



# Minutes

Audit Committee Meeting

13 January 2020

Council Chambers,  
Cavell Street, Calingiri

Commencing – 10.41 am

## DISCLAIMER:

The recommendations contained in this document are officers' recommendations only and should not be acted upon.

The decisions of the Committee are not considered final until the minutes of the Committee meeting are adopted by Council at a subsequent meeting or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification.

Please note that meetings may be recorded for minute taking purposes.

## CONTENTS

1.	DECLARATION OF OPENING .....	4
1.1	Opening .....	4
1.2	Announcements by Presiding Member .....	4
2.	RECORD OF ATTENDANCE .....	5
3.	DISCLOSURES OF INTEREST .....	5
4.	PUBLIC QUESTION TIME .....	5
5.	CONFIRMATION OF MINUTES .....	5
6.	REPORTS REQUIRING DECISION .....	7
6.1	Audit Findings – 2020 .....	7
7.	MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	9
8.	NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION.....	9
9.	MEETING CLOSED TO PUBLIC .....	9
10.	CLOSURE OF MEETING .....	10



# Minutes

## Shire of Victoria Plains Audit Committee Meeting

Held in the Council Chambers, Cavell Street, Calingiri  
on Monday 13 January 2020 commencing at 10.41 am.

### **1. DECLARATION OF OPENING**

#### **1.1 Opening**

---

The CEO opened the meeting and called for nominations for the Role of Presiding Member of the Audit Committee.

Mr Gary McGill nominated Cr P Bantock as Presiding Member to which Cr Bantock accepted the nomination.

The CEO sought any further nominations, however as there were no further nominations forthcoming, Councillor Bantock was elected unopposed.

#### **1.2 Announcements by Presiding Member**

---

Being a committee of Council, this Committee must operate under Meeting Procedures Local Law.

## 2. RECORD OF ATTENDANCE

Members	Cr P Bantock Cr J King Cr S Penn Mr G McGill
Staff	CEO – Ms G Teede Finance & Administration Manager – Ms I Edwardson Executive Assistant – Mrs J Klobas
Apologies	Ms L Witham
Approved leave of absence	Nil
Visitors	Mr B Waddell – joined via teleconference at 10.49 am
Members of the public	Nil

## 3. DISCLOSURES OF INTEREST

	<i>Type</i>	<i>Item</i>	<i>Person / Details</i>
3.1	Financial		Nil
3.2	Proximity		Nil
3.3	Impartiality		Nil

## 4. PUBLIC QUESTION TIME

Not required – Committee has no delegated authority.

## 5. CONFIRMATION OF MINUTES

### VOTING REQUIREMENTS

Absolute Majority Required: No

<b>2001-03</b>	<b>Officer Recommendation / Committee Recommendation</b>
----------------	--

**Moved G McGill**

**Seconded Cr P Bantock**

That the Minutes of the Audit Committee Meeting held 26 June 2019 as circulated, be confirmed as a true and correct record.

**CARRIED For 4 / Against 0**

## 6. REPORTS REQUIRING DECISION

### 6.1 Audit Findings – 2020

<b>File reference</b>				
<b>Report date</b>				8 January 2020
<b>Applicant/proponent</b>				
<b>Officer disclosure of interest</b>				
<b>Previous meeting references</b>				26 June 2019
<b>Prepared by</b>				Glenda Teede
<b>Authorised by</b>				
<b>Attachments</b>				Under Confidential Cover
Attachment 1	Page	3	Butler Settineri – Completion Document	
Attachment 2		17	Signed Statement of Financial Statement	

#### PURPOSE

Update Committee as to Auditor Findings for the 2018 / 2019 year.

#### BACKGROUND

At the February 2019 meeting, it was agreed that the Committee should meet approx. every 3 months to review various matters as required by legislation and the Council resolved terms of reference.

Audit Committee Terms of Reference –

2. *Risk Management –*

- a) *Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17 and Schedule 1.1;*
- b) *Consider, approve and review the annual Internal Audit Plan;*
- c) *Advise Council on performance against the adopted Internal Audit Plan.*

To accommodate the 2019 Local Government Elections, the September 2019 Audit Committee meeting was rescheduled until January 2020.

#### COMMENT

Butler Settineri have set out in the attached report the significant matters arising from their audit of the Shire of Victoria Plains for the year ended 30 June 2019.

Proactive implementation strategy measures into the future include:

- Council Policy – Debt Management
- Council Policy – Procurement Framework
- Council Policy – Strategic Policy Framework
- Purchasing Exception Memorandums

- Accounts Payable Executive Policy
- Debtor Management Executive Policy
- Credit Card Use Executive Policy
- Executive Policy Purchasing Goods & Services
- Rates Debt Management Executive Policy
- Procurement Training

### **CONSULTATION**

Glenda Teede, CEO

Ina Edwardson, Finance & Administration Manager

Bob Waddell, Financial Consultant

Bob Edwards, Works and Services Manager

Allan Ramsay, Environmental Health Officer / Building Surveyor

RSM

Butler Settineri

### **STATUTORY CONTEXT**

Local Government (Audit) Regulations 1996 –

r.17 – 3 yearly review of appropriateness and effectiveness of –

- risk management,
- internal control and
- legislative compliance

### **CORPORATE CONTEXT**

Audit Committee Terms of Reference

### **FINANCIAL IMPLICATIONS**

None

### **VOTING REQUIREMENTS**

Absolute Majority Required: No

Officer Recommendation
------------------------

That the Audit Committee **RECEIVE** the Completion Letter as prepared by Butler Settineri for the 2018 / 2019 year.

<b>2001-04</b>	<b>Committee Recommendation</b>
----------------	---------------------------------

**Moved G McGill**

**Seconded Cr J King**

Suspension of Standing Orders at 11.00am.

**CARRIED For 4 / Against 0**



**2001-05 Committee Recommendation**

**Moved G McGill**

**Seconded Cr P Bantock**

That the Audit Committee:

1. **RECEIVE** the Completion Letter as prepared by Butler Settineri for the 2018 / 2019 year; and
2. **RECOMMEND** that Council consider the Auditor's report on risk issues, and also take note and consider the significant adverse trends in relation to the Shire of Victoria Plains operating surplus ratio.

**CARRIED For 4 / Against 0**

Variation

To include a specific recommendation to Council.

**2001-06 Committee Recommendation**

**Moved Cr P Bantock**

**Seconded G McGill**

That Council move back into Standing Orders at 11.16 am.

**CARRIED For 4/ Against 0**

**7. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**8. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION**

Nil

**9. MEETING CLOSED TO PUBLIC**

*Matters for which the meeting may be closed in accordance with the Local Government Act 1995 s.5.23(2).*

## 10. CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at 11.16am.

---

### CERTIFICATION

These minutes were confirmed at the Audit Committee Meeting held on \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Presiding member at the meeting which confirmed the minutes)

#### **Committee –**

- **Minutes are unconfirmed until adopted at the following meeting of Committee**
- **Committee decisions may be authorised by Council, or by CEO authority**