

SHIRE OF KOJONUP



Audit Committee Agenda

2 August 2016

TO: AUDIT COMMITTEE MEMBERS

NOTICE is given that a meeting of the Audit Committee will be held in the Reception Lounge, Shire Administration Building, 93 Albany Highway, Kojonup on Tuesday, 2 August 2016 commencing at 9:00am.

Your attendance is respectfully requested.

A handwritten signature in blue ink, appearing to read "Rick Mitchell-Collins", is positioned above the printed name and title.

RICK MITCHELL-COLLINS
CHIEF EXECUTIVE OFFICER

1 August 2016

SHIRE OF KOJONUP**AGENDA FOR THE AUDIT COMMITTEE MEETING
TO BE HELD ON 2 AUGUST 2016****TABLE OF CONTENTS**

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A G E N D A

1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Presiding Member declared the meeting opened at am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 **ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

Members

Cr Jill Mathwin (Presiding Member)

Cr Judith Warland

Cr Ian Pedler

Cr Ned Radford

Mr Roger House

Staff (Observers)

Mr Anthony Middleton Manager of Corporate Services

Mrs Heather Marland Senior Finance Officer

APOLOGIES

3 **PUBLIC QUESTION TIME**

4 **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

5 **APPLICATIONS FOR LEAVE OF ABSENCE**

6 **CONFIRMATION OF MINUTES**

AUDIT COMMITTEE MEETING held 3 May 2016

AUDIT COMMITTEE DECISION

/16 Moved , seconded that the Minutes of the Audit Committee Meeting held on 3 May 2016 be confirmed as a true record.

CARRIED/LOST /

7 DECLARATIONS OF INTEREST

8 VISITORS/GUESTS

Marina Murray, Senior Horticultural Officer will be in attendance to discuss cost savings measures in her operational areas and to field questions from Committee members.

9 AUDIT COMMITTEE TIMETABLE

As a guide and subject to availability, each Audit Committee agenda for each quarter will contain the following (**list to be expanded at the suggestion of members**):

1st Quarter (January – March)

- Committee Status Report
- Compliance Audit Return
- Review of Risk Registers

2nd Quarter (April – June)

- Committee Status Report
- Review of Risk Registers
- Fees & Charges Review
- Business Continuity Plan Review
- Leave Provision Adequacy

3rd Quarter (July – September)

- Committee Status Report
- Interim Audit Report
- Financial Management Review (each 4 years – 2014, 2018...)
- Review of Risk Registers

4th Quarter (October – December)

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Risk, Legal Compliance & Internal Controls review (each 2 years – 2014, 2016...)
- Review of Risk Registers

OFFICER COMMENT

The above list will remain at the commencement of each Committee Agenda to act as a timetable and enable members to add to the items to be considered.

