

WAGAIT SHIRE COUNCIL

**DRAFT MINUTES
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
Time 9:00AM**

Tuesday 21 May 2019



Table of Contents

1.0	Present	3
2.0	Opening of Meeting	3
3.0	Apologies	3
4.0	Confirmation of previous Minutes for the Audit Committee held 6 February 2019	4
5.0	Matters arising from the previous Minutes	13
6.0	Declaration of interests of committee members or staff	13
7.0	Agenda Items:	13
	7.1 Draft 2019/2020 Budget	13
	7.2 2019-2024 Shire Plan	14
	7.2 General Instruction No. 4 – Procurement	55
	7.3 Delegations Manual	61
8.0	Other Business	71
9.0	Confidential Items	71
10.0	In-Camera	71
11.0	Closure of Meeting	71

1.0 Present:

Committee members:
A/Chair Barry Bamford
President Peter Clee
Cr Neil White
Maureen Newman

Council staff:

CEO Russell Anderson
Office Manager Pam Wanrooy

2.0 Opening of Meeting:

The Chair Barry Bamford declared the meeting open at 9.02am and welcomes all to the meeting.

The Chair advises that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

2.1 Apologies: nil

3.0 Confirmation of previous Minutes for the Audit Committee held Wednesday 6 February 2019

Resolution No. 2019/380

That the minutes of the Audit Committee Meeting of Wednesday 6 February 2019 be confirmed by committee members as a true and correct record.

Moved: President Peter Clee

Seconded: Cr Neil White

Vote: AIF

4.0 Matters arising from the previous minutes:

Nil

5.0 Declaration of interests of committee members or staff.

Nil

6.0 Agenda Items

6.1 Draft 2019/2020 Budget with Fees and Charges – attached

President Peter Clee questioned the Rates Income in the Budget and asked why the Actual rates for April exceeds the budget when our accounts is based on an accrual package.

Maureen Newman questioned why the Computer Support & Maintenance expenses does not go into Capital? CEO Russell Anderson explained that most councils have a certain limitation on what is capital.

We are still awaiting indicative quotes for insurance from Jardine Lloyd Thomson.

Resolution No. 2019/381

The Audit Committee recommend to Council that Council pass the following motion: Expenditure in the budget for the Dog Pound for \$30,000 and Cloppenburg Park Irrigation for \$19,000 not be expended until a full management plan and cash flow are approved by council.

Moved: President Peter Clee

Seconded: Cr Neil White

Vote: AIF

The Fees and Charges list was circulated to Committee Members.

Resolution No. 2019/382

Recommend to Council that the Fees and Charges be accepted as amended.

Moved: Maureen Newman

Seconded: Neil White

Vote: AIF

Resolution No. 2019/383

The attached draft budget for 2019/2020 highlights and includes staff increased costs to address governance and financial management. That the Audit Committee recommend to Council that they adopt the Draft 2019/2020 Budget with amendments.

Moved: President Peter Clee

Seconded: Cr Neil White

Vote: AIF

7.2 2019-2024 Shire Plan

The 2019-2024 Shire Plan be amended to include the new part time position of Finance/Governance.

Resolution No. 2019/384

That the Audit Committee recommend to Council that the 2019-2024 Shire Plan including the 2019/2020 Budget be advertised publicly for a 21 day community consultation and final adoption with amendments.

That council adopt a 4% increase in rates and costs in line with the Long Term Financial Plan for the years 2021 to 2024 to support urgent and ongoing maintenance as well the day to day increase costs.

Moved: Cr Neil White

Seconded: Maureen Newman

Vote: AIF

7.3 General Instruction No. 4 – Procurement

The General Instruction No. 4 Procurement will come into effect 1 July 2019.

Resolution No. 2019/385

That the Audit Commit recommend to Council that Council note the General Instruction No. 4 – Procurement that will come into effect 1 July 2019 and \$7,750 fine for non-compliance.

Moved: President Peter Clee

Seconded: Cr Neil White

Vote: AIF

7.4 Delegations Manual

Previously the CEO had been requested by a member of the public for information regarding the council's budget and expenditure. This was considered by the Information Commissioner and found in favour of the applicant. The following is the Delegations manual with recommended changes to ensure that this does not occur without Council being provided a report on any future issues.

The following is the recommended changes to the Delegations Manual to address this issue

- Page 5 of the Delegations Manual be amended, the heading "**Ombudsman**" be changed to read "**Ombudsman/Information Commissioner**" and that the sentence be amend to read "To make the initial response to enquiries received from the Ombudsman/Information Commissioner in relation to complaints made to him/her concerning decisions or conduct of the Council/or Officers or employees of the Council to be reported to Council to seek direction."

- That a new paragraph on page 7 under the heading Sub-delegation be added to read (iv) That Council's budget be available to the public on request".

Resolution 2019/386

That the Audit Committee recommend to council that they amend the Delegations Manual as requested by the Audit Committee to ensure members of the public have available council's budget when requested.

Moved: President Peter Clee

Seconded: Maureen Newman

Vote : AIF

8.0 Other Business

Nil.

9.0 Confidential Items:

Nil.

10.0 In-Camera

11.0 Closure of Meeting:

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Office and is planned tentatively for September 19 depending on availability of members.

The Chair declared the meeting closed at 10.15am