



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

MINUTES

Audit Committee Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 17 October 2023
Commencing 5:00pm



Common Acronyms Used in this Document	
WEROC	Wheatbelt East Regional Organisation of Councils
GECZ	Great Eastern Country Zone
WALGA	Western Australian Local Government Association
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
DCEO	Deputy CEO
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
EMCS	Executive Manager of Corporate Services
EA	Executive Assistant to CEO
LPS	Local Planning Scheme
LGIS	Local Government Insurance Services
SRP	Strategic Resource Plan
CBP	Corporate Business Plan
CSP	Community Strategic Plan
MRCLC	Merredin Regional Community and Leisure Centre
CWVC	Central Wheatbelt Visitors Centre
MoU	Memorandum of Understanding

Shire of Merredin
Audit Committee Meeting
5:00pm Tuesday, 17 October 2023



1. Official Opening

The President acknowledged the Traditional Owners of the land on which we meet today, and paid his respects to Elders past, present and emerging. The President then welcomed those in attendance and declared the meeting open at 5:00pm.

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr M McKenzie	President
Cr D Crook	Deputy President
Cr J Flockart	
Cr R Manning	
Cr P Patroni	
Cr R Billing	

Staff:

L Clack	CEO
L Boehme	EMCS
C Brindley-Mullen	EMS&C
M Wyatt	EO

Members of the Public: V Rouxel – 5:01pm – 5:26pm

Apologies:

Approved Leave of Absence:

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

V Rouxel entered the Chambers at 5:01pm.

5. Confirmation of Minutes of the Previous Meeting

5.1 Audit Committee Meeting held on 18 July 2023
Attachment 5.1A

Voting Requirements

Simple Majority

Absolute Majority

Resolution

Moved: Cr Patroni

Seconded: Cr Crook

83247

That the minutes of the Audit Committee Meeting held on 18 July 2023 be confirmed as a true and accurate record of proceedings.

CARRIED 5/0

MINUTES

Audit Committee Meeting

Held in Council Chambers
Corner King & Barrack Street's, Merredin
Tuesday, 18 July 2023
Commencing 2:00pm

Common Acronyms Used in this Document	
WEROC	Wheatbelt East Regional Organisation of Councils
GECZ	Great Eastern Country Zone
WALGA	Western Australian Local Government Association
CEACA	Central East Aged Care Alliance
CEO	Chief Executive Officer
DCEO	Deputy CEO
EMDS	Executive Manager of Development Services
EMES	Executive Manager of Engineering Services
EMCS	Executive Manager of Corporate Services
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LPS	Local Planning Scheme
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SRP	Strategic Resource Plan
CBP	Corporate Business Plan
CSP	Community Strategic Plan
MRCLC	Merredin Regional Community and Leisure Centre
CWVC	Central Wheatbelt Visitors Centre
MoU	Memorandum of Understanding

Shire of Merredin
Audit Committee Meeting
2:00pm Tuesday, 18 July 2023



1. Official Opening

The President acknowledged the Traditional Owners of the land on which we meet today, and paid his respects to Elders past, present and emerging. The President then welcomed those in attendance and declared the meeting open at 2:00pm.

2. Record of Attendance / Apologies and Leave of Absence

Councillors:

Cr M McKenzie	President
Cr D Crook	Deputy President
Cr J Flockart	
Cr P Patroni	

Staff:

L Clack	CEO
L Boehme	EMCS
M Wyatt	EO

Members of the Public:

Apologies: Cr R Manning

Approved Leave of Absence:

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Confirmation of Minutes of the Previous Meeting

5.1 Audit Committee Meeting held on 4 April 2023
Attachment 5.1A

Voting Requirements

Simple Majority

Absolute Majority

Resolution

Moved: Cr Crook

Seconded: Cr Patroni


83244

That the minutes of the Audit Committee Meeting held on 4 April 2023 be confirmed as a true and accurate record of proceedings.

CARRIED 4/0

6. Officer's Reports

6.1 Regulation 17 and Risk Action Plan Progress Report July 2023

<h2>Corporate Services</h2>		
Responsible Officer:	Leah Boehme, EMCS	
Author:	As above	
Legislation:	<i>Local Government (Audit) Regulations 1996</i>	
File Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 6.1A – Reg 17 and Risk Action Plan Progress Report July 2023	

Purpose of Report

Executive Decision

Legislative Requirement

The purpose of this report is to provide the Audit Committee with an update on the Shire of Merredin's (the Shire) progress toward the actions highlighted during the Chief Executive Officer's (CEO) review of Risk Management, Internal Controls and Legislative Compliance, which was presented to the Audit Committee and to Council in December 2022. The review document also provides updates on progress toward findings from the 2020/21 and 2021/22 Audits.

