



AGENDA

Audit Committee Meeting

7 November 2022

Shire of Victoria Plains
Council Chambers,
Calingiri AND
via E-Meeting Protocol

Commencing
9.00am

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.

E – Disclaimer

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

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PUBLIC



AGENDA

Shire of Victoria Plains Audit Committee Meeting

To be held in the Council Chambers and via E-meeting protocol, Cavell Street, Calingiri on Monday 7 November 2022, commencing at 9.00 am.

1. DECLARATION OF OPENING

1.1 Opening

1.2 Announcements by Presiding Member

Members

Staff

Apologies

Approved leave of absence Nil

Members of the public N/A

3. DISCLOSURES OF INTEREST

	Type	Item	Person / Details
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

Officer Recommendation

Moved:

Seconded:

That the Minutes of the Audit Committee Meeting held 3 August 2022 as circulated, be **CONFIRMED** as a true and correct record.

For / Against

6. REPORTS REQUIRING DECISION**6.1 Audit Strategy Memorandum – Entry meeting**

File reference	12.2.1
Report date	01 November 2022
Applicant/proponent	Audit Committee
Officer disclosure of interest	NIL
Previous meeting references	e.g. Item 8.8 OCM July 2022 – Resolution 2207-5
Prepared by	Colin Ashe, MFA
Senior Officer	CEO
Authorised by	CEO
Attachments	
Attachment 1	Page 2 Audit Strategy Memorandum

PURPOSE

This entry meeting is to introduce and brief the audit committee on the Audit Strategy Memorandum and particular areas of focus.

BACKGROUND

In May 2022, the Office of the Auditor General (OAG) through William Buck Chartered Accountants and Advisors provided the Audit Strategy Memorandum year ending 30 June 2022 for the Shire of Victoria Plains that sets out the approach to the audit. William Buck conducts an independent audit in order to enable the Auditor General to express an opinion regarding the financial report.

COMMENT

The audit approach is designed to specifically focus audit attention on the key areas of risks faced by the Shire in reporting on finances and performance. They form a recommended audit opinion on the basis of these procedures, which include:

- Examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- Assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates.

Audit and accounting areas of focus are as follows:

- 1) Revenue Recognition
- 2) Employee expenses and provisions
- 3) Materials and contracts
- 4) Cash and cash equivalents
- 5) Property, Plant and Equipment and Infrastructure
- 6) Provision for Landfill Site Rehabilitation
- 7) Disclosure of Related Party Transactions
- 8) Joint arrangements
- 9) Financial ratios
- 10) Local Government Regulations

This meeting is not intended to provide any findings to the audit committee, this will be undertaken at the exit meeting, but provide insight to the focus areas and methodology to achieve the Issue of (Audit) Opinion and Management Letter.

It should be noted at the time of writing, Roads to Recovery Audit has been completed and Local

Roads and Community Infrastructure Program is in the final stages of submission.

Finance staff have provided all preliminary samples and are well positioned to receive the audit visit commencing 07 Nov to 11 Nov 22.

CONSULTATION

Mr Sean Fletcher, Chief Executive Officer

CORPORATE CONTEXT

Strategic Business Plan/Corporate Business Plan

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
4. CIVIC LEADERSHIP			
4.3 Proactive and well governed Shire	External audits and reviews confirm compliance		
	We have sound financial management policies and attract external funding to help achieve our goals		
	Councilors attend training and feel supported in their role		
	Council is supported by a skilled team		

Strategic Priority 4.3 will be facilitated through the audit process of which this entry meeting provides a summary of the strategic memorandum and focus areas.

Delegation

N/A

Policy Implications

N/A

Other Corporate Document

N/A

FINANCIAL IMPLICATIONS

NIL

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation

Moved Cr _____

Seconded Cr _____

That the Audit Committee **RECIEVE** the Audit Strategy Memorandum and **NOTE** the particular areas of focus.

For ____ / Against ____

7. MEETING CLOSED TO PUBLIC

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

Public reading of resolutions made during a closed meeting.

8. CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at ____ AM.

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**