

WAGAIT SHIRE COUNCIL

**AGENDA
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
Time 10:00AM**

Friday 8 June 2018



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 Tuesday 8 March 2018	3
5.0	Matters arising from the previous Minutes:	8
6.0	Declaration of interests of committee members or staff:	8
7.0	Agenda Items:	
7.1	2018/2019 Shire Plan and Annual Budget	9
7.2	Long Term Financial Plan 2015-2000	9
7.3	2013/14 to 2017/18 Strategic Plan	9
7.4	Audit Committee Terms of Reference	9
7.5	Policy Review	
7.5.1	P01 Policy Framework Policy	10
7.5.2	P34 Elected Member Allowances Policy	10
7.5.3	P25 Elected Member Expenses and Allowances Policy	10
7.5.4	P33 Work Health and Safety Policy	11
7.5.5	P32 Bullying Policy	11
7.5.6	P07 Internal Audit Committee Policy	11
7.5.7	Additional policies for development	11
7.6	Risk Management Framework and System	12
8.0	Other Business	12
9.0	Confidential items	12
10.0	Closure of Meeting	12

1.0 Present:

Committee members:

Council staff:

2.0 Opening of Meeting:

The Chair Russell Anderson declared the meeting open at 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.

3.0 Apologies:

Resolution No. 2018/ That the apology of be accepted. Moved: Seconded:

4.0 Confirmation of previous Minutes for the Audit Committee held Tuesday 8 March 2018

WAGAIT SHIRE COUNCIL

**DRAFT MINUTES
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
LOT 62, WAGAIT TOWER ROAD
Time 2:00PM**

Thursday 8 March 2018



Table of Contents

1.0	Present:	3
2.0	Opening of the Meeting:	3
3.0	Apologies: NIL	3
4.0	Confirmation of previous Minutes for the Audit Committee held Tuesday 17 October 2017.	3
5.0	Matters arising from the previous Minutes:	3
6.0	Declaration of interests of committee members or staff:	3
7.0	Agenda Items:	4
7.1	Functions of the Audit Committee	4
7.2	Audit Committees General Instruction No. 3	4
7.3	Draft Amended 2017/2018 Budget	4
7.4	2018/2019 Shire Plan	5
7.5	Strategic Plan	5
7.6	Long Term Financial Plan	5
7.7	Risk Management Framework and System	5
7.8	Annual Budget	5
8.0	Other Business:	5
9.0	Confidential items:	5
10.0	Closure of meeting:	5

1.0 Present:

Chair Russell Anderson
Barry Bamford
Cr Neil White
President Peter Clee (via Skype)
CEO Mark Sidey

2.0 Opening of the Meeting:

The Chair Russell Anderson declared the meeting open at 2.03pm and thanked everyone for their attendance.

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

Vice-President Trish McIntyre submitted her resignation from the Audit Committee to councillors at the Ordinary Council Meeting held 20 February 2018. The Chair notes resignation of Vice-President Trish McIntyre from the Committee has been accepted by the council. Council passed a resolution nominating Cr Neil White to become a member of the Audit Committee.

3.0 Apologies: NIL

4.0 Confirmation of previous Minutes for the Audit Committee held Tuesday 17 October 2017.

Resolution No. 2018/011

That the minutes of the Audit Committee Meeting of 17 October 2017, be confirmed by committee members as a true and correct record.

Moved: President Peter Clee

Seconded: Cr Neil White

5.0 Matters arising from the previous Minutes:

The recommendations made by the Committee in relation to the Auditor's report were accepted by Council and changes made as requested.

6.0 Declaration of interests of committee members or staff:

Nil.

7.0 Agenda Items:

7.1 Functions of the Audit Committee

The functions of the Audit Committee were discussed at the meeting for the purpose of determining whether Council would benefit by using the Committee more broadly.

The existing Audit Committee Terms of Reference that were adopted by the previous Council have been carried forward. There has been no review by of these Terms of Reference at this point of time.

Resolution No. 2018/012

That the Audit Committee Terms of Reference be reviewed by the Committee and the Committee recommends to Council the expertise and skills of the committee be utilised if and when required by the Council.

Moved: Barry Bamford

Seconded: President Peter Clee

7.2 Audit Committees General Instruction No. 3

The Department of Local Government and Community Services issued General Instruction No. 3 relating to Audit Committees on 30 March 2015 was circulated. It is recommended Committee Members review this document and become familiar with its content.

7.3 Draft Amended 2017/2018 Budget

Resolution No. 2018/013

That the Audit Committee recommends to Council that the draft amended budget for 2017/2018 be approved.

Moved: President Peter Clee

Seconded: Barry Bamford

7.4 2018/2019 Shire Plan

Development of the 2018/19 Shire Plan has commenced.

7.5 Strategic Plan

The current Strategic Plan expires at the end of 2017/2018 Financial Year. Development of the 2018/2022 has commenced with Councillors having undertaken a workshop and SWOT Analysis.

7.6 Long Term Financial Plan

This will be reviewed and updated in conjunction with the Strategic Plan Development. Ongoing.

