



**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**TUESDAY 26<sup>TH</sup> MAY 2015**  
**2PM**

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A handwritten signature in black ink, appearing to read 'Leigh Ashford', written in a cursive style.

Signed: Leigh Ashford Chief Executive Officer

# MINUTES

## INTERNAL AUDIT COMMITTEE

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 26<sup>TH</sup> MAY 2015 AT 2.00PM

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The Chairperson Mr Russell Anderson declared the meeting open at 2.00pm and welcomed all in attendance.

### **1 PERSONS PRESENT**

#### **MEMBERS PRESENT**

Chairperson	Mr Russell Anderson
Councillor	President Andrew Turner
Councillor	Sue Bulmer
Chief Executive Officer	Leigh Ashford
Finance Manager	Melissa Kerr

#### **STAFF PRESENT**

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13th May 2015
<b>Author:</b>	Leigh Ashford, Chief Executive Officer
<b>Attachments:</b>	Nil

### SUMMARY

This report is to table any apologies and requests for leave of absence received from Members of the Audit Committee Meeting held 26<sup>th</sup> May 2015.

### BACKGROUND

Not applicable.

### COMMENT

The committee can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

### CONSULTATION

Not applicable.

### STATUTORY ENVIRONMENT

Not applicable.

### POLICY IMPLICATIONS

Not applicable.

### FINANCIAL IMPLICATIONS

Not applicable.

### VOTING REQUIREMENT

Simple majority

### RECOMMENDATION

That Committee receive and notes that there are no apologies of absence for the Audit Committee Meeting held 26<sup>th</sup> May 2015.

### 3 DECLARATION OF INTEREST OF MEMBERS

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13th May 2015
<b>Author:</b>	Leigh Ashford, Chief Executive Officer
<b>Attachments:</b>	Nil

#### **SUMMARY**

Members are required to disclose an interest in a matter under consideration by the Committee at a meeting of a committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Committee by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Committee on whether he/ she shall remain in the meeting and/ or take part in the vote on the issue. The committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

#### **BACKGROUND**

Not applicable.

#### **COMMENT**

Not applicable.

#### **CONSULTATION**

Not applicable.

#### **STATUTORY ENVIRONMENT**

Not Applicable

#### **POLICY IMPLICATIONS**

Conflict of Interest – Code of Conduct.

#### **FINANCIAL IMPLICATIONS**

Not applicable.

#### **VOTING REQUIREMENT**

Simple majority

#### **RECOMMENDATION**

That Council receives nil declarations of interest as listed for the Audit Meeting held 26<sup>th</sup> May 2015.

#### 4 CONFIRMATION OF MINUTES

<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13th May 2015
<b>Author:</b>	Leigh Ashford, Chief Executive Officer
<b>Attachments:</b>	Copy of Minutes will be tabled at the meeting

#### SUMMARY

Minutes from the meeting held 5<sup>th</sup> February 2015 to be confirmed.

#### BACKGROUND

Not applicable.

#### COMMENT

Not applicable.

#### CONSULTATION

Not applicable.

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Not applicable.

#### FINANCIAL IMPLICATIONS

Not applicable.

#### VOTING REQUIREMENT

Simple majority

#### RECOMMENDATION

That Committee receive and notes the minutes from the meeting held 5<sup>th</sup> February 2015.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

## 4.1 DRAFT BUDGET 2015/16

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13th May 2015
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	DRAFT Budget 2015/16

### SUMMARY

The 2015/16 DRAFT budget has been prepared for the Audit Committee to recommend to Council.

### BACKGROUND

Nil

### COMMENT

The DRAFT Budget 2015/16 has a DEFICIT of about \$20,000. Council will have to reduce expenditure, increase revenue or transfer from reserves to balance the budget to zero.

### CONSULTATION

Leigh Ashford, Chief Executive Officer and Robert Bright, Operations Manager

### STATUTORY ENVIRONMENT

#### 127 Annual budgets

- (1) A council must prepare a budget for each financial year.
- (2) The budget for a particular financial year must:
  - (a) outline:
    - (i) the council's objectives for the relevant financial year; and
    - (ii) the measures the council proposes to take, during the financial year, towards achieving those objectives; and
    - (iii) the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives; and
  - (b) contain estimates of revenue and expenditure for the financial year (differentiating between operating and capital expenditure); and
  - (c) state the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year; and
  - (d) state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and
  - (e) contain an assessment of the social and economic effects of its rating policies; and
  - (f) state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and
  - (g) contain any other information required by any guidelines that the Minister may make.
- (3) Subject to the regulations, a council must not budget for a deficit.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Transfer from Reserves \$20,385 to balance budget to zero.

