

WAGAIT SHIRE COUNCIL

**MINUTES of
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD**

Wednesday 29 March 2017



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1.0 Present:

Mr Russell Anderson
Mr Barry Bamford
President Peter Clee
Vice-President Brad Irvine
CEO Deborah Allen

2.0 Opening of the meeting:

2.1 Mr Russell Anderson opened the meeting of the Wagait Shire Council Audit Committee meeting at 2.01pm on Wednesday 29 March 2017.

3.0 Apologies and Leave of Absence

3.1 Nil

4.0 Confirmation of previous Minutes for the Audit Committee meeting:

Resolution: That the Minutes of the Audit Committee Meeting held 18 October 2016 are a true and correct record.

Moved: Barry Bamford

Seconded: Vice President Brad Irvine

5.0 Matters Arising from the previous Minutes

5.1 Nil

6.0 General Business

6.1 The 2017/2018 budget which is based on last financial years figures does not have a Cash Reserve, nor does Council have a Cash Reserve Policy in place. The Draft Cash Reserve Policy was presented at the last council meeting and councillors have asked how they can determine the minimum amount of money to be held. Councillors suggested that a contingency reserve should be added to the policy. CEO Deborah Allen has asked the Audit Committee if there is anything else they would like to add to the Policy so that this can be slotted into the budget.

Currently all of Council's funds are held in one account. President Peter Clee has suggested that Council should start looking at moving some of the money into a dedicated Cash Reserve account.

CEO Deborah Allen to identify the reserves for the current financial year. These figures can then be slotted into next years budget

The Shire Plan with staffing structure and budget for the year will have to go out to public comment and has to be at the Department by 31 July 2017.

7.0 Declaration of Interests of committee members or staff:

6.1 Nil

8.0 Agenda Items

8.1 2013/14 to 2017/18 Strategic Plan

This Strategic Plan is still current and is due to expire in 2018. President Peter Clee informed Committee Members that a public meeting was held last August to discuss this with the community. This is noted.

8.2 2017-2018 Shire Plan

With the council election to be held later this year, it was recommended by CEO Deborah Allen that the next Shire Plan should be written up by the new councillors and the new CEO. The Shire Plan is due to expire in 2018. Barry Bamford noted that the current plan is very generic and is lacking important information. Russell Anderson has suggested that the completed plan should include the organisational structure, the staffing family tree and the budget. Workplace Health and Safety will also need to be addressed.

The paragraph on Page 24 under the heading “Current Approach – There are no elections scheduled until 2017” needs to be either re-worded to “elections are scheduled for August 2017 and then again in three year’s time” or deleted. The document must also include the organisational structure, staffing family tree and budget.

Resolution: Recommend to Council that these minor alterations be made.

Moved: President Peter Clee

Seconded: Vice President Brad Irvine

8.3 Long Term Financial Plan 2015-2020

The Long Term Financial Plans shows a 10% rise in rates. A question raised by Councillors was why is there a 10% rise in rates? As this is too great.

The long Term Financial Plan and the Annual Budget needs to be updated and it is suggested that 2% with a reason should go before council for consideration.

Resolution: Recommending that the Long Term Financial Plan projections need to be updated and have this included in the Shire Plan.

Recommend to Council the 2% increase for rates be reflected in the 2017/2018 Budget.

Moved: Barry Bamford

Seconded: President Peter Clee

In the Cash Reserve Policy the statement “Minimum Balance of Reserves” is to be removed. President Peter Clee has asked that this be part of a separate statement, and not part of this policy and that the Audit Committee recommends to Council that these amounts be transferred out of the general reserves and into reserves or provisions.

It was decided that the Cash Reserve Policy have only one Reserve. This Reserve should cover all of the following elements “Asset Reserve, Infrastructure Reserve, Plant and Vehicle Reserve, Election Reserve and Provision of Staff Reserve”.

Resolution: That this Audit Committee recommends to Council that the Council establish a Reserve Fund of \$500,000.00 for unforeseen situations.

Moved: President Peter Clee

Seconded: Vice-President Brad Irvine

All expenditures of reserves must be put on the Council Meeting Agenda for their recommendation for a resolution.

9.0 Other Business

9.1 Nil

10.0 Confidential Items

10.1 Nil

11.0 Closure of Meeting:

10.1 The next meeting of the Wagait Shire Council Audit Committee is planned for 14 June 2017 depending of availability of members.

The Chair declared the meeting closed at 3.35pm.