



Shire of Victoria Plains

**Minutes
Audit Committee Meeting**

On	Wednesday 31 January 2018
At	Council Chambers, Calingiri
Commenced	10.00am

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The CEO Glenda Teede, opened the meeting at 10.00am and called for nominations for Chairperson of the SOVP Audit Committee.

1.1 Elect a Chairperson of the Committee

Mr McGill nominated Cr Bantock as the Chairperson and Cr N Clarke seconded the nomination.

RESOLUTION 1/2018

Moved: Mr G McGill

Seconded: Cr N Clarke

That Cr Bantock be declared Chairperson of the SOVP Audit Committee.

Motion Put and Carried: 4/0

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED

Attendees

Cr P Bantock

Cr N Clarke

Mrs L Witham (Community Representative)

Mr G McGill (Community Representative)

Mr J Clapham – Corporate Services Manager

Mrs G Teede – Chief Executive Officer

Ms S Mearns – Minute Taker

Apologies

Cr S Penn

Visitors

Cr J King

Mr B Thomas – Anderson Munro Wyllie Auditors

Mr M St John - Anderson Munro Wyllie Auditors

3 MINUTES

3.1 Confirmation of Minutes – 14 June 2017

RESOLUTION 2/2018

Moved: Mr G McGill

Seconded: Cr N Clarke

That the Minutes of the SOVP Audit Committee Meeting held 14 June 2017 be confirmed as a true and correct record of proceedings following insertion of the attendance list.

Motion Put and Carried: 4/0

4 GENERAL BUSINESS

- 4.1 Annual meeting between Auditors and SOVP Audit Committee to discuss the Annual Financial Report and request any amendments

Discussions were held between the SOVP Audit Committee and the Auditors with the SOVP Audit Committee resolving that staff members were allowed to be present during discussions.

RESOLUTION 3/2018

Moved: Mr G McGill

Seconded: Mrs L Witham

That visitors/staff can remain present during discussions between the SOVP Audit Committee and Auditors.

Motion Put and Carried: 3/1

4.2 Annual Report

FILE REFERENCE	F1.5
REPORT DATE	24 January 2018
APPLICANT/PROPONANT	Nil
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES	Nil
AUTHOR	Glenda Teede – Chief Executive Officer
AUTHORISED BY	Glenda Teede – Chief Executive Officer
ATTACHMENTS	Annual Report 2015-2016

PURPOSE OF REPORT

To present the Annual Report for 2016-17 to the Audit Committee prior to acceptance by Council.

COMMENT

Included in the Annual Report 2016-17 is the Annual Financial Report for the year ended 30th June 2017.

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

S5.54 of the Local Government Act requires that the Annual Report:-

1. Be accepted by the Local Government by 31st December after the financial year reported on, or
2. Be accepted by the Local Government no later than 2 months after the Auditor's Report becomes available.

Unfortunately the Audit report was not received from the Auditors until January 2018 therefore an Audit Committee Meeting was called as soon as practicable.

STRATEGIC IMPLICATIONS

Corporate Business Plan references and impacts:-

Strategy 4.3.1 "Maintain/retain full compliance with statutory obligations".

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

There are no financial implications to Council in relation to this item.

VOTING REQUIREMENTS

Absolute Majority Required: Yes

RESOLUTION 4/2018

Moved: Cr N Clarke

Seconded: Mrs L Witham

That the Annual Report for 2016-2017 be received by the Audit Committee prior to acceptance by Council.

Motion Put and Carried: 4/0

5 DECLARATION OF CLOSURE

The Chair declared the meeting closed at 11.03am and confirmed that meetings would be held bimonthly until agreed otherwise. It was decided that the next meeting would be held prior to the Ordinary Council meeting on 21 March 2018.

Signed this

21st

day of

March 2018

Presiding Member