#### **VOTING REQUIREMENT**

Simple majority

#### **RECOMMENDATION**

That the Audit Committee receive and note the DRAFT Budget 2015/16.

**Moved:** Clr. Bulmer

**Seconded:** Clr. Turner

#### **4.2 APPOINTMENT OF AUDITOR**

##### **Applicant:**

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 13th May 2015

**Author:** Melissa Kerr, Finance Manager

**Attachments:** Nil

#### **SUMMARY**

Council must appoint an auditor for at least two years and not more than 5 years. Council's auditor Nair Watkins have expired their five year term, so Council must appoint a new auditor.

#### **BACKGROUND**

Expressions of Interest were called for Council's auditor, Council received three quotations from BDO, Barry Hansen and Lowrys, all Darwin firms.

#### **COMMENT**

The recommendation would be to appoint Barry Hansen. The CEO and Finance Manager have reviewed all three Expressions of Interest and recommend that Barry Hansen fits the brief the best.

We have also talked to Wagait Council who recommended Barry Hansen as reliable, professional and contactable at any time for assistance.

#### **CONSULTATION**

CEO Leigh Ashford, Finance Manager Melissa Kerr, Wagait Council.

#### **STATUTORY ENVIRONMENT**

s. 133 Auditor of the *Local Government Act*.

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

That the Audit Committee noted the appointment for a term of two years 2015/16 to 2016/17 Barry Hansen Chartered Accountants.

**4.3 PURCHASING POLICY REVIEW****Applicant:**

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 13th May 2015

**Author:** Melissa Kerr, Finance Manager

**Attachments:** Nil

**SUMMARY**

Review of Council's current Purchasing Policy.

**BACKGROUND**

Nil

**COMMENT**

Nil.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Part 13 Quotations and Tenders *Local Government (Accounting) Regulations*

**POLICY IMPLICATIONS**

1.10 Purchasing Policy

**VOTING REQUIREMENT**

Simple majority

## PURCHASING POLICY

<b>Policy Number</b>	<b>1.10</b>	<b>Date Commenced</b>	1 <sup>st</sup> July 2011
<b>Date Adopted</b>	1 <sup>st</sup> July 2011	<b>Resolution Number</b>	15/10/2013/008
<b>Review Timeframe</b>	4 years		
<b>Last Review Date</b>	October 2012	<b>Next Scheduled Review Date</b>	April 2016
<b>Policy Responsibility</b>	Chief Executive Officer and Audit Committee		

### Document History

<b>Version</b>	<b>Date Amended</b>	<b>Details Comments e.g. Resolution Number</b>
1.1	1 <sup>st</sup> July , 2011	Council resolution 08/03/10
1.2	26 <sup>th</sup> April, 2012	
1.3	21 <sup>st</sup> August, 2012	Council resolution 21/08/2012/018
1.4	24 <sup>th</sup> October, 2012	Council resolution 23/10/12/2012/021
1.5	15 <sup>th</sup> October, 2013	Council resolution
1.6	21 <sup>st</sup> April, 2015	Council resolution – reduce petty cash \$150/txn

### 1. INTRODUCTION

This document sets out the Council’s policy for the acquisition of goods and services and carrying out of Council’s procurement principles. This policy applies to the procurement of all goods, equipment, services, construction contracts and service contracts (including maintenance).

All Council purchases must be carried out in compliance with the Local Government Act 2012 (the “Act”) and the Local Government Accounting Regulations 2008 (the “Regulations”).

Council’s policy is to support local businesses and industries where practicable to support the viability of local businesses in all townships within the Coomalie Community Government Council area.

### OBJECTIVE

Council’s purchasing activities aim to achieve advantageous procurement outcomes by:

- (a) promoting value for money with probity and accountability; and
- (b) advancing Council’s economic, social and environmental policies; and
- (c) providing reasonable opportunity for competitive local businesses to supply to Council; and
- (d) ensuring compliance with relevant legislation.

