

SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# MINUTES

## Audit Committee Meeting

Held in Council Chambers  
Corner King & Barrack Street's, Merredin  
Tuesday 19 September 2017



<b>Common Acronyms Used in this Document</b>	
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

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Shire of Merredin  
Audit Committee Meeting  
Tuesday 19 September 2017



**1. Official Opening**

The President welcomed all those in attendance and declared the meeting open at 12.32pm.

**2. Record of Attendance / Apologies and Leave of Absence**

**Councillors:**

Cr KA Hooper	President
Cr BJ Anderson	
Cr JP Flockart	
Cr MD Willis	(Observer)
Cr ML Young	

**Staff:**

G Powell	CEO
C Brown	EMCS

**Members of the Public:** Mr R Patroni

**Apologies:** Nil

**Approved Leave of Absence:** Nil

**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 7 February 2017  
[Attachment 5.1A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Anderson


**Seconded:** Cr Flockart

**82017** That the minutes of the Audit Committee Meeting held on 7 February 2017 be confirmed as a true and accurate record of proceedings.

**CARRIED 4/0**

**6. Officer's Reports – Corporate Services**

**6.1 Annual Report 2016/17**

<div style="display: flex; justify-content: space-between; align-items: center;"> <h2 style="margin: 0;">Corporate Services</h2>  </div>	
<b>Responsible Officer:</b>	Charlie Brown, EMCS
<b>Author:</b>	Vanessa Green, EA to CEO
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 6.1A</a> – 2016/17 Annual Report <a href="#">Attachment 6.1B</a> – Management Report
<b>Maps / Diagrams:</b>	Nil

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Background**

The annual financial statements for the year ended 30 June 2017 have been completed, as has the annual audit of the financial statements by Council's auditors, Butler Settineri (Audit) Pty Ltd. The 2016/17 Annual Report is attached.

**Comment**

Local governments are required to adopt the annual report prior to 31 December each year and conduct an annual electors meeting (AEM) not more than 56 days after adopting the report.

Considering the above legislative timeline, if the 2016/17 Annual Report is adopted at Council's September 2017 meeting, the AEM must be held on or prior to Tuesday 14 November 2017.

Council has previously held its AEM in February once school has gone back and between harvest and seeding. To avoid harvest it is proposed to conduct the AEM on the evening of Council's October 2017 meeting (Tuesday 24 October 2017).

Pursuant to its Instrument of Appointment, it is relevant that the Audit Committee considers the 2016/17 Annual Financial Statement, Auditors Report and Management Letter and where appropriate, makes recommendation/s in respect of these reports.

Pursuant to Section 7.9 of the *Local Government Act 1995* (the 'Act'), an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit.

The Auditor is also required, by 31 December following the financial year to which the accounts and report relate, to prepare a report thereon and forward a copy of that report to:

1. the Mayor or President;
2. the Chief Executive Officer; and
3. the Minister for Local Government.

Furthermore, in accordance with Regulation 10(4) of the *Local Government (Audit) Regulations 1996*, where it is considered appropriate to do so, the Auditor may prepare a Management Report to accompany the Auditor's Report, which is also to be forwarded to the persons specified in Section 7.9 of the Act. The Management Report provides an overview of the audit process and outcomes, whilst also identifying any matters that, whilst generally not material in relation to the overall audit of the financial report, are nonetheless considered relevant to the day to day operations of Council.

#### Discussion with the Auditor

Mr Marius Van Der Merwe will discuss the Management Report, and any other relevant matters, with Council at its October 2017 meeting.

#### Policy Implications

Nil

#### Statutory Implications

Section 5.27 of the *Local Government Act 1995* states that a general meeting of electors is to be held once every financial year on a day selected by the local government but not more than 56 days after the adoption of the annual report.

Section 5.29 of the *Local Government Act 1995* states that the CEO is to convene an electors' meeting by giving 14 days local public notice.

#### Strategic Implications

##### ➤ Strategic Community Plan

Vision Element: Developing  
Strategic Goal: The population and economic base is expanding sustainably  
Key Priority: Governance

➤ **Corporate Business Plan**

Strategy: SP.D4.4 – Practice prudent management of financial resources  
Action #: 2  
Action: Continue to provide prudent financial controls and compliance systems  
Directorate: Corporate Services  
Timeline: Ongoing

**Sustainability Implications**

➤ **Strategic Resource Plan**

Nil

➤ **Workforce Plan**

Directorate: Nil  
Activity: Nil  
Current Staff: Nil  
Focus Area: Nil  
Strategy Code: Nil  
Strategy: Nil  
Implications: Nil

**Risk Implications**

Council would be contravening the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* if this item was not considered by the Audit Committee and Council.

**Financial Implications**

Nil

Councillor Willis entered the meeting at 12.53pm.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation / Resolution**

**Moved:** Cr Anderson **Seconded:** Cr Young

**82018 That the Audit Committee:**

1. adopt the 2016/17 Annual Report, and receive the Auditor's Report and Management Report from Butler Settineri (Audit) Pty Ltd for the 2016/17 financial year;
2. recommend the adoption of the 2016/17 Annual Report, and receipt of the Auditor's Report and Management Report from Butler Settineri (Audit) Pty Ltd for the 2016/17 financial year to Council; and



3. **recommend to Council that it hold its Annual General Meeting of Electors on Tuesday 24 October 2017 commencing at 6.00pm in the Council Chambers.**

**CARRIED BY ABSOLUTE MAJORITY 4/0**

**7.**

**Closure**

There being no further business the President thanked all those in attendance and declared the meeting closed at 1.06pm.