



WAGAIT SHIRE COUNCIL

**MINUTES
AUDIT COMMITTEE MEETING**

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

Wednesday 28 August 2024

Contents

- 1. PRESENT 3
- 2. OPENING OF MEETING 3
 - 2.1. APOLOGIES..... 3
- 3. ELECTRONIC MEETING ATTENDANCE..... 3
- 4. CONFLICT OF INTEREST 4
- 5. MOVEMENT OF CONFIDENTIAL ITEMS..... 4
 - 5.1 MOVE ITEMS FROM GENERAL AGENDA TO CONFIDENTIAL BUSINESS..... 4
 - 5.2 MOVE CONFIDENTIAL ITEMS TO THE GENERAL AGENDA 4
- 6. CONFIDENTIAL ITEMS 4
- 7. CHANGE TO STANDING ORDERS..... 4
- 8. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE 4
 - 8.1 BUSINESS ARISING FROM PREVIOUS MINUTES..... 5
- 9. ACTION SHEET..... 5
- 10. AGENDA ITEMS 5
 - 10.1 INSURANCE 5
 - 10.2 RISK MANAGEMENT 5
- 11. FINANCIAL REPORTS 6
- 12. CONFIDENTIAL BUSINESS 6
 - 12.1 CONFIDENTIAL ITEMS RAISED IN-CAMERA 6
- 13. GENERAL BUSINESS 6
 - 13.1 SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES..... 6
 - 13.2 RE-OPEN MEETING TO THE GENERAL PUBLIC 7
- 14. CLOSURE OF MEETING..... 7

1. PRESENT

Committee members:

Committee Member (Chair)	Ian Swan
Committee Member	Shelley Hewitt
Community Member	Maureen Newman
Council President	Neil White

Council staff:

Chief Executive Officer	Virginya Boon
Finance Officer	Dale Campbell (via teams meeting)

- Noel Clifford joined the meeting at 9:58am to present the 2023-24 Draft Audited Financial Statements
- Ian Swan left the meeting at 10:04am
- Ian Swan returned to the meeting at 10:06am
- Noel Clifford left the meeting at 10:28am
- Dale Campbell left the meeting at 10:29am
- Shelley Hewitt left the meeting at 10:53am

2. OPENING OF MEETING

The WSC President Neil White declared the meeting open at 9:32am and welcomed all to the meeting.

President Neil White introduced new Audit Committee Member and Independent Chair, Ian Swan and handed over to him to chair the meeting.

The President White advised that the meeting will be audio taped for minute taking purposes as authorised by the Chief Executive Officer.

2.1. APOLOGIES

PURPOSE

This report is to table for Council's record any apologies received from Members of the Audit Committee for the meeting held 28 August 2024.

RESOLUTION No: 2024/198

That the Audit Committee receives and notes the apologies from Cr Michael Vaughan for the Audit Committee Meeting of Wednesday 28 August 2024.

Moved: M Newman

Seconded: President N White

Vote: AIF

3. ELECTRONIC MEETING ATTENDANCE

PURPOSE

This report is to table, for the Committee's record, any requests and permissions for Electronic Attendance.

RESOLUTION NO: 2024/199

That the Audit Committee acknowledges and accepts the attendance of Dale Campbell and Shelley Hewitt via electronic means to the meeting of 28 August 2024.

Moved: President N White

Seconded: M Newman

Vote: AIF

4. CONFLICT OF INTEREST

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

The response was nil.

The Chair advised that he would return to this item at the end of the meeting to check again before the meeting was closed.

5. MOVEMENT OF CONFIDENTIAL ITEMS

5.1 MOVE ITEMS FROM GENERAL AGENDA TO CONFIDENTIAL BUSINESS

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

The members agreed that the 2023-24 draft audited financial statements would be considered in confidential business.

