



Shire of Pingelly

Minutes

Audit Committee Meeting
18 April 2018

SHIRE OF PINGELLY

Minutes of the Audit Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 18 April 2018 at 11am.

Contents

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
1.1	ACKNOWLEDGEMENT OF COUNTRY	3
2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4.	PUBLIC QUESTION TIME	3
5.	APPLICATIONS FOR LEAVE OF ABSENCE	3
6.	DISCLOSURES OF INTEREST	4
7.	CONFIRMATION OF MINUTES AND REPORTS.....	4
7.1	Audit Committee Meeting – 21 February 2018.....	4
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	4
9.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	4
10.	BUSINESS	5
10.1	Regulation 17 Review December 2017.....	5
11.	CLOSURE OF MEETING	6

MEMBERS PRESENT

Cr WV Mulroney President
Cr DI Freebairn Deputy President
Cr LN Steel
Cr JM Walton-Hassell
Cr BW Hotham
Cr J McBurney
Cr P Wood

STAFF IN ATTENDANCE

Mr G Pollock Chief Executive Officer
Mr S Billingham Director Corporate & Community Services
Mr B Gibbs Director Technical Services
Mrs L Boddy Executive Assistant

APOLOGIES

Cr EJ Hodges

OBSERVERS & VISITORS

Mr Stephen Strange

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 11.05am.

1.1 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people and past and present.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Apology received from Cr EJ Hodges.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Question time commenced at 11.08am and as no questions were received question time closed at 11.08am.

5. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

6. DISCLOSURES OF INTEREST

The *Local Government Act* (Section 5.60 – 5.62) provides that it is the Councillor’s obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.

The Act provides that the interest may be declared in writing to the Chief Executive Officer prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.

The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.

A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.

None received.

7. CONFIRMATION OF MINUTES AND REPORTS

7.1 Audit Committee Meeting – 21 February 2018

Statutory Environment:

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

12395 Moved: Cr Steel

Seconded: Cr Walton-Hassell

Recommendation and Council Decision:

That the Minutes of the Audit Committee of the Shire of Pingelly held in the Council Chambers on 21 February 2018 be confirmed.

Carried 7:0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. BUSINESS

10.1 Regulation 17 Review December 2017

File Reference: ADM0074
Location: Shire of Pingelly
Applicant: Stuart Billingham, Director Corporate & Community Services
Author: Stuart Billingham, Director Corporate & Community Services
Date: 10 April 2018
Disclosure of Interest: Nil
Attachments: Regulation 17 Review December 2017 (Attachment 1 following green cover sheet)

Summary:

Submission of the Shire of Pingelly Regulation 17 Review December 2017 to Audit Committee for recommendation to Council for consideration of receiving.

Background:

Under the Local Government Audit Regulations 1996, Regulation 17, CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.
[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

The Shire of Pingelly engaged AMD Chartered Accountants to undertake the Reg 17 review on behalf of the Chief Executive Officer. The review was conducted on the 20th to 23rd of December 2017.

Comment:

The last Shire of Pingelly Regulation 17 Review was undertaken item 11.3.1 in December 2014 Ordinary Council Meeting and was due in December 2016, as it is required to be undertaken every two years.

Please refer to the separate attachment for management comments on the points raised by the Auditors.

Overall the following results were obtained

Compliance Breach	Significant Risk	Moderate Risk	Minor Risk
2	1	3	12

The two non-compliance matters previously raised in the 2016/17 Final Audit report and presented to the Audit Committee and Council.

Consultation:

Audit Committee – Shire of Pingelly
Chief Executive Officer – Shire of Pingelly
AMD Chartered Accountants

Statutory Environment:

Regulation 17 of the *Local Government (Audit) Regulations 1996* provides:

CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.
[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Policy Implications:

Policy 2.7 Risk Management.

Financial Implications:

To be considered in future budgets and Long Term Financial Plans.

Strategic Implications:

Shire of Pingelly Strategic Community Plan.

Strategy 4.5.2: Develop and maintain risk management policies and procedures.

Voting Requirements:

Simple Majority

12396 Moved: Cr Wood

Seconded: Cr McBurney

Recommendation:

That the Audit Committee recommends to Council that it receives:

- 1. the minutes of the Audit Committee dated 18 April 2018.**
- 2. the Regulation 17 Review December 2017, finding and recommendations as presented; noting no further actions are required by the Chief Executive Officer.**

COUNCIL DECISION:

That the Audit Committee recommends to Council that it receives:

- 1. the minutes of the Audit Committee dated 18 April 2018.**
- 2. the Regulation 17 Review December 2017, finding and recommendations as presented; noting further actions required by the Chief Executive Officer.**

Carried 7:0

11. CLOSURE OF MEETING

The Chairman declared the meeting closed at 11.42am.

These minutes were confirmed by Council at the Audit Committee Meeting held on

Signed.....
Presiding Person at the meeting at which the minutes were confirmed.