Background

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of the local government systems and procedures in relation to risk management, internal control and legislation compliance.

The review may relate to any or all of the matters referred to the sub-regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review at least once every three (3) financial years.

The CEO is to report to the Audit Committee the results of that review and then provide updates on the progress toward identified actions on a regular basis. The Shire will aim to provide updates quarterly in March, June, September and December each year.

The scheduled June update was delayed until July to allow the Interim Audit Report to be presented alongside this review.

Comment

Attachment 6.1A outlines the steps taken toward completing the actions identified during the Reg 17 and Risk reviews. A number of items have been completed since the last review was presented to the Audit Committee in March 2023.

The progress toward the Risk Dashboard items has seen some growth, with a number of items now commenced. There are still a number of actions to be commenced which involve long term changes. The time required to implement these are at least six months.

Policy Implications

Policy 3.24 – Risk Management Policy applies.

Statutory Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* applies.

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communications and Leadership
Service Area Objective:	4.2 - Decision Making 4.2.2 – The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources. 4.2.3 – The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice. 4.4.1 – The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels.
Priorities and Strategies for Change:	Nil

Risk Implications

By regularly reviewing the Shire’s Risk Dashboard and Regulation 17 Review and providing updates to the Audit Committee and Council, the risk to the organisation should decrease.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Resolution

Moved:

Cr McKenzie

Seconded: Cr Flockart

That the Audit Committee;

83245

- 1. NOTES the quarterly Reg 17 and Risk Action Plan Progress Report for July 2023 as presented in Attachment 6.1A; and**
- 2. RECOMMENDS that Council NOTES the Reg 17 and Risk Action Plan Progress Report as tabled to the Audit Committee.**

CARRIED 4/0

6.2 2022/23 Interim Audit Report

Corporate Services



Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government (Audit) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 6.2A – Interim Management Letter to CEO – Shire of Merredin Attachment 6.2B – SOM Interim Management Letter 2023 final

Purpose of Report

Executive Decision

Legislative Requirement

The purpose of this report is to provide the Audit Committee with an update on the Shire of Merredin's (the Shire) 2022/23 Interim Audit.

Background

Dry Kirkness, the company appointed by the Office of the Auditor General (OAG) to complete the Shire's 2022/23 Audit completed a week-long visit at the Shire Administration building in the first week of May 2023. The visit concluded on Friday 5, May 2023. Post audit visit, Dry Kirkness contacted the Executive Manager Corporate Services (EMCS) on a number of occasions with follow up questions, to obtain further samples and to ask for responses in relation to the OAG focus areas for the 2022/23 Audit year.

On 21 June 2023, the Shire of Merredin Interim Management Letter was received from Dry Kirkness and required a response to the one finding. This was returned to Dry Kirkness on 27 June 2023 and the final documents signed by the OAG were received 29 June 2023.

Comment

After a number of findings for both the 2020/21 and 2021/22 Audits, the current Audit represents the immense focus that has been placed by the Administration on Governance and Compliance across the organisation. The one finding has been determined to be minor, and steps have been put in place to ensure this does not occur again in future.

It should be noted that further findings may arise during the final audit, however it is hoped that the current Interim Letter will be reflective of the final document. The final audit is scheduled to occur from 18 September 2023 to 22 September 2023.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995:

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.9. Audit to be conducted

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —
 - (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.
- (2) Without limiting the generality of subsection (1), where the auditor considers that —
 - (a) there is any error or deficiency in an account or financial report submitted for audit; or
 - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
 - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,

7.12AD. Reporting on a financial audit

- (1) The auditor must prepare and sign a report on a financial audit.
- (2) The auditor must give the report to —
 - (a) the mayor, president or chairperson of the local government; and
 - (b) the CEO of the local government; and
 - (c) the Minister.

Local Government (Audit) Regulations 1996:

An auditor must carry out the work necessary to form an opinion whether the annual financial report —

- (a) is based on proper accounts and records; and

- (b) fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with —
- (i) the Act; and
 - (ii) the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).

