

WAGAIT SHIRE COUNCIL

**MINUTES
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:	3
6.0	Declaration of interests of committee members or staff:	3
7.0	Agenda Items:	
7.1	2018/2019 Shire Plan and Annual Budget	4
7.2	Long Term Financial Plan 2015-2000	4
7.3	2013/14 to 2017/18 Strategic Plan	5
7.4	Audit Committee Terms of Reference	5
7.5	Policy Review	5
7.5.1	P01 Policy Framework Policy	5
7.5.2	P34 Elected Member Allowances Policy	5
7.5.3	P25 Elected Member Expenses and Allowances Policy	6
7.5.4	P33 Work Health and Safety Policy	6
7.5.5	P32 Bullying Policy	6
7.5.6	P07 Internal Audit Committee Policy	7
7.5.7	Additional policies for development	7
7.6	Risk Management Framework and System	7
8.0	Other Business	8
9.0	Confidential items	8
10.0	Closure of Meeting	8

1.0 Present:

Committee members:

Chair Russell Anderson

President Peter Clee

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 10.00am and welcomed 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. 2018/015

That the apology of Cr Neil White be accepted.

Moved: President Peter Clee

Seconded: Barry Bamford

Vote: AIF

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

Resolution No. 2018/016

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

Moved: Barry Bamford

Seconded: President Peter Clee

5.0 Matters arising from the previous minutes:

Nil

6.0 Declaration of interests of committee members or staff:

Nil

7.0 Agenda Items:

7.1 2018/2019 Shire Plan and Annual Budget

Annual Budget

- The 2018/2019 Annual Budget is to undergo two reviews during the financial year to allow for major adjustments. CEO Mark Sidey to note that there should be another column in the Annual Budget to identify the previous years budget.
- Chairperson Russell Anderson suggested that the budget with the actuals showing the May figures be reported to Council in the June meeting.
- It is also suggested that the budget highlight the fact the grants are not cash on hand until that grant has been approved.
- Recommend to council is that a resolution adopting the budget, the Shire Plan and the declaration of rates.
- Recommend to Council that they review the budget regarding payments to councillors along with fees and charges.

Resolution No. 2018/017

That the Audit Committee recommend to council that the 2018/19 draft Shire Plan, estimates and budget with amendments be endorsed and released for public comment.

Moved: President Peter Clee

Seconded: Barry Bamford

Shire Plan

- Amendment to the Shire Plan, Page 33 "What is the result?" the open bracket in front of the word standards is to be removed.

Resolution No. 2018/018

That the Audit Committee recommend to council that they review the KPI's prior to publicly advertising.

Moved: Barry Bamford

Seconded: President Peter Clee

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.

Resolution No. 2018/019

That the Audit Committee notes the Long Term Financial Plan 2015-2020.

Moved: Barry Bamford

Seconded: President Peter Clee

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. This is to be brought to the next Audit Committee Meeting.

7.4 Audit Committee Terms of Reference

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

Resolution No. 2018/020
That the Audit Committee recommend the updated draft Audit Committee Terms of Reference, as amended, be adopted by council.
Moved: President Peter Clee
Seconded: Barry Bamford

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, led 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. 2018/021
That the Audit Committee recommend the updated P01 draft Policy Framework Policy, as amended, be adopted by council.
Moved: Barry Bamford
Seconded: President Peter Clee

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. 2018/022
That the Audit Committee recommends that P34, the draft Elected Member Allowances Policy, as amended be adopted with amounts to be set by council.
Moved: President Peter Clee
Seconded: Barry Bamford

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. 2018/023

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

Moved: Barry Bamford

Seconded: Peter Clee

Resolution No. 2018/024

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

Moved: President Peter Clee

Seconded: Barry Bamford

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. 2018/025

That the Audit Committee recommend that P33, the draft Work, Health and Safety Policy, be adopted by council.

Moved: President Peter Clee

Seconded: Barry Bamford

Resolution No. 2018/026

That the Audit Committee recommends that a Drug and Alcohol Policy be developed.

Moved: President Peter Clee

Seconded: Barry Bamford

7.5.5 P32 Bullying Policy

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

The draft Bullying Policy was discussed and it was determined that a wider review of Council's complaints procedure and relevant policies should be undertaken.

Resolution No. 2018/027

That this Audit Committee review the complaints procedure.

Moved: Barry Bamford

Seconded: President Peter Clee

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. 2018/028

That the Audit Committee recommend P07 Internal Audit Committee Policy be rescinded by council.

Moved: Peter Clee

Seconded: Barry Bamford

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.

Development of an over-arching Risk Management Framework and System will continue.

As part of this, 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. 2018/029

That the Audit Committee recommend the draft Work Health & Safety (WHS) Management Plan, be adopted by council.

Moved: Barry Bamford

Seconded: President Peter Clee

The CEO provided an undertaking to include a Work, Health & Safety section in his monthly report.

8.0 Other Business

8.1 Council Investments

Resolution No. 2018/031

That the Audit Committee recommends to council that a formal investment policy be developed to achieve the greatest returns in line with Government guidelines.

Moved: President Peter Clee

Seconded: Barry Bamford

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 tentatively for Thursday 6 September at 10.00am depending on availability of members.

The Chair declared the meeting closed at 11.55am.