



Audit and Risk Committee Meeting

Monday 16 December 2019
Commencing at 6pm

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

PREFACE

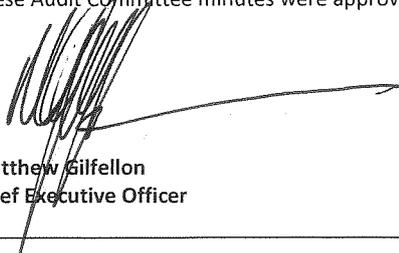
When the Chief Executive Officer approves these minutes for distribution they are in essence "Unconfirmed" until the following Chittering Audit & Risk Committee meeting, where the minutes will be confirmed subject to any amendments.

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 Tuesday 24 December 2019



Matthew Gilfellon
Chief Executive Officer

CONFIRMED MINUTES

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

on _____

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

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 declared the meeting open at 6.11PM.

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

2.1 Attendance

The following were in attendance:

Members:	Cr Kylie Hughes Cr Don Gibson Cr Carmel Ross Cr John Curtis Cr Peter Osborn Cr Mary Angus	Presiding Member
Staff:	Matthew Gilfellow Sue Mills Natasha Mossman	Chief Executive Officer Acting Executive Manager Corporate Services Executive Assistant (Minute Secretary)
Observer:	Wen Shen Chai	Moore Stephens (WA) Pty Ltd
General public:	0	
Media:	0	

2.2 Apologies

Cr John Davis

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

4.1 Response to previous public questions taken on notice

Nil

4.2 Public question time

Nil

5. CONFIRMATION OF MINUTES: Tuesday 12 November 2019

5. OFFICER / COMMITTEE RECOMMENDATION

Moved Cr Angus / Seconded Cr Ross

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.

CARRIED 6/0
6.12PM

6. PURPOSE OF MEETING

6.1 Teleconference with Moore Stephens (Wen Shien Chai)

Wen Shien Chai from Moore Stephens addressed 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.

Wen Shien Chai entered the meeting via teleconference at 6:12PM, and departed at 6:40PM

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.

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

MOTION

Moved Cr Ross / Seconded Cr Gibson

That in accordance with the *Local Government (Council Meetings) Local Law 2014, c9.7(1)* the Presiding Member adjourned the meeting for 15 minutes to allow for Cr Gibson to review the Annual Report.

CARRIED 6/0
6:44PM

MOTION

Moved Cr Gibson / Seconded Cr Osborn

That in accordance with the *Local Government (Council Meetings) Local Law 2014, c9.7(2)* the Presiding member reconvened the meeting and continued at the point at which the meeting was adjourned.

CARRIED 6/0
7:00PM

6.2 OFFICER / COMMITTEE RECOMMENDATION

Moved Cr Ross / Seconded Cr Gibson

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.

CARRIED 6/0
BY AN ABSOLUTE MAJORITY
7:01PM

7. CLOSURE

The Presiding Member declared the meeting closed at 7:05PM.