Strategic Implications

Ø Strategic Community Plan

Theme:	4. Communications and Leadership
Service Area Objective:	4.2 - Decision Making 4.2.2 – The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources 4.2.3 – The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice 4.4.1 – The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels

Priorities and Strategies for Change:	Nil
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Ø Corporate Business Plan

Key Action:	Nil
Directorate:	Nil
Timeline:	Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved:

Cr Patroni

Seconded: Cr McKenzie

That the Audit Committee;

83246

1. **NOTES** the 2022/23 Interim Audit outcome as outlined in the Interim Management Letter to the Chief Executive Officer and Shire of Merredin Interim Management Letter 2023 documents presented in Attachments 6.2A and 6.2B; and
2. **RECOMMENDS** that Council **NOTES** the 2022/23 Interim Audit outcome as outlined in the Interim Management Letter to the Chief Executive Officer and Shire of Merredin Interim Management Letter 2023 documents presented in Attachments 6.2A and 6.2B.

CARRIED 4/0


2. Closure

There being no further business, the President thanked those in attendance and declared the meeting closed at 2:12pm.

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6. Officer's Reports

6.1 Regulation 17 and Risk Action Plan Review October 2023

<h1>Corporate Services</h1> 	
Responsible Officer:	Leah Boehme, EMCS
Author:	As above
Legislation:	<i>Local Government (Audit) Regulations 1996</i>
File Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Attachment 6.1A – Reg 17 and Risk Action Plan Review October 2023

Purpose of Report

Executive Decision

Legislative Requirement

The purpose of this report is to provide the Audit Committee with an update on the Shire of Merredin's (the Shire) progress toward the actions highlighted during the Chief Executive Officer's (CEO) review of Risk Management, Internal Controls and Legislative Compliance, which was presented to the Audit Committee and to Council in December 2022. The review document also provides updates on progress toward findings from the 2020/21 and 2021/22 Audits.

Background

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of the local government systems and procedures in relation to risk management, internal control and legislation compliance.

The review may relate to any or all of the matters referred to the sub-regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review at least once every three (3) financial years.

The CEO is to report to the Audit Committee the results of that review and then provide updates on the progress toward identified actions on a regular basis. The Shire will aim to provide quarterly updates each year.

Comment

Attachment 6.1A outlines the steps taken toward completing the actions identified during the Reg 17 and Risk reviews. A number of items have been completed since the last review was presented to the Audit Committee in July 2023.

The progress toward the Risk Dashboard items has seen further growth, with a number of items progressing. There are still a number of actions to be commenced which involve changes requiring longer periods of time before they are expected to be completed.

Policy Implications

Policy 3.24 – Risk Management applies.

Statutory Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* applies.

Strategic Implications

∅ Strategic Community Plan

Theme:	4. Communications and Leadership.
Service Area Objective:	4.2 - Decision Making. 4.2.2 – The Shire is progressive while exercising responsible stewardship of its built, natural and financial resources. 4.2.3 – The Council is well informed in their decision-making, supported by a skilled administration team who are committed to providing timely, strategic information and advice. 4.4.1 – The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels.
Priorities and Strategies for Change:	Nil

∅ Corporate Business Plan

Theme:	4 – Communication.
Objective:	4.4 – Communications.
Timeline:	4.4.1 – The Shire is continuously working to maintain efficient communication, providing open, transparent and factual information, through a variety of channels.

Sustainability Implications

∅ Corporate Business Plan

Nil

Risk Implications

By regularly reviewing the Shire’s Risk Dashboard and Regulation 17 Review and providing updates to the Audit Committee and Council, the risk to the Organisation should decrease.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Resolution

Moved: Cr Crook

Seconded: Cr McKenzie

That the Audit Committee;

83248

- 1. NOTES the quarterly Reg 17 and Risk Action Plan Progress Report for October 2023 as presented in Attachment 6.1A; and**
- 2. RECOMMENDS that Council NOTES the Reg 17 and Risk Action Plan Progress Report as tabled to the Audit Committee.**

