

**WAGAIT SHIRE COUNCIL**

**MINUTES  
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD  
Time 9:05AM**

**Wednesday 6 February 2019**



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**1.0 Present:**

Committee members:

Chair Russell Anderson

President Peter Clee

Cr Neil White

Barry Bamford

Council staff:

CEO Mark Sidey

Office Manager Pam Wanrooy

**2.0 Opening of Meeting:**

The Chair Russell Anderson declared the meeting open at 9.05am 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: Nil**

**4.0 Confirmation of previous Minutes for the Audit Committee held Tuesday 11 September 2019**

Resolution No. 2019/301

That the minutes of the Audit Committee Meeting of Tuesday 11 September 2018 be confirmed by committee members as a true and correct record.

Moved: Cr Neil White

Seconded: President Peter Clee

## **5.0 Matters arising from the previous minutes:**

**Budget Review** – This is to be noted and will be an ongoing Agenda item. At this stage there are no variations to the budget. This will be further discussed in item 7.3 in this agenda.

**External Valuation** – CEO Mark Sidey informed committee members that a consultant from Adelaide will be doing an external valuation for a number of councils before the end of the financial year and he is currently in discussion with them to do an external valuation at Wagait on their visit. President Peter Clee requested further quotes from local valuers.

## **6.0 Declaration of interests of committee members or staff:**

**Nil**

## **7.0 Agenda Items:**

### **7.1 2019/2020 to 2023/2024 Strategic Plan**

Consultation session moderated by True North occurred on Saturday November 10. Approximately 25 people were in attendance. The notes from the meeting were circulated to those present and other interested members of the community for feedback. All feedback was to be received by 31 December. Only 1 submission was received. Development of Strategic plan has commenced.

The Strategic Plan should be released for public consultation in March.

### **7.2 CEO Vehicle logbook**

The Chief Executive Officer had his vehicle log book on hand at the Audit Committee meeting as requested by the President.

It was requested that Log book register be prepared for both CEO and Works Ute.

CEO advised this was onerous given the works ute was GPS tracked. CEO suggested log books should only be kept as per ATO requirements.

It was also noted the CEO has unlimited private use of his vehicle as per his contract.

It was noted this condition is consistent with management level local government positions.

Barry Bamford suggested to council that all assets that have private use must have a log book.

### **7.3 Budget Review**

At this juncture there have not been any revisions or amendments to the 2018/2019 budget.

The minutes will include a statement on where if there are any variations to the budget and also if there is no variation.

## 7.4 Compliance Review

The Department of Housing and Community Development undertook a Compliance Review in September 2018. 15 issues were identified.

Resolution No. 2019/302

That the Audit Committee note the Compliance Review Report.

Moved: President Peter Clee

Seconded: Cr Neil White

## 7.5 Policy Review

### 7.5.1 P15 – Procedures for Council and Council Committee Meetings Policy

The committee have suggested the following amendments.

**Item 4.2 (1) (c)** The word “one agenda” be removed and the sentence be amended to read “Members who wish to declare that they have a conflict of interest with any item at the meeting”.

**Item 4.22** Include a provision about member non-attendance at meetings and reference to the Local Government Act.

Resolution No. 2019/303

That the Audit Committee recommend that the draft updated P15 Procedures for Council and Council Committee Meetings Policy, as amended be adopted by council.

Moved: President Peter Clee

Seconded: Barry Bamford

### 7.5.2 P35 – Authorisation of Payments Policy

The committee have suggested the following amendments.

**Item 4.3** In the third sentence the word “Sports and Recreation Officer” to be deleted and replaced with “Acting Chief Executive Officer” to read “Should the Chief Executive Officer not be in a position to authorise the relevant payment/s on the authorisation date, the acting Chief Executive Officer shall authorise the payments in conjunction with either the principal member or their appointed delegate.

Resolution No. 2019/304

That the Audit Committee recommend that the updated draft of P35 Authorisation of Payments Policy, as amended be adopted by council.

Moved: Barry Bamford

Seconded: Cr Neil White

### 7.5.3 P39 – Australia Day Awards Deliberations Policy

The committee have suggested the following amendments:

**Item 4.4** – The word “eligible” be removed and the sentence to read “Following the closure of nominations, the Chief Executive Officer will collate and distribute nominations to councillors with pro-forma scoring tables. Nominations to be received by the cut-off date.

**Item 4.1** – The first dot point “Community event of the year” to be changed to read “Community Event, Organisation or Group of the Year”

Resolution No. 2018/305  
That the Audit Committee recommend that the draft P39 Australia Day Awards Deliberations Policy, as amended be adopted by council.  
Moved: Cr Neil White  
Seconded: Barry Bamford

### 7.5.4 P41 – Asset Disposal Policy

President Peter Clee asked that the “Method of Disposal” include an offer for sale locally. Chair Russell Anderson explained that council can resolve when selling a vehicle that there be an open tender called locally and advertised locally.

CEO Mark Sidey advised the suggested wording allowed for local disposal.

