



WAGAIT SHIRE COUNCIL

**MINUTES
AUDIT COMMITTEE MEETING**

**COUNCIL CHAMBERS
142 WAGAIT TOWER ROAD 9.30AM**

Tuesday 12 September 2023

Contents

1. Present	3
2. Opening of Meeting	3
2.1. Apologies.....	3
3. Conflict of Interest	3
4. Movement of Confidential Items	3
5. Confirmation of Previous Minutes for the Audit Committee	3
5.1. Matters Arising from the Previous Minutes	4
6. Action Sheet	5
8. Agenda Items	6
7.1. Policy Review – Gifts and Benefits Council Members and CEO.....	6
7.2. Policy Review – Work Health and Safety	6
9. Financial Reports	6
9.1. August 2023 Reports (moved to in-camera).....	6
9.2. June 2023 Snapshot	6
10. General Business	6
10.1. Resignation of CEO.....	6
10.2. Schedule of Financial Statutory Responsibilities	7
10.3. Current Tenders and Procurement Update	7
11. In-Camera Items	8
12. Date of Next Meeting	8
11. Closure of Meeting	8

1. Present

Committee members:

Chair Clare Milikins
Maureen Newman
President Neil White
Cr Michael Vaughan

Council staff:

CEO, Renita Glencross
Finance Officer, Hanna Park
Policy Officer, Fiona Carter

2. Opening of Meeting

The Chair declares the meeting open at 9.40 am 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

The Chair advises that Shelley Hewitt is an apology for this meeting.

3.

Resolution No. 2023/129

That Shelley Hewitt be noted as an apology for this meeting.

Moved: Maureen Newman

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

3. Conflict of Interest

The Chair asks if there are items on the Agenda that are a conflict of interest for members? NIL

4. Movement of Confidential Items

The Chair asks if there are items on the Agenda to move into Confidential Items?

The Chair asks if there are Confidential items to move to the general Agenda?

5. Confirmation of Previous Minutes for the Audit Committee

The draft Minutes of the Audit Committee Meeting held Tuesday 9 May 2023 are attached for the committee's review.

Resolution No. 2023/130

That the Minutes of the Audit Committee Meeting of Tuesday 9 May 2022 be confirmed by Committee Members as a true and correct record.

Moved: President Neil White

Seconded: Maureen Newman

Vote: AIF/Carried

5.1. Matters Arising from the Previous Minutes

The cost of processing waste through Shoal Bay was raised at the latest TOPROC meeting by Palmerston Council on behalf of all councils, however City of Darwin remain firm on new fees.

6. Action Sheet

Audit Committee Resolution Ref		Resolution	Meeting Date	Status
2	None	Audit committee work plan. The committee recommended a work plan be developed to align meetings with the Terms of Reference requirements and activities.	01/11/2022	Action created.
			14/02/2023	Draft work plan was presented to the audit committee and accepted as a work in progress.
			09/05/2023	The schedule is used to inform meeting agendas. Workplan is to be presented to council as a cover sheet with the Audit Committee minutes. Item completed on this action.
			01/09/2023	Verified Audit Committee minutes from the May meeting will be tabled at the September council meeting per note above.
3	None	Risk Register and Risk Management updates.	14/02/2023	Action created. Risk Management updates will be provided in Confidential items going forward.
			09/05/2023	Refer Agenda Item 5.2 Risk Management update. Action completed and moved to Confidential Items as a standing agenda item for the May and November meetings.

Do not lose previous numbering from the Action Sheet. Once closed actions are removed the numbering should continue on rather than start again from 1. The current sheet includes actions that have been completed and will be removed from the next Agenda. If the numbering begins with the year, ie. 23-01, etc, this will make overall numbering more compact and identify when the action was raised.

Resolution No. 2023/131
That the Audit Committee accept the Action Sheet and note these items are completed and will be removed.
Moved: Cr Michael Vaughan
Seconded: President Neil White
Vote: AIF/Carried

8. Agenda Items

7.1. Policy Review – Gifts and Benefits Council Members and CEO

This policy is a requirement under section 112-113 of the Local Government Act 2019 and 6(1)(g) of the Local Government Regulations 2021. It applies to the elected members and the CEO and establishes the responsibilities and obligations in relation to receiving, accepting and disclosure of gifts and benefits.

