



SHIRE OF LAVERTON

MINUTES

AUDIT COMMITTEE MEETING

HELD 20 MARCH 2014

CONTENTS

1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes – 12 December 2013 (File Ref: 793)

4. REPORTS OF COMMITTEE AND OFFICERS

4.1 Statutory Compliance Audit Return 2013 (File Ref: 568)

4.2 Appointment of Auditor for 2013/14 Financial Year (File Ref: 761)

5. CLOSURE OF MEETING

**MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS,
MACPHERSON PLACE, LAVERTON ON THURSDAY 20 MARCH 2014,
COMMENCING AT 4.30PM.**

1. DECLARATION OF OPENING

Cr Patrick Hill declared the meeting open at 4.38pm.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr P Hill	Chairman
Cr R Wedge	Councillor
Cr J Thompson	Councillor
Cr D Cannons	Councillor
Cr S Weldon	Councillor in at 4.42pm.
Cr B Fuamatu	Councillor
Mr S Deckert	Chief Executive Officer
Mr G Stanley	Exec. Mgr Corp. & Comm. Services
Ms L Barnes	Executive Assistant
Mr G Bone	Project Officer

2.2 APOLOGIES

Nil.

2.3 LEAVE OF ABSENCE

Cr L Hawkins	Councillor
--------------	------------

2.4 VISITORS

Nil.

3. CONFIRMATION OF MINUTES

AC0301 3.1 CONFIRMATION OF MINUTES – 12 DECEMBER 2013
--

File Ref: 793

AC0301 COUNCIL'S DECISION:

Moved Cr R Wedge, Seconded Cr J Thompson .

That the Minutes of the Audit Committee Meeting held on 12 December 2013 be confirmed as a true and accurate record.

CARRIED 5/0

Cr S Weldon entered the meeting at 4.42pm.

The rest of this page has been left blank intentionally.

4. REPORTS OF COMMITTEES AND OFFICERS

AC0302 4.1 STATUTORY COMPLIANCE AUDIT RETURN 2013 FILE REF: 568
--

SUBMISSION TO: Audit Committee Meeting, 20 March 2014.

REPORTING OFFICER: Glenn Bone, Project Officer.

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

OWNER/APPLICANT: Department of Local Government and Communities.

AUTHOR: Glenn Bone, Project Officer.

SENIOR OFFICER: Steven Deckert, Chief Executive Officer.

MATTER FOR CONSIDERATION:

For the Audit Committee to consider the Compliance Audit Return 2013.

ATTACHMENTS:

Attachment 4.1 "A" - Completed Compliance Audit Return for 2013.

APPLICANT'S SUBMISSION: Not applicable.

BACKGROUND:

The Local Government Compliance Audit Return for the period 1 January – 31 December 2013 must be completed and returned to the Executive Director, Department of Local Government and Communities by 31 March 2014.

The Compliance Audit Return is to be:

- a) Reviewed by the Audit Committee;
- b) Presented to Council at a meeting of the Council;
- c) Adopted by the Council (along with comments and amendments);and
- d) The adoption recorded in the minutes of the meeting at which it is adopted.

STATUTORY ENVIRONMENT:

Local Government (Audit) Regulations 1996

Regulation 14 (1) – requires a local government to carry out a compliance audit for the period 1 January to 31 December in each year.

Regulation14(3A) – The local government's audit committee is to review the compliance audit return and is to report to council the results of that review.

Regulation14(3) – After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –

- (a) presented to a meeting of the council;
- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 – a certified copy of the return together with a copy of the relevant section of the minutes at which it was adopted, is to be submitted to the Executive Director by 31 March next following for the period to which the return relates.

POLICY IMPLICATIONS:

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications in respect to this matter.

STRATEGIC IMPLICATIONS:

There are no strategic implications in respect to this report.

CONSULTATION:

This return has been completed by Project Officer, Glenn Bone, following liaison with relevant staff members.

