

**NAMBUCCA SHIRE COUNCIL**

**MINUTES OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE  
AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 21  
NOVEMBER 2018**

**PRESENT**

Peter Lawry, Chairperson  
Rhonda Hoban, Mayor  
Paul Gallagher, AGMES

Robert Hunt, Secretariat  
Cr John Wilson  
Joanne Hudson, Manager Human Resources

**APOLOGIES**

Michael Coulter, General Manager	
Craig Doolan, Manager Financial Services	

**DISCLOSURE OF INTEREST**

There were no Disclosures of Interest declared.

**CONFIRMATION OF MINUTES**

**RESOLVED:** (Wilson/Lawry)

That the Committee confirm the Minutes of the Meeting held 25 September 2018.

**AUDIT RISK AND IMPROVEMENT COMMITTEE REPORTS**

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ITEM 4.1 SF1415 211118 Review of Policies

**RESOLVED:** (Lawry/Wilson)

That the Inventory Policy and the Attractive and Portable Items Policy, subject to amendments made, be recommended to Council for adoption.

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ITEM 4.2 SF1415 211118 Review of Finance Policies

**RESOLVED:** (Lawry/Wilson)

That the Finance Policies, subject to the amendment made to the Asset Materiality Policy, attached to the Report, be endorsed.

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ITEM 4.3 SF1415 211118 Financial Reporting outstanding Audit Recommendations

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**RESOLVED:** (Lawry/Wilson)

**That the report be noted and the actions therein be endorsed.**

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ITEM 4.4 SF1415 211118 New Asset Policies

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**RESOLVED:** (Lawry/Wilson)

**That the Valuation and Revaluation of Assets Policy and the Capitalisation Versus Expense Policy be endorsed and submitted to Council for adoption.**

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ITEM 4.5 SF1415 211118 Review of Records Policy and Program

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**RESOLVED:** (Wilson/Lawry)

**That**

- a) the attached Records Management Policy and Program be endorsed.**
  - b) A further report be submitted to the Committee regarding the issue with Metadata**
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ITEM 4.6 SF1415 211118 Governance Report on Outstanding Recommendations

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**RESOLVED:** (Wilson/Lawry)

**That the Report be received and noted.**

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ITEM 4.7 SF1415 211118 Policies and Procedures Framework

**RESOLVED:** (Wilson/Lawry)

**That the Policy and Procedures Framework be endorsed and referred to Council for adoption.**

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ITEM 4.8 SF1415 211118 Conduct of the Audit of Financial Reports

**RESOLVED:** (Lawry/Wilson)

**That the Report be received and noted.**

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ITEM 4.9 SF2413 211118 Draft Enterprise Risk Management Plan and Draft Risk Control  
Action Plan

**RESOLVED:** (Wilson/Lawry)

**That**

- a) the draft Enterprise Risk Management Plan and the draft Risk Control Action Plan be endorsed for adoption by Council.**
  - b) the AGMES bring back a report to the committee on the impacts (other than Noxious Weeds) of the Biodiversity Act.**
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ITEM 4.10 SF1415 211118 Tabling of Delegations Register

**RESOLVED:** (Lawry/Wilson)

**That the Delegations Register be received and noted.**

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**NEXT MEETING DATE**

The next three meetings will be held on Wednesday 30 January 2019, Wednesday 27 March 2019 and Wednesday 26 June 2019 commencing at 2.00 pm.

**CLOSURE**

There being no further business the Chairperson then closed the meeting the time being 3.46 pm.

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(CHAIRPERSON)