



# Minutes

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Special Council Meeting held at 12.38 PM on the Monday 16 September 2019 in the Council Chamber, Pleasant Creek Historic Precinct.

## **Present**

Cr Kevin Erwin (Mayor)  
Cr Murray Emerson  
Cr Tony Driscoll  
Cr Rob Haswell  
Cr Jason Hosemans  
Cr Karen Hyslop

Mr Vaughan Williams, Acting Chief Executive Officer  
Mr Trenton Fithall, Executive Manager Operations  
Mrs Naomi Goode, Executive Manager Communities

## **Affirmation**

We recognise the traditional owners of the land.  
We are inspired by the early pioneers and by those who gave their lives for our country.  
We now ask God's blessing on our deliberations  
and on our commitment to build a better lifestyle and environment.

To be confirmed at the meeting of Council on Monday 7 October 2019.

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## 1. Apologies

An apology was received from Cr Reid.

## RESOLUTION

That the apology be received and leave of absence granted.

Moved: Cr Karen Hyslop

Seconded: Cr Jason Hosemans

Carried

## 2. Disclosures of Interest and Declarations of Conflict of Interest

A Councillor who has a conflict of interests and is attending the Council meeting of the Council must make a full disclosure of that interest.

- (a) by either-
  - (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
  - (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and
- (b) classifying the type of interest that has given rise to the conflict as either-
  - (i) a direct interest; or
  - (ii) an indirect interest and specifying the particular kind of indirect interest under:
    - section 78 - close association
    - section 78A - financial interest
    - section 78B - conflicting duties
    - section 78C - receipt of an applicable gift
    - section 78D - consequence of becoming an interested party
    - section 78E - impact on residential amenity; and
- (c) describing the nature of the interest; and
- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

### Members of Staff

Under Section 80C of the *Local Government Act 1989*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

Nil

### 3. Consideration of Reports of Officers

#### 3.1. Annual Report 2018-19

**Author/Position:** Vaughan Williams, Director Corporate Services

#### Summary

The purpose of this report is to approve in principle and authorise two Councillors to certify the 2018-19 statements. The *Local Government Act 1989* requires that Council, prior to submission to the Auditor General, formally resolves to approve in principle the financial statements and performance statement (s.132 (2)) and nominate two Councillors to be authorised to certify the statements (s.132 (5)).

#### Recommendation

**That Council in accordance with section 132 (2) and (5) of the *Local Government Act 1989*:**

**1. approves in principle, the following statements for the 2018-19 financial year:**

- Annual Financial Statements
- Performance Statement

**2. authorises Councillor Erwin and Councillor Hyslop to certify the 2018-19 statements as detailed in part 1 of the recommendation in their final form after any changes recommended, or agreed to, by the Auditor General have been made and in accordance with the requirements of the *Local Government Act 1989*.**

#### RESOLUTION

**That Council in accordance with section 132 (2) and (5) of the *Local Government Act 1989* approves in principle, the following statements for the 2018-19 financial year:**

- Annual Financial Statements
- Performance Statement

**Moved:** Cr Karen Hyslop

**Seconded:** Cr Jason Hosemans **Carried**

#### RESOLUTION

**That Council in accordance with section 132 (2) and (5) of the *Local Government Act 1989* authorises Councillor Erwin and Councillor Hyslop to certify the 2018-19 statements as detailed in part 1 of the recommendation in their final form after any changes recommended, or agreed to, by the Auditor General have been made and in accordance with the requirements of the Local Government Act 1989.**

**Moved:** Cr Murray Emerson

**Seconded:** Cr Jason Hosemans **Carried**

## Background/Rationale

The financial statements reflect the position of Council's finances at the end of the financial year. The performance statement contains the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year and included in the annual report. The financial and performance statements have been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The Audit Committee will meet on Monday, 9 September 2019 with a representative of RSD Audit, agent of the Auditor General, who is conducting the audit of the statements. RSD Audit will present its audit findings at the Audit Committee meeting. The committee will be asked to recommend that Council approves the Annual Financial Statements and Performance Statement for 2018-19 in principle after any agreed changes arising from the finalisation of the audit are processed. At the time of publishing this report, there were no audit results to provide.

## Legislation, Council Plan, Strategy and Policy Implications

Council Plan Objective: Improve Organisational Effectiveness

### Options

#### Option 1

That Council in accordance with section 132 (2) and (5) of the *Local Government Act 1989*:

1. approves in principle, the following statements for the 2018-19 financial year:

- Annual Financial Statements
- Performance Statement

2. authorises Councillor Erwin and Councillor Hyslop to certify the 2018-19 statements as detailed in part 1 of the recommendation in their final form after any changes recommended, or agreed to, by the Auditor General have been made and in accordance with the requirements of the *Local Government Act 1989*.

