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# GENERAL POLICY

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Internal Audit



MARCH 14, 2016

MAPOON ABORIGINAL SHIRE COUNCIL  
30 Red Beach Rd, Mapoon Qld 4874.

## INTERNAL AUDIT

**Intent** To establish a policy about the appointment of an Internal Auditor and the relationship to the organisation and the Audit Committee.

**Scope** This policy shall apply to the Internal Auditor and staff subject to or responsible for the various functions of Council's internal audit process.

### OBJECTIVES

The objectives of this policy are:

- To ensure that adequate controls are in place to minimise risk for Council assets, employees and operations; and
- To assist Council to establish systems, policies and procedures for efficient, effective management of Council's activities.

### PROVISIONS

1. Council will establish and maintain an internal audit function.

2. Council will appoint and may from time to time vary the appointment of an internal auditor who may be other than a member of staff.

3. It is the role of the internal auditor to:

- evaluate the adequacy and effectiveness of the local government's operations;
- identify and assess the risks to which the local government's operations are exposed;
- to ensure adherence to management policies and directions in order to achieve Council's objectives;
- prepare audit plans in accordance with s.207 of the Local Government Regulation 2012 which includes statements about:
  - the way in which the operational risks have been evaluated; and
  - the most significant operational risks identified from the evaluation; and
  - the control measures that the local government has adopted or is to adopt to manage the most significant operational risks.
- develop a work program for all internal audit activities of the local government;
- provide progress reports on Internal Audit activities in accordance with s.207 of the Local Government Regulation 2012 to the Chief Executive Officer and the Audit Committee identifying:
  - a summary of the recommendations stated in the report;
  - a summary of the actions that have been taken by the local government in response to the recommendations;
  - a summary of any actions that have not been taken by the local government in response to the recommendations.
- monitor the audit matrix presented by officers of Council to the Audit Committee for accuracy and completeness;
- attend Audit Committee Meetings as required;

4. Each financial year Council must assess compliance with the Internal Audit Plan.

5. The internal auditor may advise the Auditor-General through the Chair about an audit finding.

Role	Responsibility
Internal Audit Contractor	Conduct internal audit and prepare draft report for comment and sent through to Council for action and tabling at Audit Committee
Accountant	Report received and distributed to relevant manager for comment Review quality of responses and organisation's ability to respond Forward reports back to contractor to allow them to be finalised Submit report to Audit Committee. Update Audit Matrix Report on status of audit matrix to Audit Committee quarterly

<b>Manager Accountable for rectifying issues</b>	Responses to matters prepared including actions required, accountable officer and timeline for completion Rework where required Maintain status of outstanding actions on Audit Matrix Monthly
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This policy is to remain in force until otherwise determined by Council.

Executive Manager Responsible for Review: Accountant

Originally Adopted:	New
Current Adoption:	15/03/2016
Due For Revision:	30/06/2017