



MINUTES

14th December 2020

AUDIT MEETING

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Please note this agenda contains recommendations which have not yet been adopted by Council.

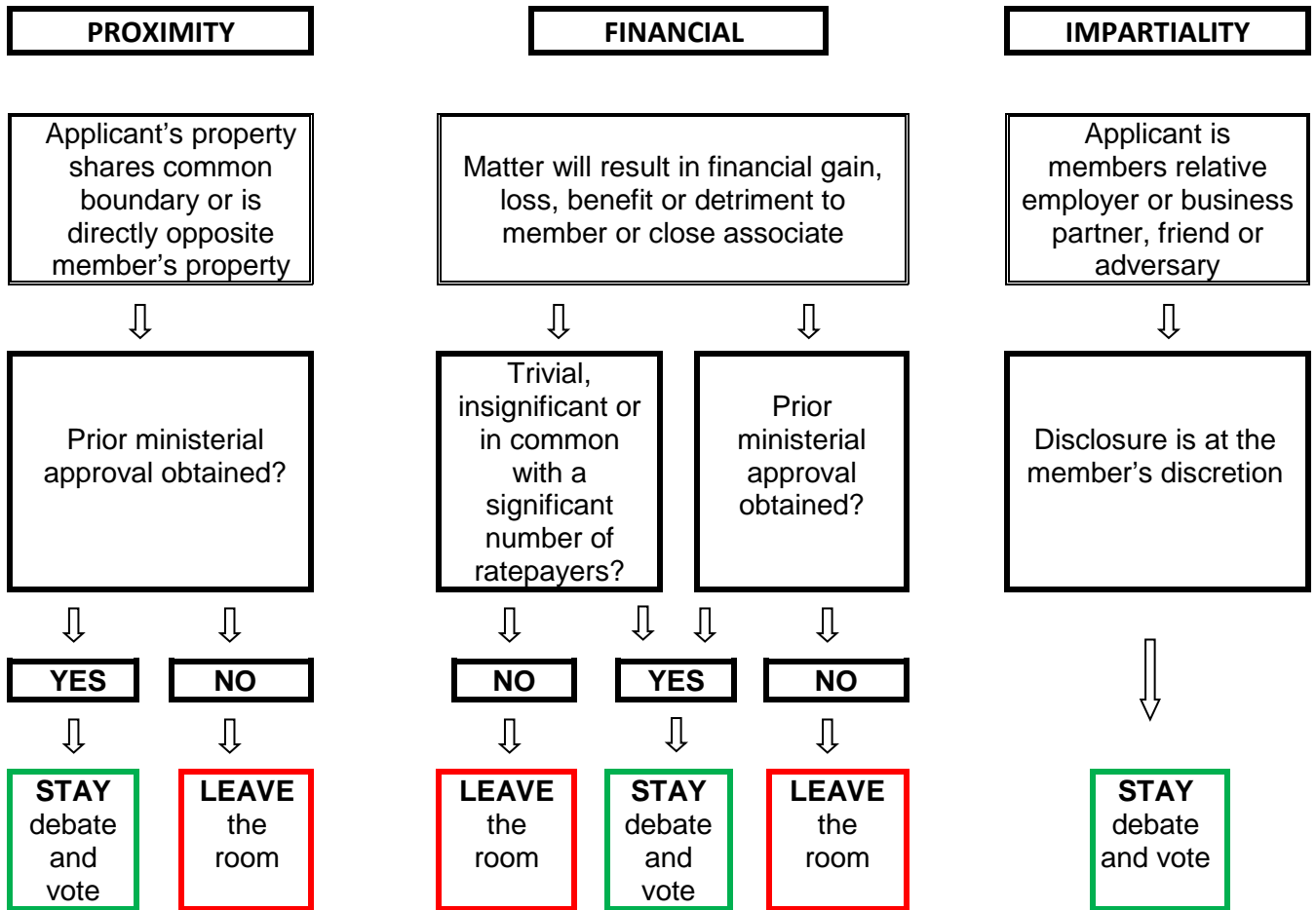
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John McCleary, JP
CHIEF EXECUTIVE OFFICER

* Declaring an Interest



Local Government Act 1995 - Extract

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

(2) It is a defense to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

(a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply).

'Local Government (Administration) Regulations 1996 – Extract

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

"Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.



SHIRE OF UPPER GASCOYNE
MINUTES FOR THE AUDIT MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION SHIRE
OFFICES ON MONDAY THE 14th of DECEMBER 2020 9:30AM

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**SHIRE OF UPPER GASCOYNE
MINUTES FOR THE AUDIT MEETING OF COUNCIL HELD AT GASCOYNE JUNCTION SHIRE
OFFICES ON MONDAY THE 14th of DECEMBER 2020 9:30AM**

The meeting was held electronically with all participants dialling into via teleconference.

1. DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS

The President welcomed those present and declared the meeting open at 9.30am

2. APOLOGIES AND APPROVED LEAVE OF ABSENCE

2.1 Councillors

Cr D. Hammarquist OAM JP	Shire President
Cr A. McKeough	Councillor
Cr B. Walker	Councillor

Staff

John McCleary JP	Chief Executive Officer
Sa Toomalatai	Manager of Finance and Corporate Services

Visitors

Mahmoud Salahat	Assistant Direct, Office of the Auditor General
Wen-Shien Chai	Partner, Moore Australia Audit (WA)
Gilles Chan	Manager, Moore Australia Audit (WA)
Travis Bate	RSM (Shire contract accountants)

2.2 Absentees

Nil

2.3 Leave of Absence previously approved

Nil

3. APPLICATION FOR LEAVE OF ABSENCE

Nil

4. PUBLIC QUESTION TIME

4.1 Questions on Notice

Nil

4.2 Questions without Notice

Nil

5. DISCLOSURE OF INTEREST

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. ANNOUNCEMENTS BY THE PERSON PRESCIDING WITHOUT DISCUSSION

Nil

8. MATTERS FOR WHICH THE MEETING MAY GO BEHIND CLOSED DOORS

Nil

9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

MOVED: CR B. WALKER

SECONDED: CR A. MCKEOUGH

That the minutes from previous Audit Meeting held on 24th June 2020 are a true and correct record.

CARRIED: 3/0

10. REPORTS OF OFFICERS

The Auditors and the OAG discussed the outcome of the Audit with the Audit Committee and reported that the Shire was given a “Clean Audit”. The biggest issue the Shire faced was with the Operating Surplus Ratio and Own Source Revenue ratio; however, they did agree that these are skewed because of the Flood Damage income and expenditure.

10.1 EXIT MEETING WITH OFFICE OF THE AUDITOR GENERAL – AUDIT CONCLUDING YEAR ENDING 30 JUNE 2020

Applicant:	Shire of Upper Gascoyne
Disclosure of Interest:	None
Author:	Sa Toomalatai – Manager of Finance & Corporate Services
Date:	7 th December 2020
Matters for Consideration:	<p>To conduct an exit meeting via teleconference with Assistant Director Mamoud Salahat from the Office of the Auditor General (OAG), Wen-Shien Chai (Chai) and Gilles Chan from Moore Australia (WA) and members of the Shire’s Audit Committee.</p> <p>To review and discuss the:</p> <ul style="list-style-type: none">• Moore Australia Audit Concluding Memorandum for the Year ended 30 June 2020 as contained in Appendix 1.• OAG’s Independent Auditors Report to the Shire Council as contained in Appendix 2.• Moore Australia’s Independent Auditors Report to the OAG as contained in Appendix 3.• Final Draft 2019/2020 Annual Financial Report as contained in Appendix 4.

Background:	<p>The Auditor General has reviewed the findings of the Shire's 2019/20 End of Year Audit and the draft Annual Financial Report, and have provided an Independent Auditors Report as is required under the relevant provisions of the Local Government Act 1995.</p> <p>Prior to finalising the annual audit process, the OAG conduct a concluding (Exit) audit meeting with the Shire's Audit Committee. This provides an opportunity to present an overview of their findings and receive feedback.</p>				
Comments:	<p>The Audit Concluding Memorandum, Independent Auditors Reports and 2019/20 Draft Annual Financial Report is now presented to the Audit Committee for their information.</p>				
Statutory Environment:	<p>Local Government Act 1995 – Division 3 – Conduct of Audit Local Government (Financial Management) Regulations 1996, Part 4, section 6.4</p>				
Policy Implications:	<p>Nil</p>				
Financial Implications:	<p>Nil</p>				
Strategic Implications:	<p>Civic Leadership – To responsibly manage Council's financial resources to ensure optimum value for money and sustainable asset management.</p>				
Risk:					
Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not meeting Statutory Compliance	Rare (1)	Moderate (3)	Low (1-4)	Failure to meet Statutory, Regulatory or Compliance Requirements	Accept Officer Recommendation

Consultation:	Nil
Voting requirement:	Simple Majority
Officer's Recommendation:	<p><i>That the Audit Committee</i></p> <ol style="list-style-type: none"> 1. <i>Receive the Audit Concluding Memorandum for the year ended 30 June 2020 as contained in Appendix 1.</i> 2. <i>Receive the draft Auditors Independent and Management Report for the year ended 30 June 2020 as contained in Appendix 2 and 3.</i> 3. <i>Recommends that the signed and finalised copies of the 2019/2020 Annual Financial Report, including the Independent Auditors Report be referred to the next Audit Committee Meeting to be held on the 17th December 2020.</i>

Council Resolution No: AC01122020

MOVED:	CR B. WALKER	SECONED:	CR A. MCKEOUGH
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That the Audit Committee

1. Receive the Audit Concluding Memorandum for the year ended 30 June 2020 as contained in [Appendix 1](#).
2. Receive the draft Auditors Independent and Management Report for the year ended 30 June 2020 as contained in [Appendix 2 and 3](#).
3. Recommends that the signed and finalised copies of the 2019/2020 Annual Financial Report, including the Independent Auditors Report be referred to the next Audit Committee Meeting to be held on the 17th December 2020.

CARRIED: 3/0

11. MEETING CLOSURE

The Shire President closed the meeting at 9.55am.

To be confirmed at the Audit Meeting on the 17th December 2020.

Signed.....*DR Hammarquist CAM JP.*.....

Presiding member at the meeting at which time the minutes were confirmed.