



SHIRE OF LAVERTON

MINUTES

AUDIT COMMITTEE MEETING

HELD 12 DECEMBER 2013

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5. CLOSURE OF MEETING

**MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS,
MACPHERSON PLACE, LAVERTON ON THURSDAY 12 DECEMBER 2013,
COMMENCING AT 4.00PM.**

1. DECLARATION OF OPENING

Cr Patrick Hill declared the meeting open at 4.03pm.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr P Hill	Chairman
Cr R Wedge	Councillor
Cr J Thompson	Councillor
Cr L Hawkins	Councillor
Cr S Weldon	Councillor in at 4.06pm
Cr B Fuamatu	Councillor in at 4.05pm
Mr S Deckert	Chief Executive Officer
Ms D Prior	Exec. Mgr Corp. & Comm. Services
Ms L Barnes	Executive Assistant

2.2 APOLOGIES

Cr D Cannons Councillor

2.3 LEAVE OF ABSENCE

Nil.

2.4 VISITORS

Mr Greg Wyllie in via teleconference from 4.04pm.

Mrs D Prior left the Chambers at 4.06pm.

Councillors S Weldon and B Fuamatu left the Chambers at 4.07pm.

Cr B Fuamatu re-entered meeting at 4.08pm.

Mrs D Prior and Cr S Weldon re-entered meeting at 4.09pm

3. CONFIRMATION OF MINUTES

AC1201	3.1	CONFIRMATION OF MINUTES – 21 FEBRUARY 2013	File Ref: 793
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AC1201 COUNCIL'S DECISION:

Moved Cr B Fuamatu, Seconded Cr J Thompson.

That the Minutes of the Audit Committee Meeting held on 21 February 2013 be confirmed as a true and accurate record.

CARRIED 6/0

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4. REPORTS OF COMMITTEES AND OFFICERS

AC1202 4.1 AUDIT REPORTS FOR YEAR ENDED 30 JUNE 2013 File Ref: 614

SUBMISSION TO: Audit Committee Meeting, 12 December 2013.

DISCLOSURE OF INTEREST: The author has no financial interest in this matter.

OWNER/APPLICANT: Not applicable.

AUTHOR: Deanne Prior, Executive Manager Corporate & Community Services.

SENIOR OFFICER: Steven Deckert, Chief Executive Officer.

PREVIOUS MEETING REFERENCE: Nil.

MATTER FOR CONSIDERATION:

For the Committee to receive, and consider, the Interim Management Letter, End of Year Management Letter and the Audited Financial Report for the year ended 30 June 2013.

ATTACHMENTS:

Attachment 4.1 "A" - Interim Management Letter for the year ended 30 June 2013

Attachment 4.1 "B" - Management Letter for the year ended 30 June 2013

Attachment 4.1 "C" - Independent Audit Report for the year ended 30 June 2013

APPLICANT'S SUBMISSION: Not applicable.

BACKGROUND:

In accordance with Section 7.9 of the *Local Government Act 1995*, Interim and End of Year Audits were conducted on 8-10 May, 2013 and 6-8 November, 2013, respectively by our appointed Auditor, Gregory Froomes Wyllie.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Section 7.9 – Provides that the local government is to have an annual audit conducted of their financial affairs and a report forwarded to the President, CEO and the Minister.

POLICY IMPLICATIONS:

Council has no specific policy on this matter.

FINANCIAL IMPLICATIONS:

Ensuring compliance with good financial management practices.

STRATEGIC IMPLICATIONS:

Not applicable.

CONSULTATION:

Mr Gregory Froomes Wyllie, Auditor; and
Mr Graham Stanley, Acting Chief Executive Officer.

COMMENT:

The Interim Audit Management Letter, dated 20 May 2013, raised some matters that the Auditor believed required our attention. These matters were:

Payments

All payments made by the CEO under the relevant delegated authority, should be recorded in an appropriate list and presented to the next meeting of Council.

Could you please review the method used to prepare the “list” and ensure that all payments made (during the month) appear on the list.

Essentially, the total of the list should equal (or reconcile to) the amount for payments in the monthly bank reconciliation.

Also, please ensure that all payments, including wages (fortnightly total), are correctly described on the list.

Trust payments should be included on a separate list.

Fortnightly Pay

Could you please give consideration to introducing a more formal sign-off for the fortnightly pay approval process. This should include a declaration and signature by the preparer and the authoriser.

Monthly Bank Reconciliations

In order to confirm the accuracy and reliability of the monthly bank reconciliations, we suggest the officer undertaking this procedure should sign and date the reconciliation summary. This hard copy report should be retained as a permanent record.

The auditor raised the above matters at the time he conducted the interim audit and they have been, or are being, addressed.

The Independent Auditor’s Report and the Management Letter for the End of Year Audit are very pleasing and show that there were no outstanding issues with the financial management and reporting responsibilities of the Shire of Laverton.

While there were no issues to be reported, the audit was very thorough. Information requested by the Auditor throughout the process and questions raised by him were answered to the satisfaction of the auditor.

VOTING REQUIREMENTS:

Simple majority decision required.

AC1202 COUNCIL'S DECISION/OFFICER'S RECOMMENDATION:

Moved Cr B Fuamatu, Seconded Cr S Weldon.

That it be recommended to Council that the Interim and Annual Management Letter and Independent Auditor's Report for the year ended 30 June 2013, as prepared by Auditor, Gregory Froomes Wyllie, and appended as Attachment 4.1 "A" "B" and "C", be received.

CARRIED 6/0

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5. CLOSURE OF MEETING

There being no further business, the Chairman declared the Meeting closed at 4.23pm.

6. CERTIFICATION BY CHAIRMAN

I _____ hereby certify that the minutes of the Audit Committee Meeting held 12 December 2013 are confirmed as a true and correct record.

Signed **Dated.....2014**