

SHIRE OF PEPPERMINT GROVE



AUDIT COMMITTEE

MINUTES

HELD ON THE

20 DECEMBER 2011

5:00 PM

Shire of Peppermint Grove

TABLE OF CONTENTS

MINUTES

20 December 2011

ITEM	SUBJECT HEADING	PAGE
	NOTICE OF MEETING	
1.	DECLARATION OF OFFICIAL OPENING	3
2.	RECORDING OF ATTENDANCE, APOLOGIES	3
	2.1 ATTENDANCE	3
	2.2 APOLOGIES	3
3.	DELEGATIONS	3
	3.1 DELEGATIONS	3
4.	CONFIRMATION OF MINUTES	4
	4.1 AUDIT COMMITTEE MEETING (10 DECEMBER 2010)	4
5.	OFFICER REPORTS	5
	5.1 AUDIT REPORT	3
	5.2 AUDIT COMMITTEE CHARTER	6
6.	CLOSURE	11



Shire of Peppermint Grove

MINUTES

Minutes of the **Shire of Peppermint Grove** Audit Committee Meeting of Council held at 1 Leake Street, Peppermint Grove, Council Chambers on **Tuesday 20 December 2011** commencing at 5.00pm.

1. DECLARATION OF OFFICIAL OPENING

The Presiding Member declared the meeting open at 5.00pm.

2. RECORDING OF ATTENDANCE, APOLOGIES

2.1 ATTENDANCE

Shire President	Cr R Thomas
Councillor	Cr C Hohnen
Councillor	Cr C Wittenoom

Manager Corporate Services	Mr J Roberts
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2.2 APOLOGIES

Councillor	Cr S Fleay
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3. DELEGATIONS

3.1 DELEGATIONS

Mr David Tomasi from UHY Haines Norton

4. CONFIRMATION OF MINUTES

4.1 AUDIT COMMITTEE MEETING (10 DECEMBER 2010)

Recommendation

That the Minutes of the Audit Committee meeting held on 10 December 2010 be confirmed as a true and accurate record of proceedings.

Motion

Moved Cr Hohnen, Seconded Cr Thomas

CARRIED UNANIMOUSLY

That the Minutes of the Audit Committee meeting held on 10 December 2010 be confirmed as a true and accurate record of proceedings.

5. OFFICER REPORTS

5.1 AUDIT REPORT

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – Item 5.1 refers	Financial Report 30 June 2011
Attachment 2 – Item 5.1 refers	Management Report 30 June 2011
Attachment 3 – Item 5.1 refers	Audit Report 30 June 2011

Voting Requirement	:	Simple Majority
Subject Index	:	AUDIT REPORT
Location / Property Index	:	Nil
Application Index	:	N/A
TPS No 3 Zoning	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	10 December 2010
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	John Roberts, Manager Corporate Services

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is to adopt the Audit Report for the 2010 – 2011 financial year.

SUMMARY AND KEY ISSUES

The Audit Report and Management Report are presented for committee review.

LOCATION

N/A

BACKGROUND

The Shire of Peppermint Grove is required to meet with its auditor at least once in every year to examine the report of the auditor and determine if any matters raised require action to be taken.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no Policy implications evident at this time.

STATUTORY IMPLICATIONS

The Shire of Peppermint Grove is required to meet with its auditor at least once in every year to examine the report of the auditor and determine if any matters raised require action to be taken.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The Audit Report and Management Report will be presented to the Audit Committee and the committee will have the opportunity to discuss the report with the Shire's Auditors who will be present at the meeting.

OFFICER RECOMMENDATION

THAT the Audit report for the financial year ending 30 June 2011 be received and adopted.

Motion

Moved Cr Hohnen, Seconded Cr Wittenoom

CARRIED UNANIMOUSLY

THAT the Audit report for the financial year ending 30 June 2011 be received and adopted.

5.2 AUDIT COMMITTEE - CHARTER

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 4 – Item 5.2 refers	Charter for Audit Committee

Voting Requirement	:	Simple Majority
Subject Index	:	AUD 4 AUDIT COMMITTEE
Location / Property Index	:	Nil
Application Index	:	N/A
TPS No 3 Zoning	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	John Roberts, Manager Corporate Services

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
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PURPOSE OF REPORT

The purpose of this report is to present a Charter for the Shire of Peppermint Grove's Audit Committee.

SUMMARY AND KEY ISSUES

A Charter for the Audit Committee is presented for committee review.

LOCATION

N/A

BACKGROUND

The Shire of Peppermint Grove is required under the Local Government Act 1995 to establish and maintain an audit committee. The audit committee is to provide an independent oversight of the financial systems of a local government on behalf of Council. Historically the Shire's audit committee has met once a year to meet with the auditor to discuss the annual audit report. It is important that the role of the committee is developed to meet on a more regular basis, and to expand its function to include governance, compliance and risk. The Charter for the Audit Committee is provided as a terms of reference for the roles and responsibilities of the committee.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no Policy implications evident at this time.

STATUTORY IMPLICATIONS

The Shire of Peppermint Grove is required to establish an audit committee and to meet with its auditor at least once in every year to examine the report of the auditor and determine if any matters raised require action to be taken. (LGA Part 7 & LG (Audit) Regulations 1996).

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The Charter of the Audit Committee is presented to the audit committee to be recommended as terms of reference for a broader scope of the Committee..

OFFICER RECOMMENDATION

THAT:

- a) The Charter for the Audit Committee be received and adopted;
- b) Audit committee meetings are held on a quarterly basis.

Motion

Moved Cr Thomas, Seconded Cr Hohnen

CARRIED UNANIMOUSLY

THAT:

- a) The Charter for the Audit Committee be received and adopted;**
- b) Audit committee meetings are held on a quarterly basis.**

6. CLOSURE

There being no further business the meeting closed at 5.30pm.

Presiding Member

Date