COMMENT:

This year's Compliance Audit Return poses a total of the same 78 questions as were raised in 2011 and again in 2012.

No issues of non-compliance were noted in the Compliance Audit Return 2013.

VOTING REQUIREMENTS

Simple majority required.

AC0302 COUNCIL'S DECISION/OFFICER'S RECOMMENDATION

Moved Cr R Wedge, Seconded Cr J Thompson.

That the Audit Committee advise Council:

- 1. That it has conducted a review of the Compliance Audit Return 2013 and notes there were no issues of non-compliance raised; and**
- 2. That it recommends Council now adopt the attached Compliance Audit Return as the official return of Council for the period 1 January – 31 December 2013 and the return be certified by the President and the Chief Executive Officer.**

CARRIED 6/0

The rest of this page has been left blank intentionally.

AC0303 4.2 APPOINTMENT OF AUDITOR FOR 2013/14 FINANCIAL YEAR File Ref: 761

SUBMISSION TO: Audit Committee Meeting, 20 March 2014.

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

OWNER/APPLICANT: Not applicable.

AUTHOR: Glenn Bone, Project Officer.

SENIOR OFFICER: Steven Deckert, Chief Executive Officer.

PREVIOUS MEETING REFERENCE: None.

MATTER FOR CONSIDERATION:

For the Committee to recommend to Council the appointment of an Auditor for the 2013/14 Financial Year.

ATTACHMENTS:

Attachment 4.2 "A" – Submission from Gregory Froomes Wyllie.

APPLICANT'S SUBMISSION:

Not applicable

BACKGROUND:

At the Ordinary Meeting of Council held on 19 April 2012, the Auditor, Gregory Froomes Wyllie was appointed for a further one year contract. Mr Wyllie has conducted the auditing services for the Shire of Laverton for the last 5 years. It is now necessary to appoint an auditor to carry out the required audits for the current financial year.

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.

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 7.3 – Provides for the local government to appoint* an auditor.

*Absolute majority required.

POLICY IMPLICATIONS:

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS:

Ensuring compliance with good financial management practices and expenditure has been provided for in the Budget. The fees for this year's audit services have been included in the 2013/14 budget (\$24,500 provision).

Mr Wyllie's tender for fees for the year ended 30 June 2014 for completing the annual audit and interim audit, is \$10,900 (excluding GST). Additional audit services including acquittals will be billed separately at \$175 per hour. Audit Committee attendance via telephone will be charged at \$330 per meeting.

STRATEGIC IMPLICATIONS:

There are no strategic implications in respect to this report.

CONSULTATION:

Mr S Deckert – CEO.

COMMENT:

A proposal has been received from Gregory Froomes Wyllie to provide audit services for the financial year 2013/14 and is appended as Attachment 4.2 "A" for the Committee to peruse.

Management is satisfied that the services provided, during previous audits, have been very thorough and recommend that Gregory Froomes Wyllie be appointed as Auditor for the 2013/14 financial year.

VOTING REQUIREMENTS:

Absolute majority decision required.

AC0303 COUNCIL'S DECISION/OFFICER'S RECOMMENDATION:

Moved Cr R Wedge, Seconded Cr D Cannons.

That the Audit Committee recommend Council appoint Gregory Froomes Wyllie as the Auditor for the 2013/14 Financial Year at a cost of \$10,900 plus GST, as outlined in his proposal. Any out of pocket expenses for travel, meals and accommodation will also be charged to Council. Additional audit services that may be required will be charged at an hourly rate of \$175.00 per hour and attendance at Audit Committee meetings via telephone at \$330 per meeting.

CARRIED 6/0

5. CLOSURE OF MEETING

The rest of this page has been left blank intentionally.

5. CLOSURE OF MEETING

There being no further business, the Chairman declared the Meeting closed at 4.45pm.

6. CERTIFICATION BY CHAIRMAN

I _____ hereby certify that the minutes of the Audit Committee Meeting held 20 March 2014 are confirmed as a true and correct record.

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