



MINUTES
AUDIT COMMITTEE MEETING
MONDAY 5th OCTOBER 2020
8:00 AM

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Anna Malgorzewicz

Chief Executive Officer

MINUTES

INTERNAL AUDIT COMMITTEE

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON MONDAY 5TH OCTOBER 2020 AT 8:07 AM

The Chairperson Mr Russell Anderson declared the meeting open at 8:07am and welcomed all in attendance.

1 PERSONS PRESENT

MEMBERS PRESENT

Chairperson	Mr Russell Anderson
Councillor	President Andrew Turner
Councillor	Sue Bulmer

STAFF AND OTHERS PRESENT

Chief Executive Officer	Anna Malgorzewicz
Finance Manager	Melissa Kerr
External Auditors	Noel Clifford, Sonia Song and Michael Hassan – Nexia Edwards Marshall

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	5th October 2020
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Nil

SUMMARY

This report is to table any apologies and requests for leave of absence received from Members of the Audit Committee Meeting held 5th October 2020.

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 the Audit Committee receive and note there are no apologies and leave of absence for the Audit Committee Meeting held 5th October 2020.

AIF

3 DECLARATION OF INTEREST OF MEMBERS

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	5th October 2020
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	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 the Audit Committee receive and note there are no declarations of interest as listed for the Audit Committee Meeting held 5th October 2020.

AIF**4 CONFIRMATION OF MINUTES**

Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	5th October 2020
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes from the meeting held 1st June 2020 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 the Audit Committee receive and note the minutes from the meeting held 1st June 2020.

Moved: Clr. Turner

Seconded: Clr. Bulmer

5 ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS 2019/2020

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	Governance/Council/Internal Audit Committee/2020-10-05
Disclosure of Interest:	Nil
Date:	5th October 2020
Author:	Melissa Kerr, Finance Manager
Attachments:	Annual Report and Audited Financial Statements 2019/20

SUMMARY

Council's Annual Report and Audited Financial Statements 2019/20 is attached for approval.

BACKGROUND

Council is required to submit their annual report and audited financial statements for 2019/20 to the Department of Local Government and Community Development and the Northern Territory Grants Commission.

COMMENT

No additional comments are provided to this report.

CONSULTATION

Chief Executive Officer

Audit Committee

STATUTORY ENVIRONMENT

132 Reference of annual financial statement for audit

The annual financial statement must be prepared, and referred to the council's auditor for audit:

- (a) as soon as reasonably practicable after the end of the relevant financial year; and
- (b) in any event, in time to ensure that the audited statement will be available no later than 15 November in the calendar year in which the financial year ends.

199 Annual reports

- (1) A council must, on or before 15 November in each year, report to the Minister on its work during the financial year ending on the preceding 30 June.
- (2) The report must include a copy of the council's audited financial statement for the relevant financial year.
- (3) The report must also contain an assessment of the council's performance against the objectives stated in the relevant municipal, regional or shire plan (applying indicators of performance set in the plan), and, in the case of a regional council, of the activities of any local authority within the council's area.
- (4) As soon as practicable after the report has been delivered to the Minister, the council must:
 - (a) publish the report on the council's website; and

(b) publish a notice in a newspaper circulating generally in the area informing the public that copies of the report may be downloaded from the council's website or obtained from the council's public office.

17 Copy of annual financial statement to be forwarded to NT Grants Commission

(1) A council must, on or before 15 November in each year:

(a) forward the council's audited annual financial statement for the previous financial year to the Northern Territory Grants Commission; and

(b) provide any further information required by the Commission in a manner and form required by the Commission.

33 Distribution of annual reports

A council must, not later than 15 November next following the end of the financial year to which an annual report relates:

(a) publish the annual report; and

(b) forward a copy of the annual report to the Agency.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Audit Committee recommend Council receive and note the annual report for 2019/20.

Moved: Clr. Turner

Seconded: Clr. Bulmer

That the Audit Committee recommend Council receive and note the audited financial statements for 2019/20.

Moved: Clr. Turner

Seconded: Clr. Bulmer

6 GENERAL BUSINESS

On 1st July 2021 the new *Local Government Act 2019* will be in force. This will require new policies to be adopted by Council.

The Terms of Reference also require a review as the Internal Audit Committee will become a committee of Council and will cover risk and audit issues, with up to 5 or 7 members.

A work plan will be prepared with new policies that are required through the Internal Audit Committee.

7 NEXT MEETING

The next Audit Committee meeting will be held at Batchelor early February 2021.

The meeting closed at 8:45am.