



**WAGAIT SHIRE COUNCIL**

**AGENDA  
AUDIT COMMITTEE MEETING**

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

**Tuesday 22 June 2021**

I hereby give notice that a Wagait Shire Council Audit Committee Meeting will be held on:

Date: Tuesday 22 June 2021  
Time: 9.30am  
Location: Council Chambers  
142 Wagait Tower Road, Wagait Beach NT 0822  
and via video-conference as required

CEO  
Renita Glencross

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**1. Present**

Committee members:

Chair Clare Milikins

President Neil White

Maureen Newman

Shelley Hewitt

Council staff:

CEO, Renita Glencross

Office Manager, Pamela Wanrooy

**2. Opening of Meeting**

The Chair Clare Milikins declares 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.

**2.1. Apologies**

**Resolution No. 2021/  
That the apologies of Cr Graham Drake be accepted.  
Moved:  
Seconded:  
Vote:**

**3. Conflict of Interest**

**4. In Camera Items**

At..... am Clare Milikins, Chair closed the meeting to the general public.

At..... am Clare Milikins, Chair of the Audit Committee re-opened the meeting to the general public.

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

The draft Minutes of the Audit Committee Meeting held Tuesday 11 May 2021 are included as an attachment to the Agenda.

**Resolution No. 2021/**

**That the Minutes of the Audit Committee Meeting of Tuesday 11 May 2021 be confirmed by Committee Members as a true and correct record.**

**Moved:**

**Seconded:**

**Vote:**

## **6. Matters Arising from the Previous Minutes**

## 7. Action Sheet

No motion is necessary on the Action Items as there are no changes.

Audit Committee Resolution No.	Resolution	Meeting Date	Status
2019/492	That the Audit Committee receives and notes the report entitled 2018 Compliance Review Update.	26/09/2019	Council agreed by resolution at its meeting of 15 October 2019 to receive and note the Minutes of the Audit Committee meeting of 26 September 2019. WSC Resolution No. 2019/510.
2019/528	The Committee requested that the Audit Committee review the Compliance Audit Report and Management letter at the meetings and that Compliance Audit Recommendations from these reports be tracked and presented to each meeting. Compliance Audit Reports are to be brought to each meeting on a spreadsheet. The Management letter from the Department is to be forwarded to the Chair.	13/11/2019	Updates will be provided until close out.
		12/05/2020	Compliance Review actions completed and tabled at Council meeting 21 January 2020. WSC Resolution No. 2020/014. Emailed to Local Government Compliance Unit on 13/02/20.
		8/09/2020	Refer Agenda Item 8.3 Compliance Review actions spreadsheet has been created and update provided. Management letter has been copied and sent to the Chair.
		10/11/2020	Ref Agenda Item 8.4 Compliance Review actions update - no changes, all pending NTG review of LG Act 2019 Guidelines proposed delivery November 2020.
		9/02/2021	Ref Agenda Items 8.1 and 8.2 where it is noted LG Act 2019 Guidelines and Regulations have not yet been provided. New monthly financial report templates were provided to Council in January 2021.
		06/05/2021	Ref Agenda Items 8.1 and 8.2 information update on the LG Act 2019 Guidelines and Regulations and Compliance Review status.

2020/024 2020/136	The Vehicular Crossovers/Drainage Policy to come back to the next Audit Committee Meeting addressing the issue of causation and linkages to Verge policy. The Audit Committee recommends to Council that: a) P46 Council Verge Management Policy be received and noted; b) That Council adopts the revised P46 Council Verge Management Policy. c) that P06 Vehicular Crossovers and Drainage Policy be rescinded.	22/01/2020	Action Created.
		8/09/2020	Refer Agenda Item 8.7
		10/11/2020	Refer Agenda Item 10.3 Council did not follow AC recommendation to adopt the policy and it will be reviewed and redeveloped after discussion and decisions regarding responsibility of costs for verge crossovers. AC has suggested a permit system could support the needs of both residents and Council for verge management.
		2/02/2021	The Policy has been further revised to cover all aspects of verge management including signage, per the new NTG Guidelines for Advertising and Activities in Road Reserves (2020). CEO hope to finalise the policy and permit process for the March meeting of Council.
None	Half-Yearly Budget Report. The committee requested: a) Future Operating Statement financial report be segregated into Operational and Grant funding streams to enable members to assess the real position of Council operations separate from tied the commitments relating to grants; and b) A report on current grants and their status at its next meeting.	22/01/2020	Action created.
		8/09/2020	Refer Agenda Item 9. Quarterly Financial Report to be separated into into Operational and Grant funding streams. CEO and Chair to work together to refine the reporting and to bring back a more useful report to the next Committee Meeting.
		10/11/2020	Refer Agenda Item 9. Financial Reporting has been separated into Operational and Special Grants Inc/Exp.
		01/02/2021	Refer Agenda Item 8.4 a draft half yearly report has been prepared for consideration.
		06/05/2021	Refer Agenda Item 8.4 Three-Qtr Financial report was prepared and tabled at the Community Meeting on 24 April and the Council Meeting on 27 April 2021.

