

FLINDERS COUNCIL

## AUDIT PANEL

### Annexure B - Meeting Procedures

The Audit Panel for Flinders Council is established under Section 85(1) of the *Local Government Act 1993* and as directed under Item 9 of the *Local Government (Audit Panels) Order 2014* states:-

*The Council may provide to its Audit Panel a charter relating to:-*

- (a) the manner in which the Audit Panel is to perform its functions; and*
- (b) the procedure of the Audit Panel in respect of its meetings.*

The following conditions and guidelines applied to all meetings held by the Audit Panel:-

1. An Audit Panel is to hold not less than four (4) meeting in each financial year. Additional meetings can be held as and when required in order to fulfil its functions. Any two (2) members of the Audit Panel or the General Manager may request additional meetings.
2. A quorum is constituted by a majority of the total number of Panel Members appointed.
3. At least one Panel Member who is an Independent Person is to be present, otherwise there is no quorum present at the meeting.
4. The General Manager (or delegate) is to attend all meetings.
5. The Corporate Services Manager (or delegate) is to attend all meetings.
6. The Audit Panel may invite or allow any Councillor or employee of Flinders Council to attend one or more meetings.
7. Items 5, 6 & 7 above **do not** apply if the Audit Panel determines that the meeting is to be held in private.
8. The Audit Panel may regulate its own proceedings.
9. All minutes, recommendations and conclusions of Audit Panel meetings are to be provided within a written report and submitted to the next Ordinary Council Meeting or as soon as reasonably practicable.
10. Council is to provide secretariat support to, and all necessary funding required by, the Audit Panel to perform its functions.

Examples of agenda and minute templates can be included here if required by your Council.