



# MINUTES

**Audit Committee Meeting held on Wednesday  
4<sup>th</sup> April 2018, in Council Chambers, at  
Lot 66 Railway Street, Trayning  
Commencing at 2:05pm.**





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Signed

A scanned image of a handwritten signature in black ink. The signature is cursive and appears to be 'Graham Merrick'. Below the signature, the text 'Scanned Image of Signature' is printed in a small, grey font.

Graham Merrick  
Chief Executive Officer



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## PREFACE

When the Chief Executive Officer approves these Minutes for distribution they are in essence “Unconfirmed” until the following Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The “Confirmed” Minutes are then signed off by the Presiding Person.

## UNCONFIRMED MINUTES

These minutes were approved for distribution on 05<sup>th</sup> April 2018.



Scanned Image of Signature

Graham Merrick  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on .....

Signed: *Start*

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*



## MINUTES

### 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr FA Tarr, welcomed all members, staff and declared the meeting open at 2:05pm.

### 2 RECORD OF ATTENDANCE

#### MEMBERS:

Cr Freda Tarr (Chairperson)  
Cr Melanie Brown (Shire President)  
Cr Greg Yates  
Cr Michelle McHugh  
Cr Dale Vernon – 3:55pm  
Cr Marlon Hudson

#### STAFF:

Mr Graham Merrick (Chief Executive Officer)  
Mrs Jacqui Cook (Senior Finance Officer) – 2:07pm  
Miss Belinda Taylor (Executive Assistant)

#### AUDITORS:

Nil

#### APOLOGIES

Cr Geoff Waters (Deputy Shire President)

### 3 PUBLIC QUESTION TIME

Nil

### 4 DISCLOSURE OF INTEREST

Nil

### 5 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

### 6 MINUTES OF MEETINGS



### **Background**

The Audit Committee Minutes of the previous meeting held 19<sup>th</sup> March 2018, have been circulated to all Councillors.

### **Committee Recommendation/ Decision**

<b>Moved: Cr MA Brown</b>	<b>Seconded: Cr GI Yates</b>
It is recommended that:	
That the minutes of the Audit Committee Meeting held on 19 <sup>th</sup> March 2018 are a true and correct record of the proceedings.	
<b>Resolution: 04-2018.029</b>	<b>Carried: 5/0</b>

### **New Motion**

<b>Moved: Cr ML McHugh</b>	<b>Seconded: Cr MS Hudson</b>
That Standing Orders be suspended at 2:08pm to allow for the Compliance Audit Return 2017 to be discussed.	
<b>Resolution: 04-2018.030</b>	<b>Carried: 5/0</b>

### **New Motion**

<b>Moved: Cr MS Hudson</b>	<b>Seconded: Cr GI Yates</b>
That Standing Orders be reinstated at 2:15pm	
<b>Resolution: 04-2018.031</b>	<b>Carried: 5/0</b>

## BUSINESS AS NOTIFIED

### 7.1 Compliance Audit Return 2017

Date of Report:	28 <sup>th</sup> March 2018
Proponent:	N/A
File Ref:	3.2.6.2
Officer:	Graham Merrick –Chief Executive Officer
Senior Officer:	N/A
Officer's Disclosure of Interest:	Nil
Attachments:	7.1 Compliance Audit Return
Voting Requirements:	Simple Majority

### **Introduction**

The Audit Committee is requested to receive the 2017 Compliance Audit Return for review and endorsement to Council.

### **Background**

Council is required each financial year to carry out a Compliance Audit review as set by the Minister. The review concentrates on areas of high risk for Council such as financial and statutory compliance.

The Audit Committee are required to review the completed Compliance Return and report the results to the Council.

### **Consultation**

There has been consultation with the Senior Finance Officer and Executive Assistant.

### **Statutory Environment**

Local Government Act 1995

s7.13. Regulations as to audits

(1) Regulations may make provision —

(i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —

- (i) of a financial nature or not; or
- (ii) under this Act or another written law.

