FREQUENCY OF MEETINGS

- 5.1 Meetings of the Audit Committee will generally be held on a quarterly basis.
- 5.2 The meetings shall not be open to the public.

6. AGENDA AND MINUTES OF MEETINGS

- 6.1 The Audit Committee will report to the Council through its minutes.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 Parts 6 and 7 Local Government (Administration) Regulations 1996 Local Government (Audit) Regulations 1996 Local Government (Financial Management) Regulations 1996 Standing Orders Local Law 2016
Industry Compliance	Department of Local Government and Communities: Local Government Operational Guidelines <ul style="list-style-type: none"> • No. 5 Council Forums • No. 9 Auditing Local Government – The appointment, function and responsibilities of Audit Committees
Organisational Compliance	Nil
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Medium	Review Cycle	Biennial	Next Due:	2022
Version	Decision Reference	Synopsis			
1.	OCM 417/24/09/2013	Policy to formalise the constitution of the Audit Committee			
2.	OCM 375/22/09/2015	Reviewed with no amendments.			
3.	OCM 317/26/09/2017	Reviewed and amended the membership to include a Councillor as a Deputy Member.			
4.	OCM 302/11/09/2018	Reviewed with amendments.			
5.	OCM 251/08/09/2020	Reviewed and amended.			