In accordance with the Regulations, this policy incorporates relevant requirements under part 13 of the Regulations regarding the acquisition of goods and services.

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## POLICY STATEMENT

### 2. RESPONSIBILITY

Council officers responsible for purchasing goods and services must comply with this policy. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy.

The Chief Executive Officer is responsible for administration and implementation of this policy.

### 3. PROCUREMENT PRINCIPLES

Council officers must have regard to the following procurement principles in all purchasing activities:

**(a) *Open and effective competition***

Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all motivated prospective suppliers.

**(b) *Value for money***

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (i) contribution to the advancement of Council's priorities; and
- (ii) fitness for purpose, quality, services and support; and
- (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- (iv) internal administration costs; and
- (v) technical compliance issues; and
- (vi) risk exposure; and,
- (vii) the value of any associated environmental benefits.

**(c) *Encouragement of the development of competitive local business and industry***

Council encourages the development of competitive local businesses within the Coomalie Community Government Council area.

In this policy a "Coomalie Supplier" is a supplier which:

- (i) is beneficially owned by persons who are residents or ratepayers within the Coomalie Community Government Council area
- (ii) has its principle place of business within the Coomalie Community Government Council area
- (iii) otherwise has a place of business within the Coomalie Community Government Council area which solely or primarily employs persons who are residents or ratepayers of the Shire.

In this policy a "Northern Territory Supplier" is a supplier which is not a Coomalie Supplier and:

- (i) is beneficially owned by persons who are residents or ratepayers within the Northern Territory;
- (ii) has its principle place of business within the Northern Territory;

- (iii) otherwise has a place of business within the Northern Territory which solely or primarily employs persons who are residents of the Northern Territory.

Council wishes to pursue the principle and objectives of enhancing the capabilities of local business and industry as part of the process of making its purchasing decisions.

For this purpose:

- A margin calculated in accordance with the table below may be added to the tendered or offered price of a supplier that is not a Coomalie Supplier for the purpose of comparison with prices tendered or offered by Coomalie Supplier(s) as part of the process of assessment of tenders or offers

<b>Value of Purchase (inclusive of GST)</b>	<b>Margin %</b>	<b>Maximum Margin</b>
Less than \$1,000	5%	\$50
\$1,000 to \$5,000	4%	\$200
\$5,000 to \$15,000	3%	\$450
\$15,000 to \$100,000	2%	\$2,000
More than \$100,000	2%	\$3,000

- A margin calculated in accordance with the table below may be added to the tendered or offered price of a supplier that is not a Northern Territory Supplier for the purpose of comparison with prices tendered or offered by Coomalie Suppliers and/or Northern Territory Suppliers as part of the process of assessment of tenders or offers

<b>Value of Purchase (inclusive of GST)</b>	<b>Margin %</b>	<b>Maximum Margin</b>
Less than \$1,000	5%	\$50
\$1,000 to \$5,000	4%	\$200
\$5,000 to \$15,000	3%	\$450
\$15,000 to \$100,000	2%	\$2,000
More than \$100,000	2%	\$3,000

OR

- Council may add a “local preference” assessment loading worth not more than 5% of the total evaluation criteria for the purpose of evaluating tenders or offers received from Coomalie Suppliers or Northern Territory Suppliers;  
OR
- Council may accept a tender or offer from a Coomalie Supplier or from a Northern Territory Supplier in preference to a comparable tender or offer from another supplier even if the tender or offer from the other supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied (including but not limited to price), so long as

the overall differences are not substantial, and so long as it is clear that the selected Coomalie Supplier or Northern Territory Supplier can meet Council's requirements at an acceptably high standard which is generally comparable to that of other supplier(s) offers.

Where price, performance, quality, availability, suitability and other evaluation criteria are comparable, the following areas may also be considered in evaluating offers:

- creation of local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic growth within the local area;
- benefit to Council of associated local commercial transaction.

**(d) Environmental protection**

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) foster the development of products and processes of low environmental and climatic impact; and
- (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (iv) encourage environmentally responsible activities.

**(e) Ethical behaviour and fair dealing**

Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

**4. GOODS AND SERVICES TAX**

In this policy, a reference to a price or purchase value is intended to be inclusive of Goods and Services Tax

**5. PURCHASES UNDER \$30,000.00**

All purchase orders must be duly authorised by a Council officer with a financial delegation up to their authorised limit within the Financial Delegations Register.

