



**WAGAIT SHIRE COUNCIL**

**MINUTES  
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS  
LOT 62, WAGAIT TOWER ROAD 9.30AM**

**Tuesday 9 February 2021**

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## 1. Present

Committee members:

Chair Clare Milikins (by Video conference)  
Ms Maureen Newman  
Cr Graham Drake  
President Neil White

Council staff:

CEO, Renita Glencross  
Office Manager, Pamela Wanrooy

## 2. Opening of Meeting

The Chair Clare Milikins declared the meeting open at 9.34am and welcomed everyone to the meeting. The Chair advised that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

### 2.1. Apologies

**Resolution No. 2021/013**

**That the apology of Cr Graham Drake be accepted.**

**Moved: President Neil White**

**Seconded: Maureen Newman**

**Vote: AIF**

## 3. Conflict of Interest

Maureen Newman declared that she has a potential Conflict of Interest to Item 8.3 "Community Grants" as she is a member of the Makers and Creators Group.

President Neil White declared that he has a potential Conflict of Interest to Item 8.3 "Community Grants" as he is also a member for the Chess Club.

The Chair asked that these be recorded, however, there was no conflict as the Committee is noting the guidelines only which will be publicly available and is not making any recommendations or decisions.

## 4. In Camera Items

The Chair did not close the meeting to the general public as there were no In-Camera Items to be discussed.

## 5. Confirmation of Previous Minutes for the Audit Committee

**Resolution No. 2021/014**

**That the Minutes of the Audit Committee Meeting of Tuesday 10 November 2020 be confirmed by Committee Members as a true and correct record.**

**Moved: Maureen Newman**

**Seconded: President Neil White**

**Vote: AIF**

## 6. Matters Arising from the Previous Minutes

Nil

## 7. Action Sheet

- **Action Headings**

The Committee congratulated management on a greatly reduced and clarified action list, they asked that the remaining items have clearly identified subject headings. has asked for all headings.

- **Vehicular Crossovers/Drainage Policy**

Feedback from the community has been received from the redraft of the Policy, which is being considered. Council have recently engaged a contractor to remediate the road drainage network, which is also raising discussions on how some crossovers and other verge management issues might be addressed by the policy and will impact on finalising the revised draft. The plan is still to have a local permit system for any proposed works on a road verge.

- **Half-Yearly Budget Report**

It was noted that there were still issues with the reporting that would be discussed in the meeting.

**Resolution No. 2021/015**

**That the Audit Committee note and accept the Action Items update.**

**Moved: Chair Clare Milikins**

**Seconded: Maureen Newman**

**Vote: AIF**

## 8. Agenda Items

### 8.1. Local Government Act 2019 Guidelines Update

- In January 2021 the Department Local Government and Community Development (DLGCD is now an agency within Department of Chief Minister and Cabinet) provided revised Guidelines and reporting templates to assist local government organisations align with the requirements of the new Local Government Act 2019. Copies of the new monthly report formats were provided.
- With a local government election this year in August, further support has also been offered to transition new Councils to the new Act.
- Council will work towards completing a review of all policies to align with the Act by June 2021 and refer to the Guidelines to prepare the 2021-22 budgets and reports.
- The Committee noted that there was a significant increase in detail and structure around the reporting and recommended that Management prepare trial reports for March for the Committees review at its May meeting. This will leave sufficient time to address any problems.

- The Chair identified that the reporting was onerous on a small Council and suggested that there were low-cost software add-ons may be available for Xero to assist developing the new reports , further LGANT could possibly be approached to support development of policy templates that are required across the board.

