



#### PREFACE

When the Chief Executive Officer approves these minutes for distribution they are in essence "Unconfirmed" until the following Chittering Audit & Risk Committee meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Chittering Audit & Risk Committee meeting are put together as an addendum to these Minutes.

#### UNCONFIRMED MINUTES

These Audit Committee minutes were approved for distribution on Friday 22 November 2019



Matthew Giffellon  
Chief Executive Officer

#### CONFIRMED MINUTES

These Audit Committee minutes were confirmed at the Chittering Audit Committee meeting held

on 16 December 2019

Signed 

NOTE: the Chairperson at the meeting at which these minutes are confirmed is the person who signs above.

#### OBJECTIVES

The primary objective of the Chittering Audit & Risk Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- (a) the enhancement of the credibility of external financial reporting
- (b) compliance with laws and regulations as well as use of best practise guidelines relative to auditing
- (c) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and the Council.

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\* indicates separate attachments

## 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chief Executive Officer declared the meeting open at 5.17PM.

## 2. ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

The Committee are to elect a Presiding Member and Deputy Presiding Member from amongst themselves in accordance with s5.12 of the *Local Government Act 1995*:

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule—*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
  
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule—*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

Once the Committee have elected their Presiding Member, the Chief Executive Officer will hand the meeting over to them.

### Election of Presiding Member

The Chief Executive Officer called for nominations from the floor.

Cr Gibson nominated Cr Hughes, which was supported by Cr Ross. There being no further nominations, Cr Hughes was elected as the Presiding Member of the Audit and Risk Committee.

### Election of Deputy Presiding

The Presiding Member called for nominations from the floor.

Cr Gibson nominated himself, which was supported by Cr Hughes. There being no further nominations, Cr Gibson was elected as the Deputy Presiding Member of the Audit and Risk Committee.

### **3. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS**

#### **3.1 Attendance**

The following were in attendance:

Members:	Cr Kylie Hughes	Presiding Member
	Cr Don Gibson	
	Cr John Davis	
	Cr Carmel Ross	
	Cr John Curtis	
	Cr Peter Osborn	
	Cr Mary Angus	
Staff:	Matthew Gilfellow	Chief Executive Officer
	Rhona Hawkins	Executive Manager Corporate Services
	Natasha Mossman	Executive Assistant (Minute Secretary)
General public:	0	
Media:	0	

#### **3.2 Apologies**

Nil

#### **3.3 Approved leave of absence**

Nil

### **4. DISCLOSURE OF INTEREST**

Nil

### **5. PUBLIC QUESTION TIME**

#### **5.1 Response to previous public questions taken on notice**

Nil

**5.2 Public question time**

Nil

**6. CONFIRMATION OF MINUTES**

**6.1 Audit Committee Meeting – 20 March 2019**

**6.1 RECOMMENDATION**

**Moved Cr Angus / Seconded Cr Ross**

**That the minutes of the Audit Committee Meeting held on Wednesday 20 March 2019 be confirmed as a true and correct record of proceedings.**

**CARRIED 7/0**  
5.16PM

**7. CLOSURE**

The Presiding Member declared the meeting closed at 5.17pm.