The following amendment has been suggested:

**Item 4.3** Include words to the effect that all disposals above \$2,000 must be referred to council.

Resolution No. 2019/306  
That the Audit Committee recommend that the draft P41 Asset Disposal Policy, as amended be adopted by council.  
Moved: President Peter Clee  
Seconded: Barry Bamford

### 7.5.5 P42 – Stocktake Policy

The following amendment has been suggested:

**Item 4.2** – “Each stock take will be undertaken by 2 staff members” to be deleted and changed to read “Each stock take be undertaken by a staff member and an independent member of the community as appointed by council.

Resolution No. 2019/307

That the Audit Committee recommend that the draft P42 Stocktake Policy, as amended be adopted by council.  
Moved: Barry Bamford  
Seconded: President Peter Clee

#### 7.5.6 P43 – Credit Card Policy

The following amendments have been suggested:

**Item 4.6.5** to be changed to read “A monthly report of all credit card transactions will be authorised by the Principal Member and Chief Executive Officer as part of the monthly reporting to Council.”

**Item 3 Definitions**, the definition to be changed to read “Cardholder: Wagait Shire Council employees and Principal Member that are the holder of a corporate credit card.”

Resolution No. 2019/308  
That the Audit Committee recommend that the draft P43 Credit Card Policy, as amended be adopted by council.  
Moved: Cr Neil White  
Seconded: President Peter Clee

#### 7.5.7 P44 – Travel and Accommodation Policy

The following amendment has been suggested:

**Item 4.3.2 – Rental Cars** – The first sentence to be amended to read “Employees and councillors must seek appropriate approval from the CEO prior to renting a vehicle. The definition “Approval Officer” to be repeated and also included in this sentence.

Resolution No. 2019/309  
That the Audit Committee recommend that the draft P44 Travel and Accommodation Policy, as amended be adopted by council.  
Moved: Cr Neil White  
Seconded: President Peter Clee

#### 7.5.8 P45 – Vehicle Use Policy

The following amendment has been suggested:

**Item 4.2 (h)** to be amended to read “Log books are to be completed correctly on a daily basis and returned, summarised on a monthly basis with private and work use and a report provided on a monthly basis detailing private and business use. “

Resolution No. 2019/310

That the Audit Committee recommend that the draft P45 Vehicle Policy, as amended be adopted by council.  
Moved: Barry Bamford  
Seconded: President Peter Clee

#### **7.5.9 P46 – Works on Council Verge Policy**

Resolution No. 2019/311  
That the Audit Committee recommend that council seeks community input prior to consideration by the Audit Committee.  
Moved: Barry Bamford  
Seconded: President Peter Clee

Resolution No. 2019/312  
That the Audit Committee recommend that the draft P46 Works on Council Verge Policy, be released for community consultation.  
Moved: Barry Bamford  
Seconded: President Peter Clee

#### **7.5.10 P47 – Borrowing Policy**

Resolution No. 2019/313  
That the Audit Committee recommend that the draft P47 Borrowing Policy, be adopted by council.  
Moved: President Peter Clee  
Seconded: Cr Neil White

#### **7.5.11 P48 – Investment Policy**

Resolution No. 2019/314  
That the Audit Committee recommend that the draft P48 Investment Policy, be adopted by council.  
Moved: President Peter Clee  
Seconded: Barry Bamford

### **7.6 Human Resources**

Chair Russell Anderson suggested that Council should review its employee structure and consideration should be given to adding specialist finance and governance positions.

The compliance review recommended that a full suite of Human Resources policies be developed. Two quotations to undertake this task have been obtained. This issue will be brought to council's February 19 meeting with a recommendation that council proceed to engage a contractor.



It was suggested that council seek local expressions of interest from suitably qualified persons to undertake this task on a no fee basis.

Resolution No. 2019/315

That this Audit Committee Recommend to Council that we investigate someone in the community that can assist the council in reviewing other councils HR Policies to see if it can be amended to the needs of this council.

Moved: President Peter Clee

Seconded: Barry Bamford

## 7.7 Records Management

The compliance review recommended council install an appropriate records management system. A quotation to install and configure an electronic document management system was obtained in January 2018. Council chose not to proceed with this at that stage. An updated quotation has been requested, as has a second quote. A quotation to update council's IT system has also been received. Council received a Record Management Review Report and associated documents January 25. Documents included a Records Management Framework, a Records Management Policy, introductory training presentation, a guideline for managing emails as records and a guideline for records naming conventions.

Barry Bamford has asked that Council obtain new quotes and take these to the next Council meeting.

## 7.8 Risk Management

In its meeting of October 17, 2017 the Audit Committee recommended that council have a risk assessment and evaluation plan in place. A quotation to development a Risk Management Framework was received in January 2018 however council chose not to proceed with this at that stage.

Resolution No. 2019/316

That the Audit Committee recommend to council that they develop a risk management framework as originally recommended in October 2017 by this committee.

Moved: President Peter Clee

Seconded: Barry Bamford

## 7.0 Other Business

**Auditor** – 5 quotations were sought by CEO Mark Sidey. The due dates for the quotes was 31 January 2019. This will be brought to council at the next council meeting with a recommendation.

## 8.0 Confidential Items:

**Nil.**

**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 Tuesday 12 March at 9.00am depending on availability of members.

The Chair declared the meeting closed at 11.05am.