#### Local Government (Audit) Regulations 1996

- r14. Compliance audits by local governments
- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
  - (2) After carrying out compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
  - (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
  - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
    - (a) presented to the council at a meeting of the council; and
    - (b) adopted by the council; and
    - (c) recorded in the minutes of the meeting at which it is adopted.
- r15. Compliance audit return, certified copy of etc. to be given to Executive Director
- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
    - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
    - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
  - (2) In this regulation —  
  
*certified* in relation to a compliance audit return means signed by —
    - (a) the mayor or president; and
    - (b) the CEO.





The recommendation that follows is consistent with these statutory requirements.

**Policy Implications**

This proposal does not contain any notable policy implications.

**Financial Implications**

This proposal does not contain any notable financial implications.

**Strategic Implications**

This proposal does not contain any notable strategic implications.

**Environmental Implications**

This proposal does not contain any notable environmental implications.

**Social Implications**

This proposal does not contain any notable social implications.

**Officers Comment**

The 2017 Compliance Audit Return has been completed with due diligence by the appropriate officers. The questions were all answered accurately and to the best of our knowledge which is reflected in the results.

Further questions on the results can be answered by the appropriate staff during the meeting.

**Committee Recommendation/ Decision**

**Moved: Cr ML McHugh**

**Seconded: Cr MA Brown**

It is recommended that:

The Audit Committee recommend to Council to receive the Compliance Audit Return 2017 as presented.

**Resolution: 04-2018.032**

**Carried: 5/0**



**MINUTES FOR AUDIT COMMITTEE MEETING  
Wednesday 04<sup>th</sup> April 2018**

New Motion

**Moved: Cr ML McHugh**

**Seconded: Cr MS Hudson**

That Standing Orders be suspended at 2:16pm to allow for the Budget Review 2017-2018 to be discussed.

**Resolution: 04-2018.033**

**Carried: 5/0**

New Motion

**Moved: Cr MS Hudson**

**Seconded: Cr GI Yates**

That Standing Orders be reinstated at 4:06pm.

**Resolution: 04-2018.034**

**Carried: 6/0**

7.2 Budget Review 2017-2018

Date of Report:	28 <sup>th</sup> March 2018
Proponent:	N/A
File Ref:	3.2.7.7
Officer:	Graham Merrick –Chief Executive Officer
Senior Officer:	N/A
Officer's Disclosure of Interest:	Nil
Attachments:	7.2 Budget Review
Voting Requirements:	<b>Absolute Majority</b>

**Introduction**

This report presents the 2017/ 2018 Budget Review for the Audit Committee's consideration and adoption.

**Background**

Financial Management Regulation 33A – Review of Budget, requires a local government to review its Annual Budget between 1 January and 31 March of any given financial year. The outcome of the review is to be submitted to Council for consideration and adoption.

**Consultation**

There are no adverse consultation implications envisaged from this report.

**Statutory Environment**

**Local Government (Financial Management) Regulations 1996 –**

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
*\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

The recommendation that follows is consistent with the legislative requirements.

### **Policy Implications**

This proposal does not contain any notable policy implications.

### **Financial Implications**

This proposal does not contain any notable financial implications.

### **Strategic Implications**

This proposal does not contain any notable strategic implications.

### **Environmental Implications**

This proposal does not contain any notable environmental implications.

### **Social Implications**

This proposal does not contain any notable social implications.

### **Officers Comment**

The budget review documents, including recommended budget amendments, are attached.

### **Committee Recommendation/ Decision**

**Moved: Cr MS Hudson**

**Seconded: Cr ML McHugh**

It is recommended that:

The Budget Review for the period ending 31<sup>st</sup> March 2018, including the proposed budget amendments, is accepted as presented.

**Resolution: 04-2018.035**

**Carried by Absolute Majority: 6/0**



**8 URGENT BUSINESS BY DECISION OF MEETING**

Nil

**9 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**10 NEXT MEETING**

As required.

**11 CLOSURE OF MEETING**

There being no further business, the Chairperson Cr FA Tarr declared the meeting closed at 4:07pm.