CARRIED 5/0

Reg 17 and Risk Action Plan – October 2023 update

Completed In progress Ongoing Not yet commenced Reviewed elsewhere

Recommendations:	Actions:	Date completed/ comment:
Annual review of risk management policy, framework and register to be monitored through Attain	- Relevant items added to Attain calendar	10 January 2023.
Annual review of Business Continuity Plan to be monitored through Attain	- Plan to be updated and reviewed annually	Business Continuity Plan review commenced July 2023. Business Continuity Plan review completed September 2023 – presented to Council for noting
Revalue Shire's Infrastructure Assets Early in 2023	- Completion of revaluations - Complete updates in software system - Notify Insurers of any significant changes	Completed March – June. In progress July 2023. Completed September 2023 No significant changes to report
Employee Code of Conduct Reviewed	- Code of Conduct reviewed, published and disseminated - HR Sessions conducted with staff	December/ January Sessions completed.
Attain calendar maintained and updated		Ongoing
Review insurance cover	- Review policies and schedules prior to each financial year	Completed May 2023.
Policy review calendar to be developed	- Develop a policy review calendar/ timeline	
A focus placed on internal controls relating to Audit findings in 2020/21 and 2021/22 financial years	2020/21	
	- Credit card policy developed and implemented	November 2022
	- Process implemented for employee master file to be checked fortnightly	October 2022
	- All journals reviewed and signed by EMCS	8 August 2022
	- Compliance with procurement processes *2022/23 Interim Audit completed – 1 Minor finding relating to payment of DFES ESL invoices. No other procurement findings noted.	Purchasing policy updated. Delegations register updated. Purchasing Authority Limits reviewed and communicated to staff.
	- Bank Reconciliations completed monthly and signed by EMCS	December 2022
	- Standardised and centralised HR practices implemented throughout the organisation. Ongoing phased process.	Position Descriptions and Classifications reviewed. Organisation Structure loaded into IT system. HR admin and consultant managing all processes.
	2021/22	

	- Bank rec/ employee master file/ procurement practices (on own lines above)	
	- Review of risk management system and procedures presented to Audit and Council Annual review added to Attain calendar	December 2022
	- Process for end of day reconciliations implemented	October 2022 Work instruction in development.
	- Money processed through trust bank account	June 2023
	- Fixed asset register not reconciling	Auditors advised this would be corrected once Infrastructure Asset revaluations completed (these are currently in progress). Infrastructure Asset revaluations loaded into system and balanced for annual financial statements.
	- Fair value of Infrastructure assets	Valuations completed.
	- Payroll practices	Implementation of digital payroll solution nearing completion. Employment contracts reviewed. Letter template created by HR July 2023
	- Risk register	December 2022
	- Audit committee terms of reference	Developed and endorsed December 2022.
	- Purchasing Policy review	Completed March 2023, endorsed by Council May 2023.
	- Asset Management Policy review	Endorsed by Council June 2023.
	- Rates reconciliation (signed by EMCS)	2022/23 sign off August 2022. 2023/24 reconciliation in progress.
	- Review of processes	- Review of finance processes - Creation of Work Instructions for all finance tasks
Review of Delegation Register	- Changes required to DL4.12	May 2023
Audit Committee involved in Risk Framework review	- Audit Committee presented with regular reports on improvement/ action plans	Presented March, July and October 2023.

Shire of Merredin Recordkeeping Plan review	- Recordkeeping Plan reviewed and updated	December 2022 Final acceptance by SRO May 2023.
Shire of Merredin Workforce Plan review	- Workforce Plan review	

Risk Dashboard Review

Asset Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
RAMMS Training	Y	Nov-23	Completed May 2023
Verification of Roads data into RAMMS	Partial	Dec -23	Ongoing, process has commenced.
Quarterly stocktakes at works depot	Y	Dec-23	Completed 30 June 2023
Review and update Asset Management Policy	Y	Jun-23	June 2023
Create Asset Management Strategy	N	Mar -24	Engineering Team currently creating a database for existing assets and conditions, process is expected to be completed Dec 23, to be followed by creation of Asset Management Strategy
Business and Community Disruption			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Implement internal emergency management arrangements across Shire	N	ongoing	
Review LEMA annually	Partial	ongoing	This will be completed by December 2023.
Failure to Fulfil Compliance Requirements (statutory, regulatory)			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review Compliance Calendar within Attain	ongoing	ongoing	
Review process for CAR completion	Y	ongoing	2022 CAR presented to Audit and Council March
Quarterly monitoring of Attain outcomes at SMG	Y	ongoing	On agenda at all meetings
Document Management Process			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Digitise HR records	Y	Dec-23	records digitisation
Digitise vital records	Partial	Dec-23	Some records digitised
Review policies and create Policy Index with 'last reviewed date' component	Partial	Dec-23	A number of policies reviewed

