

**MINUTES**

of the

**Audit Committee Meeting**

of the



Pursuant to the provisions of section 88 (1) of the  
*Local Government Act 1999*

HELD

**by electronic means**

on

**Tuesday 2 February 2021 at 4.00pm**

The Chairperson formally declared the meeting open at 4.01pm.

## **1. ATTENDANCE AND WELCOME**

### **1.1 Present**

Mr Alan Rushbrook (Chairperson)

*By audio-visual link*

Mr Peter Fairlie-Jones

*By audio-visual link*

Mayor Mark Wasley

*By audio-visual link*

### **Also in Attendance by audio-visual link**

Chief Executive Officer

Mr James Miller

Acting General Manager – Governance and Executive Office

Ms Alyssa Denicola

General Manager – Finance and Business

Mr Rajith Udugampola

General Manager – Infrastructure and Environment

Mr Thomas Jones

General Manager – Development and Community

Mr Darren Starr

WHS and Risk Officer

Ms Angie-Marie Fuss

Administration and Executive Support Officer/Minute Taker

Ms Stacie Shrubsole

IT Support Officer

Mr Sean Murphy

Local Government Consultant & Chief Internal Audit Executive,  
UHY Haines Norton

Ms Corinne Garrett

### **1.2 Apologies:**

Deputy Mayor Marcus Strudwicke

Councillor Margherita Panella

## 2. CONFIRMATION OF MINUTES

## 2.1 Confirmation of Minutes – Meeting held 16 November 2020

### Committee Resolution

Moved Mayor Wasley      Seconded Mr Fairlie-Jones      2021/ 001

**“that the minutes of the Audit Committee Meeting held on Monday 16 November 2020 (MB Folios 160 to 165, inclusive), be accepted as read and confirmed.”**

**CARRIED**

### 3. BUSINESS ARISING

Nil

#### 4. DECLARATION OF MEMBERS' INTERESTS

Nil

## 5. ADJOURNED BUSINESS

Nil

## 6. REPORTS FOR DECISION

## 6.1 Rates Review – Draft Discussion Paper

**Ms Corinne Garrett, HY Haines Norton, took questions from the Audit Committee in relation to Item 6.1 – Rates Review – Draft Discussion Paper**

### Committee Resolution

Moved Mr Fairlie-Jones      Seconded Mayor Wasley      2021/ 002

**“that the Audit Committee, having considered Item 6.1 – Rates Review – Draft Discussion Paper, dated 2 February 2021, receives and notes the report.”**

**CARRIED UNANIMOUSLY**

Ms Corinne Garrett left the meeting at 4.42pm and did not return.

Moved Mr Fairlie-Jones      Seconded Mayor Wasley      2021/ 003

- 1. Endorse the schedule, set out in Table 2 within this Report, as the process to be undertaken in the preparation of the 2021/2022 Annual Business Plan, 2021/2022 Budget and the review of 10-Year Long Term Financial Plan subject to any date changes that the Chief Executive Officer determines necessary; and**
- 2. Endorse the following budget parameters and assumptions for the purpose of preparing the draft 2021/2022 Annual Business Plan and Budget.**
  - Rates modelling based on 1.25% increase in average existing rates (subject to the outcome of the Rates Review)**
  - The Recurrent Operating Budget be prepared based on “business as usual” basis;**
  - Maximum Material, Contracts and Other Expenses cost escalation be set at 1.25% in the absence of any other reliable way of estimating such expenses;**
  - Salaries and wages to be determined as per the outcome of the Enterprise Bargaining Agreement negotiations and additional budget bids for labour resourcing;**
  - Fees and charges not set by legislation and decided by the Council be increased by 1.25% as a minimum;**
  - New Capital Projects to be considered and approved within the constraints of the LTFP;**
  - New services and one off projects to be funded through Rate Revenue increases or by expenditure savings;**
  - New capital projects are funded through a mixture of rate increases, expenditure savings, new grant funding and long term borrowings; and**
  - Council will continue to review its operations to identify costs savings and productivity improvements.”**

### 6.3 Update on Audit Committee Annual Work Program 2020-2021

Moved Mayor Wasley      Seconded Mr Fairlie-Jones      2021/ 004

**CARRIED**

## 6.4 Review of Internal Financial Controls Policy

**Committee Resolution**

Moved Mr Fairlie-Jones                      Seconded Mayor Wasley                      **2021/ 005**

**“that the Audit Committee, having considered Item 6.4 – *Review of Internal Financial Controls Policy*, dated 2 February 2021, receives and notes the report and in doing so recommends to the Council that the Internal Financial Controls Policy reviewed in February 2021 as presented in Attachment 1 to this report, be adopted at its February 2021 Ordinary meeting.”**

**CARRIED**

## 6.5 Review of Land Under Roads Policy

**Committee Resolution**

Moved Mayor Wasley                      Seconded Mr Fairlie-Jones                      **2021/ 006**

**“that the Audit Committee, having considered Item 6.5 – *Review of Land Under Roads Policy*, dated 2 February 2021, receives and notes the report and in doing so recommends to the Council that the Land Under Roads Policy reviewed in February 2021 as presented in Attachment 1 to this report, be adopted at its February 2021 Ordinary meeting.”**

**CARRIED**

**7. REPORTS FOR INFORMATION**

## 7.1 Committee Resolutions

**Committee Resolution**

Moved Mr Fairlie-Jones                      Seconded Mayor Wasley                      **2021/ 007**

**“that the Audit Committee, having considered Item 7.1 – *Committee Resolutions*, dated 2 February 2021, receives and notes the report.”**

## 7.2 Risk Management Progress Update

**Committee Resolution**

Moved Mayor Wasley                      Seconded Mr Fairlie-Jones                      **2021/ 008**

**“that the Audit Committee, having considered Item 7.2 – *Risk Management System Update*, dated 2 February 2021 , receives and notes the report.”**

**CARRIED**



**CARRIED**

**CARRIED**

**CARRIED**

**CARRIED**



## 8.1 Committee Resolution

Moved Mayor Wasley

Seconded Mr Fairlie-Jones

2021/ 015

**“that the Audit Committee, having considered the matter of Item 8.1 – *Appointment of External Auditor* in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that:**

1. The agenda report and the minutes of this meeting pertaining to Agenda Item 8.1 – *Appointment of External Auditor* remain confidential and not available for public inspection until all consultants who submitted a proposal have been notified in writing of Council’s decision;
2. Attachments 1 to 5 and any other associated information submitted to this meeting pertaining to Agenda Item 8.1 – *Appointment of External Auditor* remain confidential and not available for public inspection until further order of the Council;
3. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and
4. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Audit Committee delegates the power to revoke this confidentiality order to the Chief Executive Officer.”

**CARRIED**

## 9. GENERAL BUSINESS

Nil

## 10. NEXT MEETING

Monday 12 April 2021 at 4.30pm

## 11. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 6.11pm

Confirmed as a true record.

Chairperson:.....

Date: 12 / 4 / 2021