7.7 Risk Management Framework and System

Resolution No. 2018/014

That the CEO be given authority to interview and recruit skills for work health and safety and risk assessment.

Moved: Cr Neil White

Seconded: President Peter Clee

7.8 Annual Budget

Development of the 2018/2019 Annual Budget has commenced.

8.0 Other Business:

Nil.

9.0 Confidential items:

Nil.

10.0 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 for Thursday 7 June 2018 at 2.00pm.

The Chair declared the meeting closed at 3.25pm.

Resolution No. 2018/

That the minutes of the Audit Committee Meeting of 8 March 2018, be confirmed by committee members as a true and correct record.

Moved:

Seconded:

5.0 Matters arising from the previous minutes:

6.0 Declaration of interests of committee members or staff:

7.0 Agenda Items:

7.1 2018/2019 Shire Plan and Budget

The draft 2018/2019 Shire Plan and budget has been circulated to committee members.

Resolution No. 2018/
That the Audit Committee recommend the draft 2018/2019 Shire Plan, as amended be released for public consultation.
Moved:
Seconded:

Resolution No. 2018/
That the Audit Committee recommend the draft 2018/2019 budget, as amended be released for public consultation.
Moved:
Seconded:

7.2 Long Term Financial Plan 2015-2020

The 2015-2020 long term financial plan is included in the draft 2018/2019 Shire Plan. This is to be further reviewed and updated in conjunction with the Strategic Plan Development.

7.3 2013/14 to 2017/18 Strategic Plan

The current Strategic Plan expires at the end of 2017/2018 Financial Year. Development of the 2018/19 to 2022/23 Strategic Plan has commenced.

7.4 Audit Committee Terms of Reference

The Audit Committee Terms of Reference has been updated and circulated to Committee Member for review.

Resolution No. 2018/
That the Audit Committee recommend the updated draft Audit Committee Terms of Reference, as amended, be adopted by council.
Moved:
Seconded:

7.5 Policy Review

Wagait Shire Council presently has 25 adopted Council Policies. These policies are publicly available on Council's website www.wagait.nt.gov.au. Policy review and development is an ongoing project, lead by the Chief Executive Officer.

A summary of Wagait Shire Council Policies has been circulated to committee members.

7.5.1 P 01 Policy Framework Policy

P01 Policy Framework Policy have been reviewed and updated.

Resolution No. 2018/

That the Audit Committee recommend the updated P01 draft Policy Framework Policy, as amended, be adopted by council.

Moved:

Seconded:

7.5.2 P 34 Elected Member Allowances Policy

An Elected Member Allowances policy (P34) has been developed. This draft policy is consistent with the Local Government Act and Ministerial Guideline No. 2 – Allowances for Council Members. A copy of the draft policy and supporting documentation has been circulated to committee members.

Resolution No. 2018/

That the Audit Committee recommend that P34, the draft Elected Member Allowances Policy, as amended, be adopted by council.

Moved:

Seconded:

7.5.3 P25 Elected Members Expenses and Allowances Policy

P25 Elected Members Expenses and Allowances Policy should be rescinded and replaced by P34 Elected Members Allowances and a Corporate Credit Card Usage policy.

Resolution No. 2018/

That the Audit Committee recommend that P25, the Elected Member Expenses and Allowances Policy be rescinded by council.

Moved:

Seconded:

Resolution No. 2018/

That the Audit Committee recommend the CEO draft a Corporate Credit Card Usage Policy.

Moved:

Seconded:

7.5.4 P33 Work Health and Safety Policy

P33 Work Health and Safety Policy has been developed. A copy of the draft policy has been circulated to committee members.

Resolution No. 2018/
That the Audit Committee recommend that P33, the draft Work, Health and Safety Policy, as amended be adopted by council.
Moved:
Seconded:

7.5.5 P32 Bullying Policy

P32 Bullying Policy has been developed. A copy of the draft policy has been circulated to committee members.

Resolution No. 2018/
That the Audit Committee recommend that P32, the draft Bullying Policy, as amended be adopted by council.
Moved:
Seconded:

7.5.6 P07 Internal Audit Committee Policy

P07 Internal Audit Committee was last reviewed in 2009. The policy states its members were to be “the whole of council”. With the establishment of the present Audit Committee (first meeting 18 October 2016) and Council’s adoption of its Terms of Reference on 19th May 2015, the policy is redundant.

Resolution No. 2018/
That the Audit Committee recommend P07 Internal Audit Committee Policy be rescinded by council.
Moved:
Seconded:

7.5.7 Additional Policies for Development

Having reviewed the summary of Wagait Shire Council’s existing adopted and draft policies, the committee shall give consideration as to whether development of additional policies should be recommended.

7.6 Risk Management Framework and System.

A draft Work Health and Safety (WHS) Management Plan has been developed.

A copy of the draft plan has been circulated to committee members.

Resolution No. 2018/ That the Audit Committee recommend the draft Work Health & Safety (WHS) Management Plan, as amended be adopted by council. Moved: Seconded:

8.0 Other Business

9.0 Confidential Items:

10.0 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 depending on availability of members.

The Chair declared the meeting closed at