

WAGAIT SHIRE COUNCIL

**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.