Where quotations are to be sought Council officers must endeavour to ensure that invitations to submit quotations made verbally or in writing include relevant local suppliers.

**(a) Purchases Made Using a Council Purchasing Card (Fuel Card)**

The following conditions apply to all cards:

- (i) Odometer readings are to be recorded at time of purchase.
- (ii) All Purchasing Card voucher slips to be retained by the card user and to be submitted to the Manager of Finance or Administration once a month in order for verification and reconciliation to be carried out on the account.
- (iii) Payments to be made within the specified time limit so that interest penalties are not incurred.

(iv) Each Payment voucher slip is to have details attached as to what the purchase was for in order for the purchase to be allocated to the correct cost centre.

(v) No personal expenditure to be made on the card.

**(b) Minor and Petty Cash Purchases**

(i) This system is only used for minor purchases only up to a maximum of \$150.00 in value per purchase transaction.

(ii) Petty cash purchases may only be made where use of a Council Purchase Order is not practical in the given circumstances

**(c) Purchases less than \$1,000**

(i) for purchases less than \$1,000 quotations are not required but are considered to be desirable;

(ii) details of any quotations obtained must be attached to the Purchase Order form for the purchase.

**(d) Purchases between \$1,000 up to \$5,000**

(i) for purchases between \$1,000 up to \$5000, a minimum of two verbal quotations must be sought where possible

(ii) details of quotations obtained must be attached to the Purchase Order form for the purchase.

**(e) Purchases between \$5,000 and \$30,000**

(i) for purchases between \$5,000 up to \$30,000, a minimum of three written quotations must be sought where possible.

(ii) all quotations / tenders received for the acquisition of a Contractual or Capital Nature must be submitted to Council for approval.

(iii) all written quotations obtained must be attached to the Purchase Order form prepared for the purchase.

(iv) Items of a Contractual or Capital Nature will include but not limited to

- a. Period contracts
- b. Motor vehicles and plant
- c. Buildings
- d. Office equipment
- e. Consultant services

**6. PURCHASES BETWEEN \$30,000.00 AND \$100,000.00**

It is Council policy that Council invites written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost of between \$30,000.00 and \$100,000.00. The invitation must be given to at least three persons who Council considers can meet its requirements at competitive prices.

Records of quotations sought and of offers received must be kept on file in accordance with archival requirements.

**7. PURCHASES ABOVE \$100,000.00**

Part 13 of the Regulations requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of more than \$100,000. All calls for Tenders shall be carried out in accordance with the Regulations.

The invitation must at least be by an advertisement in a newspaper circulating generally in Council's local government area and allow at least 14 days from the day of the advertisement for the submission of tenders.

Records of tenders received must be kept on file in accordance with archival requirements.

**8. EXCEPTIONS**

Part 13 S. 30 of the Regulations specifies when Council is exempt from the requirement to seek tenders or quotations.

## 9. PANEL OF SUITABLE PROVIDERS

Council may compile a panel of the names of persons suitably qualified to provide a service.

Council may then enter into a contract for the supply of services with a person on the panel without complying with the requirements for tenders or quotations set out in this policy and in the Regulations.

A panel must be compiled by calling tenders in accordance with the Regulations.

## 10. DELEGATIONS

Only the Council officers listed in the Register of Financial Delegations are entitled to sign official Council Purchase Orders, and then only in accordance with their financial delegation limits. By signing a requisition/ purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

Any purchase above the adopted financial delegation limits may only be signed by the Chief Executive Officer in accordance with a resolution of Council

### Register of Financial Delegations

Delegated Officer	Limit of Expenditure within adopted budget within Officer's areas of responsibility	Limit of Expenditure not within adopted budget	Limit of Expenditure relating to a natural disaster or other genuine emergency not within adopted budget
Chief Executive Officer	\$50,000	\$2,000	\$50,000
Operations Manager	\$10,000	NIL	\$10,000
Senior Administration Officer	\$3,000	NIL	\$10,000
Community Recreation Officer	\$1,000	NIL	NIL
Operations Supervisor	\$1,000	NIL	NIL

### RECOMMENDATION

That the Audit Committee receive and note the Purchasing Policy 1.10 and recommend that Council accept the policy and direct the CEO to monitor accumulative purchases from suppliers over \$10,000.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

#### 4.4 FRAUD PROTECTION POLICY REVIEW

<b>Applicant:</b>	
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13th May 2015
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

#### SUMMARY

Review of Council's current Fraud Protection Policy.