5.2 MOVE CONFIDENTIAL ITEMS TO THE GENERAL AGENDA

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

Nil

6. CONFIDENTIAL ITEMS

1. 2024 Draft Audited Financial Statements

7. CHANGE TO STANDING ORDERS

The CEO asked the Audit Committee for a change to Standing Orders for the following items:

- Agenda Item 10.1 and hear from Dale Campbell with regard to the Finance Report for the end of July 2024
- Agenda Item 10.2 which was to be moved to Confidential Business, and hear from Mr Noel Clifford, with regard to the Council's Draft Financial Statements for the year ending 30 June 2024.

After the presentation of the two finance reports, the meeting returned to standing orders.

8. CONFIRMATION OF PREVIOUS MINUTES FOR THE AUDIT COMMITTEE

The draft Minutes of the Audit Committee Meeting held Thursday 14 May are attached for review.

RESOLUTION No: 2024/200

That the Minutes of the Audit Committee Meeting of Tuesday 14 May 2024 be confirmed by Committee Members as a true and correct record.

Moved: President N White

Seconded: S Hewitt

Vote: AIF

8.1 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

9. ACTION SHEET

PURPOSE

This report is to update the Audit Committee on the status of the Actions List.

RESOLUTION NO: 2024/201

That the Audit Committee accept the Action Sheet List and updates to the Schedule including the change of an August meeting to September.

Moved: M Newman

Seconded: President N White

Vote: AIF

10. AGENDA ITEMS

10.1 INSURANCE

PURPOSE

To update the Audit Committee members on the increase to insurance costs for the 2024-25 financial year.

RESOLUTION No: 2024/202

That the Audit Committee receives and notes the report on the insurance costs for 2024-25.

Moved: President N White

Seconded: M Newman

Vote: AIF

Action Item: To reset Management Liability cover to the same date range as all other policies.

10.2 RISK MANAGEMENT

PURPOSE

To update the Audit Committee members on Risk Management within the parameters of the Risk Profile Reporting Tool.

RESOLUTION No: 2024/203

That the Audit Committee receives and notes the report on risk management and adds

“Major Change to the Local Government Administration of Wagait Beach” as a new risk.

Moved: President N White

Seconded: M Newman

Vote: AIF

11. FINANCIAL REPORTS

PURPOSE

To provide the Audit Committee with a summary of the financial position of Council for the period ending 31 July 2024.

RESOLUTION No: 2024/204

That the Audit Committee receives and notes the Financial Reports provided to 31 July 2024.

Moved: President N white

Seconded: M Newman

Vote: AIF

12. CONFIDENTIAL BUSINESS

RESOLUTION No: 2024/205

That Council 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 rate payer;
- 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: M Newman

Seconded: President N White

Vote: AIF

12.1 CONFIDENTIAL ITEMS RAISED IN-CAMERA

1. Draft 2023-24 Audited Financial Statements

13. GENERAL BUSINESS

13.1 SCHEDULE OF FINANCIAL STATUTORY RESPONSIBILITIES

PURPOSE

To keep the Audit Committee informed of Council’s schedule of Local Government compliance responsibilities for the 2024 calendar year and to seek the Audit Committee’s approval for the meeting schedule for the 2024 calendar year.

The 2024 schedule of Local Government compliance responsibilities is provided below.

Item	Audit Committee Date	Council Date	NTG Due Date
2nd Financial Year Budget Review	-	April 2024	30 April 2024
2025 Shire Plan & Budget - Draft	May	April 2024	-
2025 Shire Plan & Budget - Final	May	May 2024	30 June 2024
2024 Financial Audit - Draft	September	September	-
2024 Annual Report - Draft	September	September	-
Adopt 2024 Financial Audit	October	October	15 November
Adopt 2024 Annual Report	October	October	15 November
Q1 Budget Review	-	October	31 December

13.2 RE-OPEN MEETING TO THE GENERAL PUBLIC

RESOLUTION No: 2024/208

That the Audit Committee re-open the meeting to the general public in accordance with section 19(1) of the Local Government Act 2019.

Moved: President N white

Seconded: M Newman

Vote: AIF

14. 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, 8 October 2024.

The Chair declared the meeting closed at 10:55am.