## 8. Agenda Items

### 8.1. Local Government Act 2019 Policies and Guidelines Update

CEO has attended further meetings with LGANT and the Department Local Government and Regional Development (now an agency within Department of Chief Minister and Cabinet) for updates on the revised Regulations and Guidelines (including reporting templates) to assist local government organisations in aligning with the requirements of the new Local Government Act 2019. These were:

- 10 June - Department Q&A forum for council update on May batch of sample policies, registers and explanatory papers in preparing for the new Act.
- 16 June - LGANT Finance Reference Group Meeting with the Department reviewing the Regulations and Guidelines to the Act relating to finance.
- 17 June - Local Government Learning and Training Steering Committee to review modules for elected members mandatory training.

**Resolution No. 2021/**

**That the Audit Committee note the information update on Local Government Act 2019 Guidelines and Regulations as the new policy and reporting requirements for Council.**

**Moved:**

**Seconded:**

**Vote:**

### 8.2. Draft Long Term Plan and Budget 2021-2022

The Wagait Shire Council accepted the 2021-2022 Draft Budget at its June meeting, and the 2021-2022 Draft Shire Plan and Budget is currently advertised for public comment for 21 days, in accordance with the requirements of Section 24 of the *Local Government Act (2008)*.

The CEO presents the updated Draft Long Term Plan and 2021-2022 Draft Budget to the Audit Committee for final comment, noting that the format is the preferred version for the new *Local Government Act (2019)* and *Regulations (2021)*.

**Resolution No. 2021/**

**That the Audit Committee note the changes to the Wagait Shire Council Long Term Plan Draft Budget for 2021-2022 with the following recommendations:**

**a)**

**Moved:**

**Seconded:**

**Vote:**

## 9. Financial Reports

### 9.1. May 2021 Reports Attached

- Accrual Income and Expenditure Report for May 2021
- Balance Sheet including Financial Report and Notes for May 2021
- Special Purpose Grants Report for May 2021

**Resolution No: 2021/  
That the Audit Committee accepts the Financial Reports for May 2021.**  
**Moved:**  
**Seconded:**  
**Vote:**

## 10. General Business

### 10.1. Schedule for End of Financial Year Statutory Responsibilities

The schedule of Local Government Act compliance documents that need to be reviewed and ratified by Audit Committee and Council in the next 3-4 months was tabled at the April Meeting of Council. A budget workshop was added for 4 May 2021, which has already taken place.

In addition to the schedule below, the following has been provided by the Auditors:

Progress	Date
Interim Audit Site Visit	20 May to 24 May 2021
Final Audit Site Visit	14 July to 16 July 2021
Draft sign financials	25 August 2021
AGM	TBD

Item	Audit Committee Date	Council Meeting Date	NTG Due Date
Fees and Charges	11 May	18 May (15 June)	31 July
Elected Member Allowances	11 May	18 May	31 July
2021-2022 Budget - Draft	11 May	15 June	-
2021-2022 Shire Plan - Draft	NA	15 June	-
Rates Declaration	NA	15 June	31 July
Adopt 2021-2022 Budget	22 June	20 July	31 July
Adopt 2021-2022 Shire Plan	22 June	20 July	31 July
Adopt Financial Report	10 August	17 August	-
2021 Financial Audit - Draft	10 August	21 September	-
2021 Annual Report - Draft	10 August	21 September	-
Adopt 2021 Financial Audit	12 October	19 October	15 November
Adopt 2021 Annual Report		19 October	15 November



## 10.2. Current Tenders for Road Construction and Maintenance

Since February 2021 Council has published procurement requests for Tender/Quote (RFT/RFQ) on the Local Buy portal and on the Council website as well as direct-marketed to known contractors. Procurement assessment panels will be formed immediately after closing to facilitate a transparent selection process, which may include Audit Committee members.

Item	Funding	RFQ/RFT Dates	Awarded	Value
Road safety guardrails	BlackSpot (Aus Gov)	19 Feb-12 Mar *	Arjays	\$140,000
Cox Drive Floodway remediation	R2R (Aus Gov)	01-21 June (ext)	TBA	\$125,000
Cloppenburg Park culverts, carpark and Greenwaste track	PIF (NTG)	12 May-21 June (ext)	TBA	\$125,000

\* This RFQ received nil responses and permission for procurement exemption was granted from NTG Department Local Government Compliance on 31 March 2021, with conditions.

## 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, Tuesday 10 August 2021.

The Chair declared the meeting closed at .....