#### BACKGROUND

Nil

#### COMMENT

Nil.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Part 13 Quotations and Tenders *Local Government (Accounting) Regulations*

#### POLICY IMPLICATIONS

1.10 Purchasing Policy

#### VOTING REQUIREMENT

Simple majority

#### 2.7 FRAUD PROTECTION PLAN

<b>Policy Number</b>	<b>2.7</b>	<b>Date Commenced</b>	17/07/2013
<b>Date Adopted</b>	16/07/2013	<b>Resolution Number</b>	16/07/2013/006
<b>Review Timeframe</b>	4 years		
<b>Last Review Date</b>		<b>Next Scheduled Review Date</b>	April 2016
<b>Policy Responsibility</b>	Finance Manager		

#### Document History

Version	Date Amended	Details Comments e.g. Resolution Number

#### INTRODUCTION

Pursuant to the Local Government (Accounting) Regulations 10 (2) (a) The Coomalie Community Government Council (Council) is committed to protecting its revenue, expenditure and property

from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits.

## **OBJECTIVE**

To protect public funds and other assets, protect the integrity, security and reputation of the Council and its employees and assist in maintaining high levels of services to the community.

The Council's aims of this plan are to:

1. Reduce losses through fraud by developing and implementing an Asset Protection Plan within a working environment which promotes honesty and integrity
2. Be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

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## **POLICY STATEMENT**

### **1. Council Expectations**

Council expects its elected members and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to Council resources, information and authority. The community rightly expects Council to conduct its business in a fair and honest manner.

Council management (including Chief Executive Officer, Managers and Team Leaders) is responsible for fostering an environment within their areas of responsibility which makes asset protection a responsibility of all staff, for issuing clear standards and developing and implanting procedures to minimise the potential for fraud.

All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels.

Measures to prevent fraud will be continually monitored, reviewed and developed.

Council expects all staff to be familiar with and act in accordance with Council's Code of Conduct. Unacceptable behaviours and guidelines for appropriate behaviour for staff are contained in the Code. Council expects similar standards from the people, agencies or organisations that do business with Council.

The President and Elected members are expected to comply with the Code of Conduct for Elected Members.

Decision making processes are to be as open and public as possible.

Fraudulent conduct breeds in an environment where systems, standards and procedures are open to exploitation. It is in the best interest of asset protection for decision making to be visible and unambiguous to staff, elected members and the community as a whole. Visibility is the corner stone of public accountability.

Asset protection is concerned ultimately with the effective use of resources and minimizing waste, mismanagement and fraud. Effective accountability for the use of Council resources helps strengthen the asset protection environment of the Council.

### **2. Asset Protection Plan**

All staff are to be involved in developing and implementing asset protection procedures for activities within their areas which will form part of Council's Asset Protection Plan.

The promotion of this Plan will include activities such as:

- Training awareness seminars
- Regular review and promotion of Council's Code of Conduct(s).
- Articles in staff newsletters and information bulletins

### **3 Ethics**

Ethics is defined as:

"A system of moral principles by which human actions and proposals may be judged good or bad or right or wrong."

Council's Code of Conduct guides members and staff in what is accepted practice and behaviour and sets out ethical standards at a level above the law.

Asset protection goes beyond monitoring the effectiveness of financial controls. It also requires maintaining an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of accepted standards.

Management must be mindful of their responsibility to foster and develop the high standards of ethical behaviour and commitment to a highly ethical workforce culture.

### **4. Definition of Fraud**

For the purpose of this Plan, fraud against Council is described as:

"The wilful misuse of Council's resources or using one's position and power for personal gain."

A basic test for fraud could include the following questions.

- Was deceit used?
- Was the action unlawful?
- Did it result in money or other benefits being received to which the person was not entitled?
- Was an attempt made to do this?

### **5. Fraud Prevention**

Fraud flourishes in an administrative environment where opportunities exist for waste, abuse and mismanagement. Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of these opportunities.