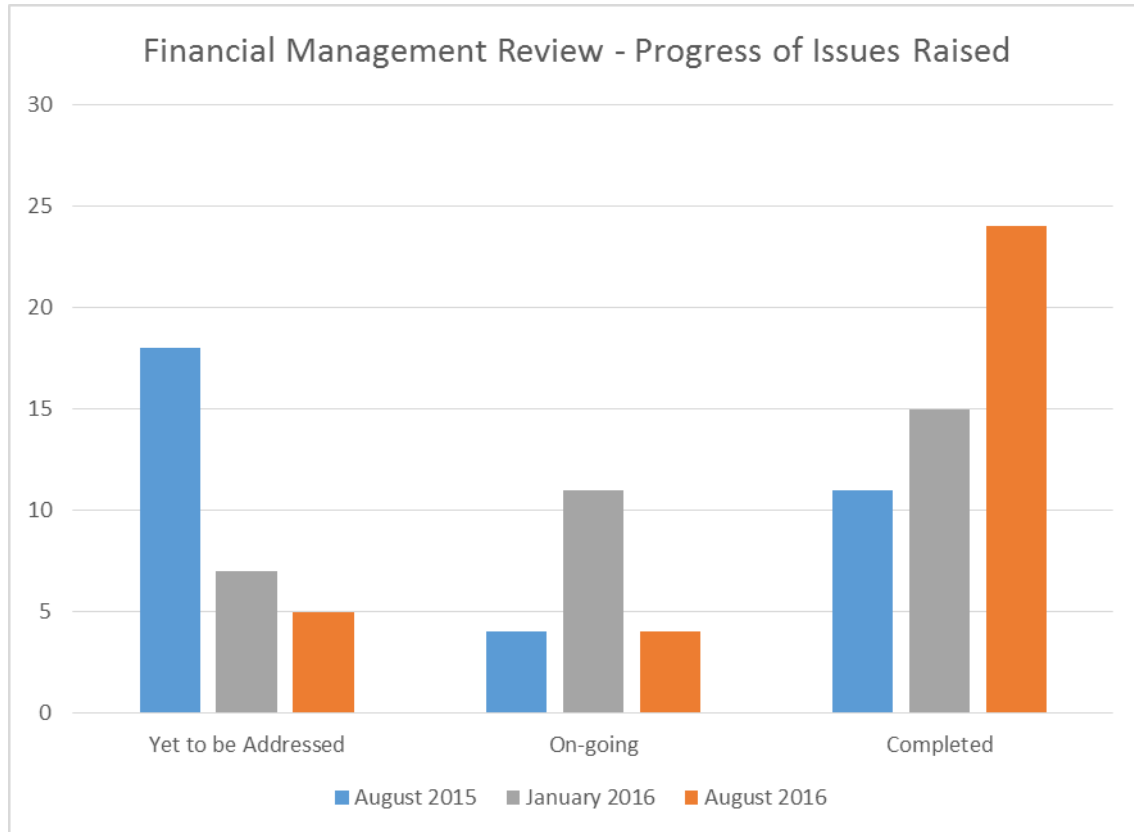
For noting only (or additions).

10 REPORTS**10.1 STATUS REPORTS****10.1.1 COMMITTEE STATUS REPORT**

Date	Item Number & Title	Issue	Response	Status
16 September 2014	9.3 Fuel Cards	That fuel cards be considered whilst compiling the credit card policy.	Credit Card Policy has been adopted by the Council. Further investigation required into Fuel cards.	Ongoing
16 September 2014	11. Committee Membership	To investigate inclusion of an additional community member onto the audit committee (6th Member).	To be considered by the Committee and/or Council	Ongoing
4 August 2015	9.1 Audit Contract	Any new audit contract should include major project, roads to recovery and Springhaven Lodge acquittals	Tender completed – Committee recommendation has been to Council and was adopted.	Completed
4 August 2015	9.1 Tendering & Performance Audits	The Committee queried the selection criteria used in tenders and requested that a Draft Council Policy be brought to a future Committee meeting		Ongoing
3 May 2016	10.3. Leave Entitlements & Provisions	A new or revised Council Policy be developed setting the Employee Leave reserve minimum balance equal to: <ul style="list-style-type: none"> • The EBA sick leave liability (clause 29); and • The ‘current’ portion of long service leave liability; To be implemented over four financial years to lessen the financial impact	Draft policy to be formulated for the Committee’s consideration.	Ongoing

10.1.2 FINANCIAL MANAGEMENT REVIEW 2015 STATUS REPORT

A full copy of the Financial Management Review has previously been circulated and is available for Committee members if required. The review raised thirty three (33) matters and the status of their implementation is as follows:

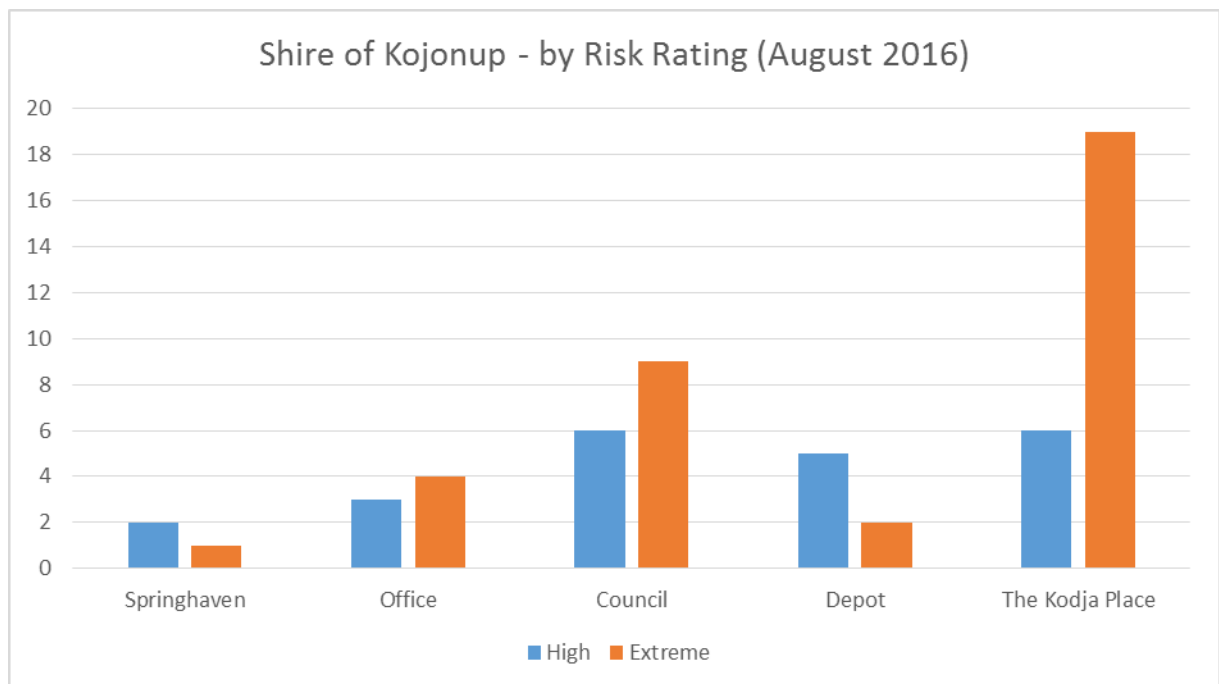
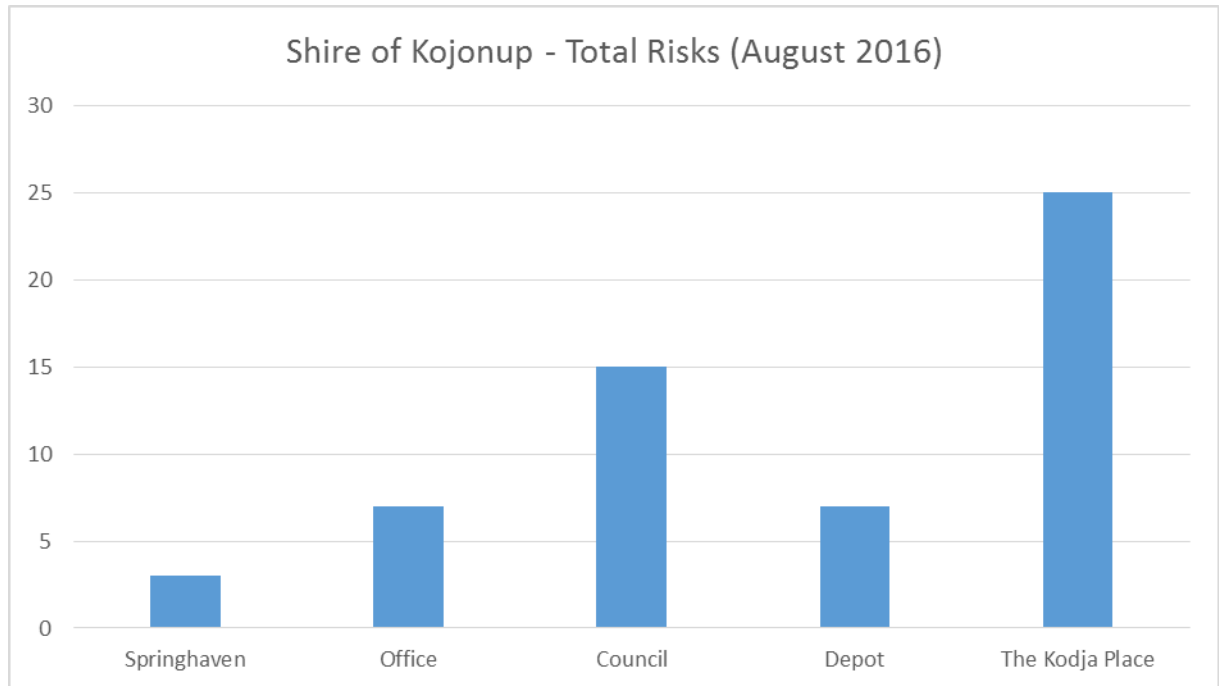


