



**Brighton
Council**

ATTACHMENTS

FINANCE COMMITTEE

6th February 2024





Dear Brighton Council,

Subject: Request for Venue and Sponsorship Support for Vaisakhi Festival Event

I hope this letter finds you well. My name is Hemant Kahana, and I am writing on behalf of the Punjabi Society of Tasmania, a newly formed group in the process of becoming a registered organisation.

Our society is committed to actively engaging its members within the Tasmanian community, fostering relations, and sharing the rich cultural heritage of the Punjabi community with all. As a first step in this initiative, we are planning an event centred around our auspicious festival, Vaisakhi.

Vaisakhi is an agricultural festival symbolising happiness and prosperity, where we celebrate the harvest season, offer prayers, and invite good luck for a bountiful crop in the upcoming season. The event will be open to the public with free entry, featuring cultural performances, music, dance, and food stalls.

Recognizing Brighton as a growing and diverse municipality, we believe it would be an ideal location to celebrate our first event and share our culture and heritage with the local community. Our aim is to provide a social opportunity for interaction with a diverse range of people.

As part of our efforts to make this event a reality, the Punjabi Society is actively seeking sponsorships from local businesses and entities to cover the running costs. It is important to note that we do not intend to turn any profit from this event.

In this regard, we would be incredibly grateful for the opportunity to use the Brighton Civic Centre for our Vaisakhi Festival event. We kindly request the Council to consider waiving the hire fees for the venue. Additionally, we seek permission to use the Council's casual user's insurance for the event and come on board as our official sponsors.

Your support would not only contribute to the success of the Vaisakhi Festival but also strengthen the bond between our society and the local community.

We understand the responsibilities and considerations involved, and we appreciate your time in reviewing our request. We look forward to the possibility of collaborating with Brighton Council to make this cultural celebration a memorable and enriching experience for all.

Thank you for your attention and consideration.

Sincerely,

Hemant Khanna

President

Punjabi Society of Tasmania

0402 438 170

Brighton Council

AUDIT PANEL

CHARTER

1. Objective

The Audit Panel is established under Section 85(1) of the *Local Government Act 1993* and as directed under the *Local Government (Audit Panels) Order 2014*.

The primary functions of the Audit Panel (the Panel) is to assist Elected Members (Councillors) of the Brighton Council (the Council) in fulfilling Council responsibilities relating to the review of the Council's performance and effectiveness as well as safeguarding its long-term financial position.

2. Principal Purpose

To assist the Council in fulfilling its responsibilities relating to the review of the Council's performance and compliance in the following areas:-

- The Annual Financial Statements of the Council accurately represent the state of affairs of the Council.
- That the Strategic Plan; Annual Plan; Long-Term Financial Management & Strategic Plans; Long-Term Strategic Asset Management Plan; Asset Management Strategic Plan; and Asset Management Policy and integrated and document under which all assumptions have been made.
- Reviewing accounting procedures, internal controls, anti-fraud, anticorruption and risk management systems, controls and policies that are in place which safeguards the Council's long-term financial position.
- Compliance with all provisions of the *Local Government Act 1993* and any other relevant legislation.
- Actioning and the reviewing effectiveness of previous recommendations made by the Panel.

The Panel is to serve as an independent and objective party to review all financial information presented to their local community.

3. Membership

The membership of the Panel will comprise of 4 members, whereby 2 members' must be an Independent Person.

An 'Independent Person' is a person who is not a Councillor or employee of Brighton Council. The following persons are eligible to be members of the Audit Panel:-

- (a) A Councillor, other than the Mayor, of Brighton Council;
- (b) A Councillor, or employee, of another Council; or
- (c) A member of an Audit Panel of another Council.

The Brighton Council is to appoint all members to its Audit Panel with all Independent Persons having the relevant knowledge and experience.

A member of the Audit Panel will hold office for a period not less than one year and not more than four (4) years.

4. Chairperson

The Chairperson must be an Independent Person.

If the Panel includes more than one Independent Person, then the Brighton Council is to directly appoint the Chairperson.

5. Annual Work Plan

The Panel is to develop an Annual Work Plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting scheduled (see Annexure A).

6. Meetings

The Panel will meet not less than four (4) times a year. The Panel may hold additional meetings as and when required in order to fulfil its functions. Any two (2) members of the Panel or the General Manager may request a meeting at any time.

The General Manager (or Delegate) and Director of Corporate Services (or Delegate) with secretariat support must attend all meetings.

Reasonable notice will be given of the meetings to all members of the Panel and an agenda is to be provided with any relevant attachments.

Meeting procedures have been developed to inform all members and Council on how the Panel will perform their functions (see Annexure B).

7. Reporting

The Panel will provide a written report (minutes) to the next Ordinary Council Meeting or as soon as practical following a meeting, concerning the outcomes and/or recommendations made by the Panel which will then be noted and/or accepted by Council.

All agendas and Panel papers will be circulated to Panel members only and are to remain confidential at all times.

The Audit Panel will provide a summary of Audit panel undertakings for the year to be included in Council's Annual Report.

8. Review

This Charter will be reviewed at least every 4 years.

Approved:-

Mayor

Dated:

Brighton Council Audit Panel

Annexure B

Meeting Procedures

The Audit Panel for “Brighton Council ” is established under Section 85(1) of the Local Government Act 1993 and as directed under Item 9 of the Local Government (Audit Panels) Order 2014 states:-

The Council may provide to its Audit Panel a charter relating to:-

- (a) the manner in which the Audit Panel is to perform its functions; and
(b) the procedure of the Audit Panel in respect of its meetings.*

The following conditions and guidelines apply to all meetings held by the Audit Panel:-

1. An Audit Panel is to hold not less than four (4) meeting in each financial year. Additional meetings can be held as and when required in order to fulfil its functions. Any two (2) members of the Audit Panel or the General Manager may request additional meetings
2. A quorum is constituted by a majority of the total number of Panel Members appointed.
3. At least one Panel Member who is an Independent Person is to be present, otherwise there is no quorum present at the meeting.
4. The General Manager (or delegate) is to attend all meetings.
5. The Director of Corporate Services (or delegate) is to attend all meetings.
6. The Audit Panel may invite or allow any Councillor or employee of “Brighton Council” to attend one or more meetings
7. Items 5 and 6 above do not apply if the Audit Panel determines that the meeting is to be held in private.
8. The Audit Panel may regulate its own proceedings
9. All minutes, recommendations and conclusions of Audit Panel meetings are to be provided within a written report and submitted to the next Ordinary Council Meeting or as soon as reasonably practicable.
10. Council is to provide secretariat support to, and all necessary funding required by, the Audit Panel to perform its functions.