The underlying thrust of Council's Plan on fraud prevention is to encourage the public and staff to understand that fraudulent acts against Council are unacceptable, may constitute a criminal offence and may be prosecuted.

Any effective asset protection strategy must recognise that prompt action needs to be taken when fraud is detected, both to bring the fraud to an end and to discourage others who may be inclined to commit similar conduct.

### **6. Reporting Fraud**

Council supports and upholds the Whistleblower Legislation and principles.

This provides protection to people reporting “public interest information’ to the appropriate authority in accordance with the *Public Interest Disclosure Act 2008*.

#### **RECOMMENDATION**

That the Audit Committee receive and note the Fraud and Protection Policy 2.7 and direct the CEO to investigate procedures of reporting fraud to place in the amended policy.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

#### **4.5 DELEGATIONS REGISTER REVIEW**

##### **Applicant:**

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 13th May 2015

**Author:** Melissa Kerr, Finance Manager

**Attachments:** Nil

##### **SUMMARY**

Review of Council’s current Delegations Register.

##### **BACKGROUND**

Nil

##### **COMMENT**

Nil.

##### **CONSULTATION**

Nil

##### **STATUTORY ENVIRONMENT**

Delegation s.32 of the *Local Government Act*

##### **POLICY IMPLICATIONS**

Nil

##### **VOTING REQUIREMENT**

Simple majority

DELEGATIONS REGISTER		
Resolution Reference or Date.	Resolution/Details/Decision	Comments
27/07/2009	<p>Council has nominated the following employees as Authorised Officers for the purpose of the NT Local Government Act 2008 and Council By Laws:</p> <p>Lisa Wain – Chief Executive Officer</p> <p>Bill Roberts - Works Manager</p> <p>Kevin Reed – Works Supervisor</p> <p>Joey Taylor – Works Services Officer</p> <p>Ian English – Town Services Officer</p> <p>Ronald Dunbar – Community Recreation Officer</p> <p>Trevor Sullivan – Batchelor Community Swimming Pool Supervisor</p> <p>Peter McCardle – Dog Catcher</p>	
30/11/2009	<p>Council has nominated the following employees as Authorised Officers for the purpose of the NT Local Government Act 2008 and Council By Laws:</p> <p>John Hughes – Chief Executive Officer</p> <p>Bill Roberts – Works Manager</p> <p>Kevin Reed – Works Supervisor</p> <p>Joey Taylor – Works Services Officer</p> <p>Ian English – Town Services Officer</p> <p>Ronald Dunbar – Community Recreation Officer</p> <p>Brett Carlsson – Gamba Mitigation Project Officer</p> <p>Trevor Sullivan – Batchelor Community Swimming Pool Supervisor</p> <p>Peter McCardle – Dog Catcher</p>	

28/06/2010	<p>Council has nominated the following employees as authorised officers for the purpose of the NT Local Government Act 2008 and Council By-laws</p> <p>John Hughes – CEO</p> <p>Bill Roberts – Works Manager</p> <p>Kevin Reed - Works Supervisor</p> <p>Joey Taylor – Works Services Supervisor</p> <p>Ian English – Town Services Officer</p> <p>Lola Stephenson – Community Recreation Officer</p> <p>Robert Bright – Gamba Mitigation Project Officer</p> <p>Trevor Sullivan – Batchelor Community Swimming Pool Supervisor</p> <p>Trevor Sullivan – Dog Catcher</p>	
RESOLUTION 2012/07/17/018	<p>That Council revoke all previous authorised persons and appoint Charles Farrell, Robert Bright and Trevor Sullivan as authorised persons and issue identity cards as per section 112 -117 of the Local Government Act.</p> <p>Moved: Clr. Gray</p> <p>Seconded: Clr. Crook</p> <p>Carried</p> <p>Council has appointed the following employees as Authorised Officers for the purpose of the LOCAL GOVERNMENT ACT as in force at 21 December 2011 and Council By Laws:</p> <p>Lee Farrell Chief Executive Officer</p> <p>Robert Bright Operations Manager</p> <p>Trevor Sullivan Animal Management Officer</p> <p>Identity cards for authorised persons were issued to each authorised person in August 2012.</p> <p>Part 9.6 114 (3) of the Local Government Act: “A person must, on ceasing to be an authorised person, return the identity card to the council.”</p>	
RESOLUTION 22/11/2012/024	That Council add Andrew Turner and delete Jeff Colver as a signatory to Council’s bank accounts with TIO and CBA	
RESOLUTION 22/01/2013/006	That Council authorise the CEO to have delegation in regard to charges for the pound but the pounding fee is not to be waived.	
RESOLUTION 17/09/2013/010	<p>That Council appoint Melissa Kerr to the position of Acting CEO effective from 18<sup>th</sup> September 2013 until recruitment action is completed. The appointment is in accordance with the contact rate and conditions.</p> <p>Melissa Kerr to investigate whether Jo’Anne Kinter would be available for a limited time per week to support staff and complete Senior Administration hand over.</p>	
RESOLUTION 17/09/2013/017	That Council remove Lee Farrell as the Council signatory for TIO and CBA accounts and appoint a new signatory, Melissa Kerr for the interim period.	

