



SHIRE OF YORK

**MINUTES OF THE
AUDIT COMMITTEE MEETING
HELD ON 14 SEPTEMBER, 2015
COMMENCING AT 3:29pm
IN THE COUNCIL CHAMBERS,
YORK TOWN HALL**

SHIRE OF YORK
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SHIRE OF YORK

MINUTES OF THE AUDIT COMMITTEE HELD ON 14 SEPTEMBER 2015,
COMMENCING AT 3:29AM IN THE COUNCIL CHAMBERS, YORK.

1. OPENING

The Chief Executive Officer opened the meeting in order to allow for the election of the presiding member and deputy.

2. ELECTION OF PRESIDING MEMBER

The Audit Committee elected Cr Matthew Reid unopposed as the Presiding Member as per the Local Government Act Section 5.12 "Election of presiding members and deputies" which states:

The Local Government Act Section 5.12 "Election of presiding members and deputies" states:

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —

- (a) to "office" were references to "office of presiding member";
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members".

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —

- (a) to "office" were references to "office of deputy presiding member";
- (b) to "council" were references to "committee";
- (c) to "councillors" were references to "committee members"; and
- (d) to "mayor or president" were references to "presiding member".

Under Schedule 2.3 Division 1 the CEO acts as presiding officer at the meeting until the election of the presiding member. Nominations for position of Presiding Member are to be in writing to the CEO prior to the meeting or during the meeting prior to the election for the position taking place. Where a councillor has been nominated by another Councillor they must indicate either verbally or in writing that they are willing to accept the nomination.

3. ELECTION OF DEPUTY PRESIDING MEMBER

The Audit Committee elected Cr Denese Smythe unopposed as the Deputy Presiding Member.

4. ANNOUNCEMENT OF ANY DECLARED FINANCIAL INTERESTS

Nil

5. ATTENDANCE

- MEMBERS
Cr Reid, Cr Smythe, Cr Wallace
- MENTORING/MONITORING PANEL
J Law, K Chapel
- STAFF
G Simpson, T Bateman, M Dacombe
- VISITORS
Macri Partners Auditors; Mr Macri, Mr Gudka, Mr Menon
- APOLOGIES
Cr Pat Hooper

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- MINUTES OF AUDIT COMMITTEE MEETING HELD 18 MARCH 2015

Recommendation

Moved: Cr Smythe

Seconded: Cr Wallace

That the minutes of the Audit Committee meeting held on 18 March 2015, as circulated, be accepted as a true and correct record.

Carried (3/0)

7. RECEIVE AND DISCUSS THE INTERIM AUDIT MANAGEMENT LETTER

Council's auditors Macri Partners completed an interim audit of the Shire's accounts for the 2014/15 financial year earlier this year and provided an interim report. As part of the process they sought staff comment to their findings and presented a letter that included their findings/recommendations and the staff response.

The Shire President requested Mr Macri to walk the Audit Committee through their findings as reported in the Interim Audit Management Letter.

Mr Macri made comment that a number of the matters raised were minor procedural matters which have been addressed by changing the procedures and practices to comply with the Auditor's suggestions. However, Mr Macri highlighted that an area of concern surrounded the Purchasing and Payments procedures. As a result, Council's Purchasing Policy will be included in the upcoming review and amendments be made as identified.

Recommendation

Moved: Cr Wallace

Seconded: Cr Smythe

That the Audit Committee accept the Interim Audit Management Letter.

Carried (3/0)

Recommendation

Moved: Cr Wallace

Seconded: Cr Smythe

That the Audit Committee make recommendation to Council that Council receive the Interim Audit Management Letter.

Carried (3/0)

8. DISCUSSION ALLOWED BY PERMISSION OF PRESIDING MEMBER

Nil

9. NEXT MEETING

The Final Audit report is expected to be received early November.

Recommendation

Moved: Cr Smythe

Seconded: Cr Wallace

That the Audit Committee convene a meeting within one month of receiving the Final Audit Report.

Carried (3/0)

10. CLOSURE

The meeting was declared closed at 4.16pm.

The minutes were confirmed by the Audit Committee as a true and accurate record at the Audit Committee Meeting held on 14 September 2015.

SHIRE PRESIDENT