



MINUTES

AUDIT COMMITTEE MEETING

THURSDAY 1ST APRIL 2021 9:00 AM

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DRAFT

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Anna Malgorzewicz

Chief Executive Officer

AGENDA

INTERNAL AUDIT COMMITTEE

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON THURSDAY 1ST APRIL 2021 AT 9:00 AM

The Chairperson Mr Russell Anderson declared the meeting open at 8:54 am and welcomed all in attendance.

1 PERSONS PRESENT

MEMBERS PRESENT

Chairperson Mr Russell Anderson

Vice President Max Corliss

Councillor Sue Bulmer

STAFF AND OTHERS PRESENT

Chief Executive Officer Anna Malgorzewicz

Finance Manager Melissa Kerr

2 APOLOGIES AND LEAVE OF ABSENCE

Date:	1 st April 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Nil

PURPOSE

This report is to table any apologies and requests for leave of absence received from Members of the Audit Committee Meeting held 1st April 2021.

BACKGROUND AND PREVIOUS DECISIONS

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/POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION

That the Audit Committee receives and notes the apologies of President Andrew Turner and leave of absence with Vice President Max Corliss attending for the Audit Committee Meeting held 1st April 2021.

Moved: Clr. Bulmer

Seconded: Clr. Corliss **CARRIED**

3 DECLARATION OF INTEREST OF MEMBERS

Date:	1 st April 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Nil

PURPOSE

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 AND PREVIOUS DECISIONS

Not applicable.

COMMENT

Not applicable.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION

That the Audit Committee receives and notes no declarations of interest as listed for the Audit Committee Meeting held 1st April 2021.

Moved: Clr. Corliss

Seconded: Clr. Bulmer **CARRIED**

4 CONFIRMATION OF MINUTES

Date: 1st April 2021

Author: Anna Malgorzewicz, Chief Executive Officer

Attachments: Copy of Minutes will be tabled at the meeting

PURPOSE

Minutes from the meeting held 5th October 2020 to be confirmed.

BACKGROUND AND PREVIOUS DECISIONS

Not applicable.

COMMENT

Not applicable.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION

That the Audit Committee receives and notes the Minutes of the meeting held 5th October 2020.

Moved: Clr. Bulmer

Seconded: Chair Anderson **CARRIED**

4.1 DRAFT BUDGET 2021/2022

Date: 1st April 2021

Author: Melissa Kerr, Finance Manager

Attachments: Draft Budget 2021-22

PURPOSE

Council's draft budget 2021-22 is attached for review, analysis and recommendation to Council.

BACKGROUND AND PREVIOUS DECISIONS

Council is required to prepare an annual balanced budget to be included in the Annual Shire Plan for 2021-22.

COMMENT

No additional comments are provided to this report.

CONSULTATION

Chief Executive Officer

Works and Services Manager

Project Manager

Senior Administration Officer

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Part 10.5 Annual budgets

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.*

128 Adoption of budget or amendment

(1) A council must adopt its budget for a particular financial year on or before 31 July in the relevant financial year.

(2) Subject to subsection (2A), a council may, after adopting its budget for a particular financial year, adopt an amendment to its budget.

(2A) An amendment cannot have the effect:

- (a) of increasing the amount of an allowance for the financial year for the members of the council; or*
- (b) of changing the amount of an allowance for the financial year for members of a local authority established by the council except in accordance with any guidelines made by the Minister.*

(3) As soon as practicable after adopting its budget, or an amendment to its budget, for a particular financial year, a council must:

- (a) publish the budget or the amendment as adopted on the council's website; and*
- (b) notify the Agency in writing of the adoption of the budget or amendment; and*
- (c) publish a notice in a newspaper circulating generally in the area informing the public that copies of the budget or amendment may be downloaded from the council's website or obtained from the council's public office.*

(4) The council's budget forms part of the council's municipal, regional or shire plan.

RECOMMENDATION

That the Audit Committee recommends Council receives and notes the Draft Budget 2021-2022 and a workshop be held to address the Long-Term Financial Plan, capital works, asset replacement and the resources required to do this while addressing the changes in the legislative environment.

Moved: Clr. Bulmer

Seconded: Clr. Corliss

CARRIED

4.2 DRAFT REVISED POLICY – POLICY 1.4 CORPORATE CREDIT CARD (COUNCIL STAFF)

Date:	1 st April 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Current and Revised Policy 1.4 Corporate Credit Card

PURPOSE

To present for the Audit Committee's review the revised Policy 1.4 Corporate Credit Card.

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 16/02/2016/010

That Council approve the recommended changes to the Investment Policy, Annual and Ten Year Budget Policy, Borrowing Policy, Surplus Funds Policy, Financial Reserves Policy and Credit Card Policy.

Moved: Clr. Gray

Seconded: Clr. Corliss

5/5

COMMENT

Council Policy 1.4 Credit Card is overdue for review. The Draft policy has been revised to be consistent with Regulation 6(1)(f) of the *Local Government Regulations 2021* and has drawn considerably from the sample model policy that was provided by the Department of the Chief Minister and Cabinet.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Regulation 6(1)(f) *Local Government Regulations 2021*

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION

That the Audit Committee;

- a) endorses the Draft Revised Policy 1.4 Credit Card (Council Staff); and
- b) recommends its adoption to Coomalie Community Government Council.

Moved: Clr. Corliss

Seconded: Clr. Bulmer

CARRIED

4.3 DRAFT REVISED POLICY – POLICY 1.7 COUNCILLOR CONFERENCE ATTENDANCE, PROFESSIONAL DEVELOPMENT AND EXTRA MEETING ALLOWANCE

Date:	1 st April 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Current Policy 1.7 Councillor Attendance to Conferences, Training and Development and Draft Revised Policy 1.7 Councillor conference attendance, professional development and extra meeting allowance

PURPOSE

To present for the Audit Committee's review the revised Policy 1.7 Councillor conference attendance professional development and extra meeting allowance.

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 16/08/2016/009

That Council adopt the amended versions of Policy 1.5 Publications, Regalia & Equipment- issue to Councillors and Policy 1.7 conferences, training & development expenses – members.

That Council rescind Policy 1.8 Policy Development & Adoption.

That Council defer the adoption of the amended Policy 1.3 Complaint Handling to the September OGM to allow further time for review and feedback.

Moved: **Clr. Turner**

Seconded: **Clr. Gray** **5/5**

COMMENT

Council Policy 1.7 is overdue for review. The Draft revised Policy 1.7 has been prepared to be consistent with Regulation 66(6) and 67(2) of the *Local Government Regulations 2021* and has drawn considerably from the sample model policy that was provided by the Department of the Chief Minister and Cabinet.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Regulation 66(6) and 67(2) *Local Government Regulations 2021*

FINANCIAL IMPLICATIONS

Not applicable.

RECOMMENDATION

That the Audit Committee;

- a) endorses the Draft Revised Policy 1.7 Councillor conference attendance, professional development and extra meeting allowance; and
- b) recommends its adoption to Coomalie Community Government Council.

Moved: Clr. Corliss

Seconded: Clr. Bulmer **CARRIED**

5 NEXT MEETING

The next Audit Committee meeting will be held at Batchelor at 9am on 7th May 2021.

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