RESOLUTION 15/10/2013/003	That Council appoint Councillor Max Corliss as a third Council signatory on the TIO and CBA bank accounts.	
RESOLUTION 21/01/2014/013	That Council delete Mrs Melissa Kerr as a bank signatory to CBA and TIO with permission to obtain information only.  That Council add Mr Leigh Ashford as a bank signatory to CBA and TIO.	
RESOLUTION 18/3/2014/010	That Council appoint Leigh Ashford, Robert Bright and Trevor Sullivan as authorised persons and issue identity cards as per section 112-117 of The Local Government Act.	
RESOLUTION 18/3/2014/015	That Council authorise the CEO to negotiate with the persons quoting to assist complete the project if satisfactory guarantees and arrangements cannot be put in place with Coomalie Concreting to complete both projects.	
RESOLUTION 15/04/2014/013	That Council appoint until the next General Council Election the CEO, Finance Manager, and Operation's Manager to open Council's Tenders immediately after closing times and prepare reports for Council consideration.	
RESOLUTION 20/5/2014/012	That Council nominate Clr Turner and Clr Gray as members of the Batchelor Division of the Development consent authority. Council also nominates Clr Corliss as an Alternative Member.	
RESOLUTION 21/10/2014/008	That Council appoints Mr Russel Anderson to the position of Chairperson of the Coomalie Community Government Council Audit Committee.	
RESOLUTION 17/02/2015/006	That Council authorises the CEO to edit the actions list to reflect superseded items are moved forward into the current items.	
RESOLUTION 21/04/2015/009	That Council Accept the Adelaide River Community Craft Market Inc.'s request to formally take responsibility for the proposed Adelaide River community Sign frames and delegate the CEO to manage the maintenance and usage of the sign in accordance with the attached guidelines.	

**RECOMMENDATION**

That the Audit Committee defer this item until the next meeting.

**Moved:**                      **Clr. Bulmer**

**Seconded:**                **Clr. Turner**

<b>Applicant:</b>	
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13th May 2015
<b>Author:</b>	Leigh Ashford, Chief Executive Officer
<b>Attachments:</b>	DLG Guidelines Draft Changes to the Audit Committee procedures.

**SUMMARY**

The Department of Local Government and Regions have issued guidelines “General Instruction No.3 Audit Committees.”

The Guidelines have been issued to provide Council s advice on the operations of audit committees in accordance with the Local government (Accounting) Regulations.

Council original Terms of Reference cover the most of the requirements in the guidelines. Council’s Terms of Reference have been reviewed and updated to improve clarity and to meet the requirements of the Department of Local Government and Regions.

**.BACKGROUND**

Nil

**COMMENT**

Nil.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Local Government (Accounting) Regulations Regulation 10

**POLICY IMPLICATIONS**

Review of existing Audit Committee Terms of Reference.

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

That Audit Committee recommend to Council that it amend the Audit Committee Terms of Reference to comply with the requirements of the General Instruction No.3 Audit Committees as set out in Draft Audit Committee terms of Reference.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

**5 GENERAL BUSINESS**

Nil

**6 CONFIDENTIAL ITEMS**

Nil

**7 NEXT MEETING**

The next Audit Committee meeting will be held at Batchelor at 9am on Wednesday 7<sup>th</sup> October 2015.

Meeting Closed 2.45pm.