**Resolution No. 2021/016**

**That the Audit Committee:**

- a) **Note the revised Local Government Act 2019 Guidelines and Regulations as the new policy and reporting requirements for Council; Prepare trial reports for the Committee to review for 31 March; and**
- b) **Request that the CEO prepare the March and April monthly reports to Council in the new format and provide these reports to the Audit Committee meeting in May.**

**Moved: Clare Milikins**

**Seconded: Maureen Newman**

**Vote: AIF**

## **8.2. Compliance Review Actions Update**

- The NT Government DLGCD sets annual compliance targets with local government organisations to review policies and procedures.
- At the meeting in May 2020, the Audit Committee requested to review the Compliance Audit Report and Management letter and that Compliance Audit Recommendations from these reports be tracked on a spreadsheet and presented to each meeting.
- A spreadsheet of the Compliance Audit Recommendations and Council actions undertaken to date was been prepared and was included as an attachment for members consideration.
- Changes to note: In January 2021 the Department provided revised Guidelines and templates to assist local government organisations in aligning with the requirements of the new Local Government Act 2019.
- The only addition to the Compliance Review Actions is no. 16 - Procurement Processes for expenses between \$10,000 and \$100,000. The information provided in the spreadsheet is to be moved to the Issue and Action Column. CEO Renita has provided information back to the Department.

**Resolution No. 2021/017**

**That the Audit Committee note and accept the Compliance Review Actions update.**

**Moved: President Neil White**

**Seconded: Maureen Newman**

**Vote: AIF**

### 8.3. Community Grants

- At the July 2020 Meeting Council approved the then *Department Local Government Housing and Community Development SCALE Grant* allocations which included \$5000 for community-based initiatives, activities or projects delivered by local community groups.
- Given the size of the community and the limited number of active businesses, the grant programs scope has been broadened to include individuals that wish to lead a community project or activity, which can include youth.
- The Committee noted and supported the proposed guidelines and suggested Council should consider offering workshops for the Community Grants and invite the community to attend.
- CEO raised the issue of perceived conflicts of interest for panel members in a small community that could also be potential applicants, or related. The Chair offered to assist the panel as an independent assessor. Item 4 of the Community Grants Information Sheet, second sentence is to be modified to reflect this.

**Resolution No. 2021/018**

**That the Audit Committee note and accept the 2021 Community Grants Information Sheet and Application Form, with changes as instructed.**

**Moved: Chair Clare Milikins**

**Seconded: Maureen Newman**

**Vote: AIF**

### 8.4. Mid-Year Report

- Council management prepared a draft mid-year report for the Committee's approval, as requested.
- It was identified that the Grants reported do not match the balance sheet liability and they need to reconcile.
- The CEO will discuss the reports with the bookkeeper and refine this aspect.

**Resolution No. 2021/019**

**That the Audit Committee note the 2020-21 Council Mid-Year Report is still being refined and recognise the significant work that has been done to improve the quality of the reports.**

**Moved: Maureen Newman**

**Seconded: President Neil White**

**Vote: AIF**

## 9. December 2020 Financial Report

- The Accrual Income and Expenditure Report for December 2020 and Special Purpose Grants Report for December 2020 were attached to the February Agenda.
- THE CEO explained that it was necessary to 'estimate' for Rates Arrears at 31 December 2020 because the databases for rates calculation, financial management and reporting of rates (Xero and Council Wise) were not linking property during the December quarter. An estimate based on information from each database was calculated for the December Report.
- The December report had the same issues with Grants reporting as the Mid- year report.

**Resolution No: 2021/020**

**That the Audit Committee notes and accepts the Draft Financial Reports and recognises the comments noted at 8.4 in the Mid-Year Report also apply here.**

**Moved: Maureen Newman**

**Seconded: President Neil White**

**Vote: AIF**

## 10. General Business

### 10.1. 2021 Approved Meeting Calendar

At the January meeting, Council resolved to adopt the 2021 Council and Committees Meeting Calendar and have it published on the Wagait Shire Council website.

**Resolution No: 2021/021**

**That the Audit Committee has noted the 2021 Meeting Schedule.**

**Moved: Maureen Newman**

**Seconded: President Neil White**

**Vote: AIF**

### 10.2. Audit Committee Member

The CEO noted that she had been unable to find an additional independent Committee Member. The Chair offered to try and assist in this regard.

## 11. Closure of Meeting

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers at 9.30am, Wednesday 11<sup>th</sup> May 2021.

The Chair declared the meeting closed at 10.20am.