



Audit and Risk Committee Meeting

Monday 16 December 2019
Commencing at 6pm

Held at the Council Chambers, 6177 Great Northern Highway, Bindoon

Membership

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Duties and Responsibilities

The duties and responsibilities of the ARC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council—
 - i. a list of those matters to be audited,
 - ii. the scope to be undertaken.
- (c) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - i. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*,
 - ii. ensure that audits are conducted successfully and expeditiously.
- (d) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - i. determine if any matters raised require action to be taken by the local government,
 - ii. ensure that appropriate action is taken in respect of those matters.
- (e) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- (f) Review the scope of the audit plan and program and its effectiveness.
- (g) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (h) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.

Delegated Authority

Nil

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* indicates separate attachments

ACKNOWLEDGEMENT OF COUNTRY

Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting open.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS

2.1 Attendance

2.2 Apologies

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Members of the Committee are bound by the provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

4. PUBLIC QUESTION TIME

4.1 Response to previous public questions taken on notice

Nil

4.2 Public question time

Meetings shall be generally open to the public pursuant to the Local Government Act 1995, s5.23 and include question time for members of the pursuant to the Local Government Act 1995, s5.24.

5. CONFIRMATION OF MINUTES

5.1 TUESDAY 12 NOVEMBER 2019

5.1 OFFICER RECOMMENDATION

That the minutes of the Audit and Risk Committee Meeting held on Tuesday 12 November 2019 be confirmed as a true and correct record of proceedings.

6. PURPOSE OF MEETING

6.1 Teleconference with Moore Stephens (Wen Shien Chai)

Wen Shien Chai from Moore Stephens will address the meeting.

The *Local Government Act 1995* states:

7.12A Duties of local government with respect to audits

(2) *without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

The meeting with Mr Wen Shien Chai is an ideal opportunity for members of the Audit and Risk Committee to ask question of the auditor as to the audit process, its findings, and if there are any suggestions the auditor can offer to the Committee which it could consider moving forward.

6.2 2018-2019 Annual Report and Setting of Annual Electors Meeting*

Applicant	Shire of Chittering
File ref	13/02/37; 12/03/4
Prepared by	Executive Assistant
Supervised by	Chief Executive Officer
Voting requirements	Absolute Majority
Attachments	1. "Draft" 2018-2019 Annual Report

Executive Summary

The Audit and Risk Committee is requested to review the 2018-2019 Annual Report and Financial Statements and set the date for the Annual Electors Meeting.

Background

The *Local Government Act 1995* requires a local government to prepare an Annual Report each financial year and to hold an Annual Electors Meeting.

The Annual Electors Meeting is to be held on a day selected by the local government, but not more than 56 days after the report is accepted by the local government.

The annual audit was undertaken by Moore Stephens (WA) Pty Ltd and signed off by the Shire's auditor Mr Wen Shien Chai on 20 November 2019.

Council, at their Ordinary Council Meeting held on 15 August 2018, resolved to:

...adopt the practice of holding the annual electors meeting, on a rotating basis, in the larger population centres of Muchea, Lower Chittering and Bindoon; with the 2018 meeting held in Muchea, 2019 in Lower Chittering and 2020 in Bindoon.

Therefore, the 2019 Annual Electors Meeting will be held in the locality of Lower Chittering.

Consultation/Communication Implications

Local

Chief Executive Officer
Executive Manager Corporate Services

State

Nil

Legislative Implications

State

- Local Government Act 1995, Section 5.54(2)
 - (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.'*
- Local Government Act 1995, Section 5.27
Electors' general meetings
 - (1) *A general meeting of the electors of a district is to be held once every financial year.*
 - (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
 - (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*
- Local Government Act 1995 Section 5.29
Convening electors' meetings
 - (1) *The CEO is to convene an electors' meeting by giving—*
 - (a) *at least 14 days' local public notice; and*
 - (b) *each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.*

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

The Annual Report will be printed in house.

There will be a \$135.00 cost associated with advertising of the Annual Report and giving public notice of the Annual Electors Meeting. These costs have been included in the 2019/20 Annual Budget under COA 2040240.2101.

Strategic Implications

State

Nil

Local

- Strategic Community Plan 2017-2027

Focus area:	Strong leadership
Objective:	S5.1 An engaged community
Strategy:	S5.1.1 Encourage and promote community engagement.

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

The audit report received (attached) indicated no matters, in the opinion of the auditors, to indicate significant adverse trends in the financial position or the financial management practices of the Shire and no other matters indicating non-compliance with Part 6 of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

To meet the legislative requirements, the Annual Electors Meeting must be held by 10 February 2020.

It is recommended that the Audit and Risk Committee endorse the 2018-2019 Annual Report and confirm the date for the Annual General Meeting of Electors for a date prior to 10 February 2020, to be held at Lower Chittering Hall and Sportsground, 23 Chittering Valley Road, Lower Chittering commencing at 7.00pm.

6.2 OFFICER RECOMMENDATION

That the Audit and Risk Committee recommends to Council that it:

- 1. Receives the Audit Report of 20 November 2019 (as incorporated within the Annual Report);**
- 2. Pursuant to Sections 5.54 and 5.55 of the *Local Government Act 1995*, accepts the 2018-2019 Annual Report; and**
- 3. Convenes the Annual Electors Meeting for 7pm on Thursday 6 February 2020 at the Lower Chittering Hall and Sportsground, 23 Chittering Valley Road, Lower Chittering.**

BY AN ABSOLUTE MAJORITY

7. CLOSURE

The Presiding Member to declare the meeting closed.