Review procedures and create Procedure Index with 'last reviewed date' component	N	Jun-24	Commenced October
Creation of key secure documents that are unable to be edited (H Drive)	Partial	Mar-23	Most folders/ documents secured
Continue to review archives of the Shire	Partial	Ongoing	Records officer has commenced review
Employment Practices			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Develop and implement Recruitment Process	Partial	Jun-23	Mostly completed – PDs and Classifications reviewed and updated
Updating HR Synergy Module	Partial	Dec-23	Completed August 2023
Review of qualification, licenses and tickets for required staff	Partial	ongoing	In progress. Training register updated and reviewed regularly.
Engagement Practices			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review Engagement & Consultation Framework	N	Jan-24	
Complete Community Scorecard Survey	N	Dec-23	Not within budget, alternative methods under consideration
Environment Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Complete outstanding actions from waste water re-use audit	Y	Mar 23	Next audit September 2023. Non compliant items have been addressed where not included in the CBD Redevelopment.
Training to be completed for the waste water management program	N	ongoing	Advice to be sought from Water Corporation and Dep of Health regarding relevant training
Develop Landfill Closure Plan	N	Mar-24	Funds allocated in 2023/24 budget Tender to be issued in Jan 24
Errors, Omissions and Delays			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Identify key procedures for ALL areas, to be documented	N	Dec-23	
Create Procedural/Internal Management procedures and policies	Partial	Dec-23	Some initial procedures created.

Consider a 'Knowledge Management' system for procedures (intranet)	Partial – intranet in place but not well utilised	Dec-23	
Regularly review key information on website for accuracy	Y	ongoing	Completed on an ongoing cycle
Consider implementing a process to track complaints/ work requests	Partial	Dec-23	A spreadsheet is in place currently to log requests/ Snap send solves
External Theft, Fraud or Damage			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review Admin Security Procedure to include changing of the 4-digit access system every 6 months or when staff leave	Y	ongoing	Staff assigned personal PINs for alarm system as required
Review of contractor access and induction processes, including assessment of effectiveness and consistency	Partial	ongoing	Inductions of staff following commencement of employment with the Shire of Merredin. Use of VELPIC (now DAMSTRA) training module and assistance from LGIS Regional Risk Coordinator for induction of contractors.
Management of Facilities/ Venues/ Events			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review internal procedures for events and bookings - communication focus	N	Sep-23	Delayed due to staff turnover
Review facility/ venue hire forms created for Cummins Theatre & other external facilities	N	Jan-24	Review underway
IT or Communications Systems and Infrastructure			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Develop an IT equipment register and replacement plan	Partial	Dec-23	Commenced
Develop and implement ICT Framework	N	Dec-23	
Review performance of IT vendors	N	Dec-23	
Implement staff and councillor training for enhanced IT security	N	Dec-23	
Review staff IT access profiles on shared drive and in SynergySoft	Partial	Dec-23	Commenced
Misconduct			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review of Induction Procedure	Partial	ongoing	Commenced
Review Fraud & Corruption Control Plan	N	Dec-23	
Authorised officers letters of appointment (unions)	Partial	Dec-23	Register created.

Ethical and Accountable Decision-Making training	Partial	ongoing	Part of staff reinduction March
Projects/ Change Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Develop project management plans for the management of major projects (i.e. CBD)		As required	Kept as live documents, updated as required.
Safety and Security Practices			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Determine contractor/ site inspection procedural approach	Y	Nov-23	Use of VELPIC training module and assistance from LGIS Regional Risk Coordinator for induction of contractors.
Review OHS and new guidelines as identified	Partial	Nov-23	Senior management training - roles and responsibilities under new WHS legislation completed by members of executive.
Conduct Annual Risk Assessment for BFB and SES	N	Jun-23	Planned for completion prior to December 2023.
Supplier/ Contract Management			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Regular review of Tenders, Contracts, Agreements and Grants SynergySoft module	Y	ongoing	Contract and Grant milestones emailed weekly
Procurement and Disposal			
Action	Completed Y/N	Date Due	Date Completed/ Notes
Review local panel of suppliers	Partial	Mar -24	Meeting conducted with WALGA 12 July 2023. Two tenders will be issued by Dec 23: - Suppliers & Trades - Plant Hire – Contractors
Review the Disposal of Assets Policy to include updated regulations	N	Mar-24	Engineering to work with Corporate Services to review and document disposal.
Training for requisitions and purchase orders	Partial	ongoing	Completed one on one as required presently

6.2 Update Briefing on 2022/23 Financial Audit and Financial Management Review

Mrs Leah Boehme, Executive Manager Corporate Services gave a verbal update on the progress on the 2022/23 Financial Audit and the Financial Management Review currently underway.

7. Closure

There being no further business, the President thanked those in attendance and declared the meeting closed at 5:26pm.

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