**[recommended]**

#### Option 2

To not adopt the report and defer to a later date. It is a regulatory requirement to approve the financial reports in principle prior to the reports being signed off by the Minister. The legislative mandated date is September 30. **[not recommended]**

## Implications

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

## Consultation

No consultation was undertaken for this report.

## Officer's Declaration of Interest

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Vaughan Williams, Director Corporate Services

In providing this advice as the author, I have no disclosable interests in this report.

## Attachments

Nil

### 3.2. Audit Chair Annual Activity Report

**Author/Position:** Vaughan Williams, Director Corporate Services

#### **Summary**

The purpose of this report is to provide Council with a report on the activities of the Audit Committee for 2018-19.

#### **Recommendation**

**That the 2018-19 Annual Audit Committee Activity Report be received.**

#### **RESOLUTION**

**That the 2018-19 Annual Audit Committee Activity Report be received.**

**Moved:** Cr Karen Hyslop

**Seconded:** Cr Rob Haswell

**Carried**

### **Background/Rationale**

The Audit Committee provides an independent overview of Council's organisational risk and financial position. The committee is currently comprised of five members, two Councillors and three external representatives, as per the Audit Committee Charter.

The Audit Committee Charter, adopted in June 2018, requires that the Audit Committee reports annually to Council. As set out in the Audit Committee Guidelines, this includes a report from the Chairman on activities undertaken throughout the year.

The Audit Committee met four times during 2018-19, in September, December, March and June.

### **Legislation, Council Plan, Strategy and Policy Implications**

Council Plan - Improve Organisational Effectiveness

### **Options**

#### **Option 1**

That the 2018-19 Annual Audit Committee Activity Report be received. **[recommended]**

#### **Option 2**

That Council does not receive the 2018-19 Annual Audit Committee Activity Report. **[not recommended]**

### **Implications**

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

### **Consultation**

Not applicable

### **Officer's Declaration of Interest**

Under section 80C of the *Local Government Act, 1989* officers providing advice to Council must disclose any interests, including the type of interest.

Vaughan Williams, Director Corporate Services

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

1. NGSC Audit committee report August 2019 final **[3.2.1 - 2 pages]**

Northern Grampians Shire Council

**AUDIT COMMITTEE CHAIRMAN'S REPORT**  
For the year ended 30th June 2019

**1. Attendance and Meetings**

The Northern Grampians Shire Council Audit Committee has consisted of Peter Knights (Chair), Mayor's Cr. Tony Driscoll and subsequently Cr. Kevin Erwin, Cr. Karen Hyslop, Cr. Murray Emerson and external members Tony Roberts, and Lynn Jenz who was appointed towards the end of the year and attended the June meeting following the resignation of Greg Partikas who had been unable to attend our meetings. Lynn brings a wealth of experience in finance, governance and overall local knowledge and is a welcome addition to the committee.

Meetings have been regularly attended by CEO Michael Bailey, Council Officers Vaughan Williams, and finance team leaders Jay Petty (until December), Natalie Martin and Belinda Johnson (since June). Other Council Officers have attended as required or on request to present specific review reports or to report on pressing matters. We have held four meetings in total in September, December, March and June.

**2. Activity**

The Annual Audit Activity Calendar, which is reviewed at each meeting, was followed by the Committee. Finance Reports were presented at each meeting with anomalies or significant variations to budget explained by the Finance team.

Risk and outstanding issue reporting with the CAMMS integrated system is still being introduced with a review to be conducted by the committee at our second meeting this year following it's full introduction. A demonstration and overview of the live system was provided at our March meeting which was impressive. This system is expected to significantly improve the management and reporting of risk across the organisation and set work plans and strategy.

The VAGO appointed external auditors RSD Chartered Accountants from Bendigo, represented by Kathie Teasdale and subsequently Phil Delahunty completed their engagement and reported full year in September 2018 and again at interim in June. The Audit Strategy was reviewed at the June meeting and Management Letter points highlighted and discussed.

Reports generated by mandated reviews such as Worksafe site visits / incident reports and internal risk review projects, were submitted and reviewed by this

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committee, as were draft policies where relevant, including Sponsorships and Contributions Policy and a review of Procurement Policy and Guidelines

Again this year, we have had minimal concerns or shortcomings in reporting, systems or risk management identified to us by the audit process and the Governance, Compliance and Finance team should be proud of that result.

Thank you to the Governance, Compliance and Finance team and to my fellow members of the committee for their contribution.

A handwritten signature in black ink, appearing to be 'Peter Knights', with a stylized flourish extending to the right.

Peter Knights FCPA  
Chair  
Northern Grampians Shire Council Audit Committee

**August 31<sup>st</sup> 2019**

**4. Close**

**There being no further business the Mayor declared the meeting closed at 12.47pm.**

CR KEVIN ERWIN  
MAYOR