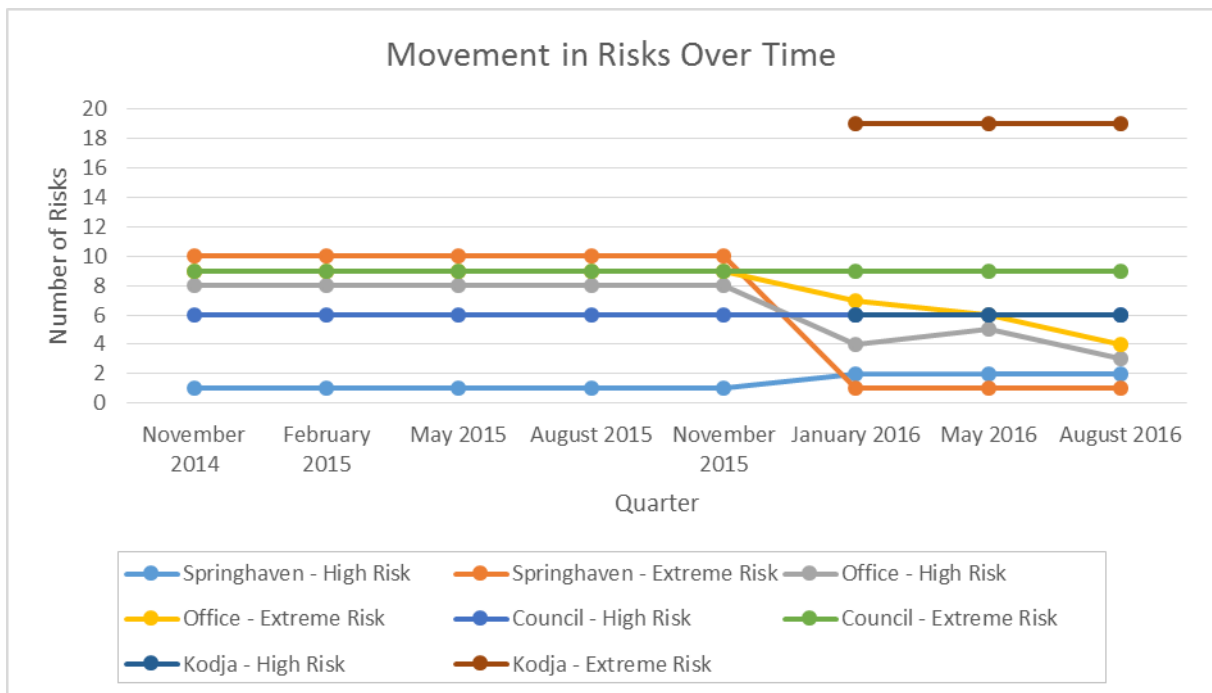
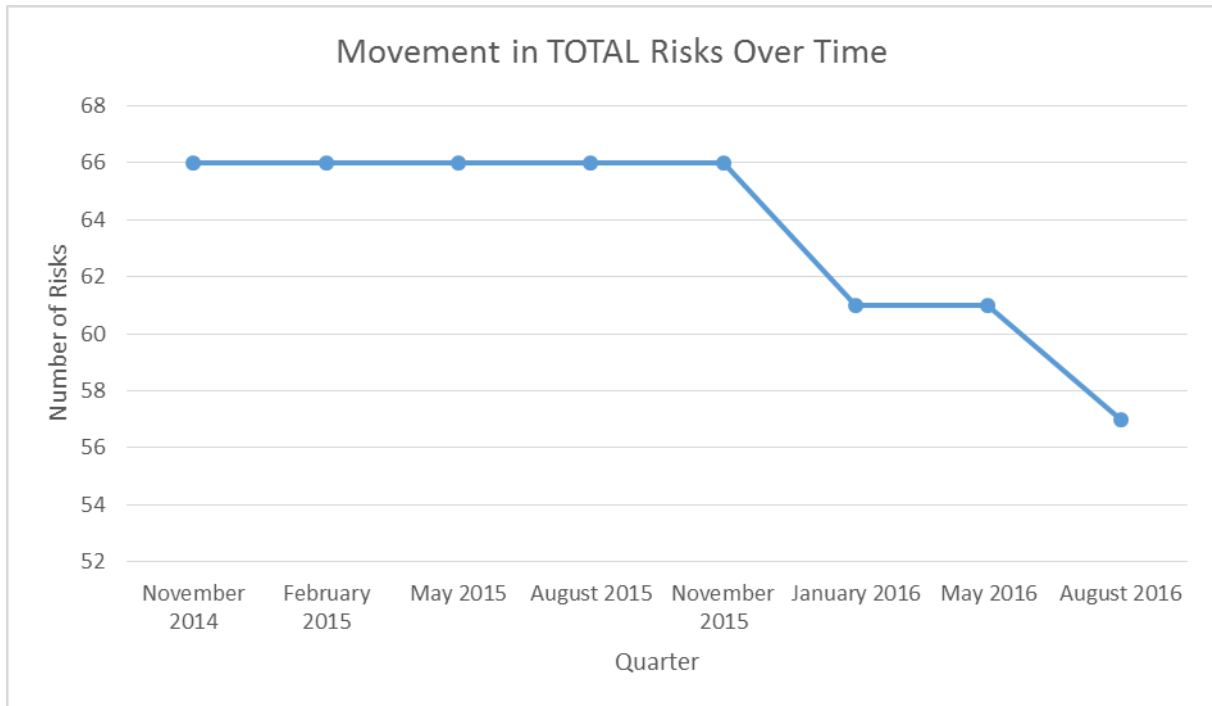
10.1.3 RISK REGISTER

The Risk Management Plan and associated risk registers was adopted by the Council on 16 September 2014. It is therefore appropriate that the Audit Committee consider the major risks in each area and progress made towards minimising them, each quarter. Areas of concern can then be reported to the Council, through the Committee.

Currently office staff are reviewing one risk each fortnight at their staff meeting.

A summary of the risk registers are as follows:





11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS

(of an urgent nature, introduced by a decision of the meeting).

13 NEXT MEETING

The next ordinary meeting is scheduled for Tuesday, 1 November 2016 at 9:00am.

A meeting will need to be held toward the end of September following receipt of the Audit Report for the financial year 2015/2016.

The Manager Corporate Services would like to discuss the scheduling of meetings with a view of amending to better suit work flows and the committee's legislative responsibilities.

14 CLOSURE

There being no further business to discuss, the Presiding Member, Cr Mathwin, thanked themembers for their attendance and declared the meeting closed at am.

15 ATTACHMENTS (SEPARATE)

Nil