



Notice of Meeting and Agenda Notice of Meeting and Unconfirmed Minutes Audit Committee Meeting 26th April 2022

Shire of Dundas**Audit Committee****Delegated Duties and Responsibilities**

The following duties and responsibilities are delegated to the Audit Committee by the Council at the Ordinary Meeting of the Council held on the 29th March 2022.

1. Provide guidance and assistance to the Council in carrying out the functions of the Shire in relation to audits which includes risk management, internal controls and legislative compliance.
2. Develop and recommend to the Council an appropriate process for the selection and appointment of a person as the Shires auditor.
3. Develop and recommend to the Council a written format for the proposal to tender for the Shires audit. The proposal is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid; and
 - the method of communication to be used between the auditor and the Shire.
- 4 Recommend to the Council the person or persons to be appointed as auditor.
- 5 Liaise with the CEO to ensure that the Shire does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- 6 Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the Shire; and
 - ensure that appropriate action is taken in respect of those matters.
- 7 Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- 8 Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shires “Internal Audit and Risk Management Policy”.
- 9 Oversee the Shires Risk Management Plan and
 - support the implementation of the risk management and culture development program throughout the Shire;
 - make recommendation of the risk tolerance level for the Council to consider and adopt as appropriate;
 - bring to the attention of the Council the high to extreme identified risks and their recommended treatment;
 - establish the risk management plan which is aligned with the strategic planning process; and
 - actively promote risk management throughout the Shire.
- 10 To meet with the auditor at least once in every year in accordance with Section 7.12A(2) of the Local Government Act 1995.

Delegation reviewed and adopted without amendment at Ordinary Meeting of Council held 29th March 2022.

UNCONFIRMED MINUTES for the Audit Committee Meeting to be held in the Council Chambers at the Shire of Dundas Administration Office, 88-92 Prinsep Street Norseman on the 26th April 2022 commencing at 4:30pm.

Table of Contents

Delegated Duties and Responsibilities	2
1 Declaration of Opening.....	4
2 Declarations of Financial, Proximity and Impartiality Interests.....	4
3 Records of Attendance / Officers / Apologies	4
4 Confirmation of Minutes of Previous Meeting	4
5 Reports of Officers	4
5.1 - Acceptance of Audit Report and the Draft Annual Financial Report 2020/21	5
6 Next Meeting	6
7 Closure of Meeting	6

1 Declaration of Opening 4:35

The Chairperson welcomed all those in attendance and declared the meeting open at

2 Declarations of Financial, Proximity and Impartiality Interests

Nil

3 Records of Attendance / Officers / Apologies***Present:***

Cr L Bonza	Shire President
Cr R Patupis	Deputy Shire President
Cr P Hogan	
Cr S Warner	
Cr J Maloney	

P Fitchat	Chief Executive Officer
P Turner	Manager Community and Corporate Services
C Stewart	Senior Administration Officer
L Samadi	Information and Technology Officer
T Browning	Moore-Australia

Apologies:

V Wyatt	Councillor
K Crawford	Executive Assistant
R Hall	Butler Settineri
L Wong	Office of the Auditor General for WA

4 Confirmation of Minutes of Previous Meeting**Recommendation**

That the minutes of the Audit Committee meeting held on 29th March 2022 be confirmed as a true and accurate record.

Moved: Cr. Warner
Seconded: Cr. Hogan

Resolution

That the minutes of the Audit Committee meeting held on 29th March 2022 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 5 Against 0

5 Reports of Officers

Agenda Reference & Subject	
5.1 - Acceptance of Audit Report and the Draft Annual Financial Report 2020/21	
Location / Address	88-92 Prinsep Street, Norseman
File Reference	FM./AD. 20/21
Author	Chief Executive Officer – Peter Fitchat
Date of Report	14 April 2022
Disclosure of Interest	Nil

Summary

For the Audit Committee to review the Audit Report and the Annual Financial Report for the year ended 30th June 2021 together with the CEO's comments on the draft Management Report, recommending to Council the actions identified as part of this review.

Background

On the inside cover sheet to this agenda is the list of duties and responsibilities that Council has delegated to the Audit Committee. In particular, items 6 and 7 are relevant to this meeting.

Statutory Environment

Items 6 and 7 of the Delegated Duties and Responsibilities as well as *Section 7.12A(2) of the Local Government Act 1995*.

In accordance with delegation numbers 6 and 7 the Audit Committee is to review the Auditor's Report and the CEO's comments on the Draft Management Report and present the Audit Report with the draft Annual Financial Report to Council prior to the end of the next financial year.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Butler Settineri (Audit) Pty Ltd
Chief Executive Officer

Comment

Butler Settineri Pty Ltd has presented the Annual Audit Completion report given in the papers relating for the 2020/21 financial year. The draft audit report, the draft management report and the draft audited financial report are also included in papers relating.

Voting Requirements

Simple Majority

Officer Recommendation

That the Audit Committee recommend to Council that:

1. The audited Annual Financial Report for the Year Ended 30th June 2021 be received.
2. The Independent Auditor's Report for the Year Ended 30th June 2021 be received.
3. The Audit Management Letter be received.

Moved: Cr. Warner

Seconded: Cr. Hogan

Resolution

That the Audit Committee recommend to Council that:

4. The audited Annual Financial Report for the Year Ended 30th June 2021 be received.
5. The Independent Auditor's Report for the Year Ended 30th June 2021 be received.
6. The Audit Management Letter be received.

Carried by: Simple Majority For: 5 Against 0

6 Next Meeting

The next meeting of the Audit Committee will be called as required.

7 Closure of Meeting 4:42 PM

There being no further matters for discussion the Chairperson closed the meeting at