



**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**TUESDAY 10<sup>TH</sup> MAY 2016**  
**9.00AM**

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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

# AGENDA

## INTERNAL AUDIT COMMITTEE

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 10th MAY 2016 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	Leigh Ashford
Finance Manager	Melissa Kerr

## 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>	10 <sup>TH</sup> May 2016
<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 10<sup>TH</sup> May 2016.

### 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

### NOTE

That Committee receive and notes that there are no apologies of absence for the Audit Committee Meeting held 10<sup>th</sup> May 2016.

### 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>	10 <sup>TH</sup> May 2016
<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

#### **NOTE**

That Council receives and notes that there are no declarations of interest as listed for the Audit Meeting held 10<sup>th</sup> May 2016.

#### 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>	10 <sup>TH</sup> May 2016
<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 10<sup>th</sup> February 2016 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

That the Audit Committee receive and note the minutes from the meeting held 10<sup>th</sup> February 2016.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

#### 4.1 QUARTERLY REVIEW – MARCH 2016

<b>Applicant:</b>	Melissa Kerr
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	G:/Council/Agenda/2016/April 2016
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	10 <sup>TH</sup> May 2016
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	March 2016 Detailed Monthly Financial Summary

#### **SUMMARY**

The Quarterly Review for March 2016 is attached.

#### **BACKGROUND**

Council reviews in detail the Actual to Budget each quarter during the year.

#### **COMMENT**

No additional comments are provided to this report.

#### **CONSULTATION**

There is no consultation that applies to this report.

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENT**

Simple majority

#### **RESOLUTION**

That the Audit Committee recommend Council receive and note the March 2016 Quarterly Review.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer



<b>Applicant:</b>	Melissa Kerr
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	G:/Budget/2016-17
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	10 <sup>TH</sup> May 2016
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Draft Budget 2016/2017

### SUMMARY

Council's Draft Budget for 2016/17 is attached for review.

### BACKGROUND

Council is required to prepare an annual balanced budget to be included in the long term Strategic Plan and Annual Shire Plan for 2016/17.

### COMMENT

No additional comments are provided to this report.

### CONSULTATION

Chief Executive Officer

Operations Manager

Senior Administration Manager

Community Consultation Meetings held in Adelaide River, Batchelor and Lake Bennett first week of April 2016.

### 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**

That the Audit Committee recommend Council receive and note the Draft Budget 2016/17 with amendments.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

### 4.3 RATES DECLARATION

<b>Applicant:</b>	Melissa Kerr
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	G:/Rates and Properties/2015-16
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	10 <sup>TH</sup> May 2016
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Rates Declaration 2016/2017

#### SUMMARY

Council's Draft Rates Declaration for 2016/17 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

Community Consultation Meetings held in Adelaide River, Batchelor and Lake Bennett first week of April 2016.

#### 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

That the Audit Committee recommend Council receive and note the Draft Rates Declaration 2016/17 with amendments.

**Moved:** Clr. Turner

**Seconded:** Clr. Bulmer

## **5 GENERAL BUSINESS**

### **ACTIONS -**

Agenda and meeting notices for Audit Committee meetings to be placed on Council's website at least 3 business days prior to Audit Committee meetings as per s.59 *Local Government Act*.

Risk Assessment policy continues as work in progress, may need a special meeting to discuss further prior to Council's annual audit in August.

## **6 NEXT MEETING**

The next Audit Committee meeting will be held at Batchelor at 9am on Tuesday 13<sup>th</sup> or 20<sup>th</sup> September 2016 – to be confirmed.