7.2. Policy Review – Work Health and Safety

This policy is a requirement under section 172 of the Local Government Act 2019 and applies to all workplace participants on Wagait Shire premises. The policy sets out the overall goals, objectives and responsibilities of the council in relation to work health and safety matters and is a commitment to ensuring that the organisations operations do not place the local community at risk of illness or injury.

The policy will be reviewed again in 12 months time to ensure it aligns with the Work Health Safety Manual once the manual is completed.

Resolution No: 2023/132

That the Audit Committee recommends council adopt the following policies:

- **Gifts and Benefits Council Members and CEO**
- **Work Health and Safety**

Moved: Cr Michael Vaughan

Seconded: President Neil White

Vote: AIF/Carried

9. Financial Reports

9.1. August 2023 Reports (moved to in-camera)

- Accrual Income and Expenditure Report for August 2023
- Balance Sheet including Financial Report and Notes for August 2023
- Statement of Cash Flows for August 2023
- Special Purpose Grants Report for August 2023

9.2. June 2023 Snapshot

June snapshot has already been presented to the council and accepted.

10. General Business

10.1. Resignation of CEO

The CEO advises that her resignation from the position has been accepted by council and her final day will be Friday 20 October. The recruitment process is underway and is anticipated that a suitable replacement will commence in mid-October. The Audit Committee will be informed and introduced to the incoming CEO as soon as practicable.

Resolution No: 2023/133

That the Audit Committee thanks the outgoing CEO for the valuable contribution she has made to Wagait Shire Council.

Moved: Clare Milikins

Seconded: Maureen Newman

Vote: AIF/Carried

10.2. Schedule of Financial Statutory Responsibilities

The 2023 schedule of Local Government compliance responsibilities is provided below.

Item	Audit Committee Date	Council Date	NTG Due Date
2023 Financial Audit - Draft	September	September	-
Adopt 2023 Financial Audit	October	October	15 November
Adopt 2023 Annual Report	October	October	15 November
Q1 Budget Review	-	October/Nov	31 December

10.3. Current Tenders and Procurement Update

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 directly to known contractors.

Procurement assessment panels are formed as soon as practicable after closing to facilitate a transparent selection process, which may include Audit Committee members.

Item	Funding	RFQ/RFT Dates	Status	Value
Repurpose existing caretaker compound into a centre for recycling, second-hand goods and community trade	WaRM-2&3 (NTG)	Feb-May 2023	Delayed pending design review	\$ 150,000
Road safety audit and investigation	WSC reserves	April-May 2023	Completed	\$ 30,000
Purchase of a new tip-truck	IPG (NTG)	May-June 2023	Completed	\$ 100,000
Installation of a condensed exercise station at the park	IPG (NTG)	May-June 2023	In progress	\$ 145,000
Waste collection services 2023-2025	WSC Operational	August 2023	In progress	\$ 200,000

Re-purposing of the caretaker compound is currently with the engineer to sign off on the proposed changes to the design. This project will be handed over to the new CEO.

The road safety audit report has now been received and is very comprehensive. Council will be asked to approve the report at the September meeting.

Waste collection services are presently being considered in collaboration with Belyuen Community Council.

11. In-Camera Items

Resolution No. 2023/134

That the Committee close the meeting to the general public in accordance with section 99(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (General) regulation Division 2;

- a) information about the personal circumstances of a residence or ratepayer.
- b) information that would, if publicly disclosed, be likely to: (iv) prejudice the interests of the council or some other person;
- c) information provided to the Council on condition it be kept confidential.

Moved: President Neil White

Seconded: Cr Michael Vaughan

Vote: AIF/Carried

At 10:10am Committee closed the meeting to the general public.

Items for discussion:

- Minutes of previous meeting in-camera 2023/135
- Draft Financial Statements for 2022-23 2023/136
- August Financial Reports 2023/137
- Workers compensation update 2023/138

Resolution No. 2023/139

That the Committee re-open the meeting to the general public in accordance with section 99(1) of the Local Government Act.

Moved: Clare Milikins

Seconded: Maureen Newman

Vote: AIF/Carried

12. Date of Next Meeting

The next meeting of the Wagait Shire Council Audit Committee will be held in the Wagait Shire Council Chambers at 9.30am, 10 October 2023.

Auditors are to be present for the in-camera session of this meeting to discuss the draft financial statement. This session can be held at the start of the next meeting.

11. Closure of Meeting

The Chair declared the meeting closed at 10:38 am.