



MINUTES

AUDIT COMMITTEE

28 JULY 2020



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Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.



SHIRE OF WAGIN

Minutes for the Audit Committee meeting held in the Council Chambers, Wagin on
Tuesday 28 July 2020 commencing at 6pm

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1. OFFICIAL OPENING

The Presiding Member, Cr Phil Blight opened the meeting at 6:04pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phillip Blight
Cr Greg Ball
Cr Bronwyn Hegarty
Cr Bryan Kilpatrick
Bill Atkinson
Brian Roderick
Tegan Hall
Emily Edwards

Shire President
Deputy Shire President

Acting Chief Executive Officer
Deputy Chief Executive Officer
Manager of Finance
Executive Assistant

2.2 APOLOGIES

Cr Jason Reed

3. PUBLIC FORUM

Council conducts open Council Meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the purpose of their address as precisely as possible. A minimum of 15 minutes is allocated for public forum. The length of time an individual can speak will be determined at the President's discretion.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

6. CONFIRMATION OF PREVIOUS MEETING MINUTES



6.1 MINUTES FROM THE AUDIT COMMITTEE MEETING HELD 23 JUNE 2020

COUNCIL DECISION

Moved Cr B S Hegarty

Seconded Cr G R Ball

That the minutes of the Audit Committee meeting held on Thursday 18 June 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 4/0

7. CORRESPONDENCE AND REPORTS

7.1 ACTING CHIEF EXECUTIVE OFFICER

7.1.1. CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE IMPROVEMENT TIMELINE REPORT

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	20 July 2020
PREVIOUS REPORT(S):	<i>6.1 Audit Regulation 17 – Risk Management Review and Financial Management Review – 18 June 2020</i>
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.AD.1
ATTACHMENTS:	CEO Reg 17 & Financial Management Review Compliance Improvement Timeline Report

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the CEO Regulation 17 and Financial Management Review Compliance Improvement Timeline Report be endorsed.

Carried 0/0



OFFICER RECOMMENDATION

Moved Cr B L Kilpatrick

Seconded Cr G R Ball

That the CEO Regulation 17 and Financial Management Review Compliance Improvement Timeline Report be endorsed, as amended.

Carried 4/0

Reason for Difference – The Committee made changes to the report on realistic completion timeframe of projects.

BRIEF SUMMARY

The CEO Regulation 17 and Financial Management Review Compliance Timeline document be endorsed.

BACKGROUND/COMMENT

Accounting and audit firm, Moore Stephens were engaged to undertake both the Regulation 17 - Risk Management, Legislative Compliance and Internal Controls Review and the Financial Management Review. The reviews have been undertaken simultaneously and the results are contained in a single report which was presented to the Audit Committee in June.

There was a significant number of matters identified and raised requiring attention and improvement. Some of these matters are of non-compliance and some of the matters relate to procedure and process.

The Committee and Council adopted the reports however the Audit Committee requested the following:

COMMITTEE RECOMMENDATION

Moved: Cr. G R Ball

Seconded: Cr. J P Reed

That a report of compliance and Improvement timelines be presented to the Audit Committee prior to the July Ordinary meeting of Council.

Carried 5/0

The Compliance Project Officer has put together a comprehensive compliance improvement report. The document has been reviewed by senior staff, with each compliance improvement task assigned to an officer with an appropriate and achievable due date.

The report will be updated over the next seven months and it can be re-presented to future Audit Committee meetings for the Committee to review progress.

CONSULTATION/COMMUNICATION

Shire of Wagin Senior Staff

STATUTORY/LEGAL IMPLICATIONS

- Local Government Act 1995
- Local Government (Financial Management) Regulation (“FM Reg”) 5(2)(c)
- Local Government (Audit) Regulations 1996



POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

8. GENERAL BUSINESS

9. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6:22pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 28 July 2020

Signed:

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Presiding Elected Member

Date:

15 February 2021
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