



**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**MONDAY 14<sup>TH</sup> MAY 2018**  
**9:00AM**

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Paul McInerney

Chief Executive Officer

# MINUTES

## INTERNAL AUDIT COMMITTEE

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON MONDAY 14<sup>TH</sup> MAY 2018 AT 9:00AM

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The Chairperson Mr Russell Anderson declared the meeting open at 9:00am 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	Paul McInerney
Executive Assistant	Jasmine Douglas

Telephone in at 9:00am	Finance Manager	Melissa Kerr
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## 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>	14th May 2018
<b>Author:</b>	Paul McInerney, 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 14th May 2018.

### 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

### RESOLUTION 14/05/2018/001

That the Audit Committee receive and note there are no apologies and leave of absence for the Audit Committee Meeting held 14th May 2018.

**Moved:** Clr.Turner

**Seconded:** Clr.Bulmer

### 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>	14th May 2018
<b>Author:</b>	Paul McInerney, 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

#### RESOLUTION 14/05/2018/002

That the Audit Committee receive and note there are no declarations of interest as listed for the Audit Committee Meeting held 14th May 2018.

**Moved:** Clr.Bulmer

**Seconded:** Clr.Turner

#### 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>	14th May 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Copy of Minutes will be tabled at the meeting

#### SUMMARY

Minutes from the meeting held 9<sup>th</sup> March 2018 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

#### RESOLUTION 14/05/2018/003

That the Audit Committee receive and note the minutes from the meeting held 9<sup>th</sup> March 2018.

**NOTE:** Chairman Russell Anderson requested that the previous Minutes be included as an attachment with future Agenda's.

**Moved:** Clr.Turner

**Seconded:** Clr.Bulmer

#### 4.1 ANNUAL SHIRE PLAN 2018-2019

<b>Applicant:</b>	Melissa Kerr
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	G:/Budget/2018-2019
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14th May 2018
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Annual Shire Plan 2018-2019

#### SUMMARY

Council's Annual Shire Plan 2018-2019 is attached for approval.

#### BACKGROUND

Council must prepare an Annual Shire Plan each year to accompany the annual budget.

#### COMMENT

No additional comments are provided to this report.

#### CONSULTATION

Chief Executive Officer

Senior Administration Officer

Operations Manager

#### STATUTORY ENVIRONMENT

##### 24 Annual review of municipal, regional or shire plan

(1) A council must adopt its municipal, regional or shire plan (or revisions to its municipal, regional or shire plan) between 1 April and 31 July in each year and forward a copy of the plan (or the revised plan) to the Agency by the latter date.

(2) Before the council adopts its municipal, regional or shire plan (or revisions to its municipal, regional or shire plan) for a particular year, the council must:

- (a) prepare a draft of the plan (incorporating any proposed revisions); and
- (b) make the draft plan accessible on the council's website and make copies available for public inspection at the council's public offices; and
- (c) publish a notice on its website and in a newspaper circulating generally in the area inviting written submissions on the draft plan within a period (at least 21 days) from the date of the notice; and
- (d) consider the submissions made in response to the invitation and make any revisions to the draft the council considers appropriate in the light of the submissions.

(3) Although the council's budget forms part of its municipal, regional or shire plan, this section does not apply to the adoption of the budget or of amendments to it.

(4) The adoption of a budget, or of amendments to it, operates to amend the municipal, regional or shire plan so that it conforms with the most recent text of the council's budget.

#### POLICY IMPLICATIONS

Nil

#### VOTING REQUIREMENT



Simple majority

**RESOLUTION 14/05/2018/004**

That the Audit Committee recommend Council receive and note the Annual Shire Plan 2018-2019 including fees and charges and councillor allowances with amendments discussed.

**Moved:**                      **Clr.Turner**

**Seconded:**                **Clr.Bulmer**

## 4.2 BUDGET 2018-2019

<b>Applicant:</b>	Melissa Kerr
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	G:Budget/2018-2019
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14th May 2018
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Budget 2018-2019

### SUMMARY

Council's Draft Budget for 2018-2019 is attached for review.

### BACKGROUND

Council is required to prepare an annual balanced budget to be included in the Annual Shire Plan for 2018-2019.

### COMMENT

No additional comments are provided to this report.

### CONSULTATION

Chief Executive Officer

Operations Manager

Senior Administration Manager

### STATUTORY ENVIRONMENT

#### 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.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION 14/05/2018/005**

That the Audit Committee recommend Council receive and note the Budget for 2018-2019.

**Moved:** Clr.Turner

**Seconded:** Clr.Bulmer

### 4.3 RATES DECLARATION 2018-2019

<b>Applicant:</b>	Melissa Kerr
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14th May 2018
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Rates Declaration 2018-2019

#### SUMMARY

Council's Rates Declaration for 2018-2019 is attached for review.

#### BACKGROUND

Council is required to prepare an annual rates declaration on or before 31 July each year.

#### COMMENT

No additional comments are provided to this report.

#### CONSULTATION

Chief Executive Officer

#### STATUTORY ENVIRONMENT

##### Part 11.5 Imposition of rates and charges

##### Division 1 General and special rates

##### 155 General rates

(1) A council must, on or before 31 July in each year, declare rates (**general rates**) on allotments throughout the area to raise the amount the council intends to raise for general purposes for the financial year.

(2) The council may, at the same time, raise an amount towards a special purpose.

(3) The declaration must state:

(a) the amount to be raised for general purposes and, if an amount is to be raised for a special purpose, the amount to be raised for the special purpose; and

(b) the basis or bases of the rates; and

(c) if the rates are to be payable in instalments – the number of instalments and when they will be payable.

#### POLICY IMPLICATIONS

Nil

#### VOTING REQUIREMENT

Simple majority

#### RESOLUTION 14/05/2018/006

That the Audit Committee recommend Council receive and note the Draft Rates Declaration 2018-2019.

**Moved:** Clr. Bulmer

**Seconded:** Clr. Turner

## 5 NEXT MEETING

The next Audit Committee meeting will be held at Batchelor at 9am on Thursday 30<sup>th</sup> August 2018.