



Shire of
Katanning
Heart of the Great Southern

**MINUTES OF AN
AUDIT AND RISK COMMITTEE MEETING**

Minutes of the Shire of Katanning Audit & Risk Committee
held on Monday 12 February 2018, in the
Shire Administration Meeting Room.

1. DECLARATION OF OPENING

The meeting was declared open at 4:30pm.

2. RECORD OF ATTENDANCE

Present

Members:

Cr Liz Guidera - Shire President
Cr John Goodheart - Deputy Shire President
Cr Owen Boxall
Cr Serena Sandwell
Cr Martin van Koldenhoven
Cr Kristy D'Aprile

Council Officers:

Julian Murphy, Chief Executive Officer
Lisa Hannagan, Executive Manager Finance & Administration
Elizabeth French, Manager of Finance

Guests:

David Tomasi, Partner Moore Stephens Perth

Apologies:

Cr Danny McGrath
Cr Alep Mydie
Cr Ernie Menghini

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Audit and Risk Committee Meeting – 20 December 2017

(SEE ATTACHED MINUTES)

MOVED: CR SERENA SANDWELL

SECONDED: CR OWEN BOXALL

ARC1/18 That the minutes of the Audit & Risk Committee Meeting held on Wednesday 20 December 2017 be confirmed as a true record of proceedings.

Voting Requirement: Simple Majority

CARRIED: 6/0

4. REPORTS

4.1 Compliance Audit Return 2017

(ATTACHMENT)

File Ref: CV.CM.2

Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration

Date Report Prepared: 7 February 2018

Issue:

To consider the Compliance Audit Return for the period 1 January 2017 to 31 December 2017.

Body/Background:

In accordance with the Local Government (Audit) Regulations 1996, Council is required to conduct a compliance audit for the period 1 January 2017 to 31 December 2017 against the requirements of the Compliance Audit Return.

The completed Compliance Audit Return is required to be presented to the Audit (Finance & Risk) Committee for consideration before being submitted to Council for adoption.

Following Council adoption, the Compliance Audit Return is to be submitted to the Director General of the Department of Local Government prior to 31 March 2018.

Officer's Comment:

The Compliance Audit Return has been completed and two issues of non-compliance were identified and reported relating to an officer not completing an Annual Return by the due date and the Shire's Audit Report not being submitted to the Department by 31 December 2017.

The late completion of the Annual Return was due to process (the documents were not issued to the officer) and an improved process has been established to ensure future compliance.

The delay in submitting the Shire's Audit Report to the Department by 31 December 2017 was the result of several issues that have been identified and addressed. Management of the process, by more rigorous internal planning and adherence to a formal timeline, will ensure future compliance.

Statutory Environment:

Local Government (Audit) Regulations 1996, Regulations 13, 14 and 15.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Committee Motion:

MOVED: CR MARTIN VAN KOLDENHOVEN

SECONDED: CR JOHN GOODHEART

ARC2/18 That the Audit (Finance & Risk) Committee note receipt of the 2017 Compliance Audit Return and recommends to Council that the Compliance Audit Return be adopted as amended.

Voting Requirement: Simple Majority

CARRIED: 6/0

David Tomasi, Partner Moore Stephens Perth joined the meeting by telephone at 5.02pm.

4.2 **Shire of Katanning Audit Report, Management Letter and
Draft Annual Report 2016/17**
(ATTACHMENT)

File Ref: AC.02.0019
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 29 January 2018

Issue:

For the Audit (Finance & Risk) Committee to consider the Shire of Katanning Audit Report, Management Letter and Draft Annual Report for the 2016/17 financial year.

Body/Background:

The Audit (Finance & Risk) Committee is required to consider the Audit Report and Management Letter prior to recommending adoption by Council.

A Council resolution adopting the Shire of Katanning Annual Report 2016/17 and the Annual Financial Report 2016/17 is required before Council can convene its Annual General Meeting of Electors.

Officer's Comment:

The Shire's Auditors have completed their audit of the Annual Financial Report and certification of Council's 2016/17 annual financial statements. Copies of the Auditor's report, Management Letter and draft Annual Report are included with this agenda.

Audit Report

The opinion of the Audit on the Financial Report can be summarised as follows:

"The Financial report of the Shire of Katanning is in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 (as amended) including giving a true and fair view of the Shire's financial position as at 30 June 2017 and of its financial performance and cash flows for the year ended on that date; and complying with the Australian Accounting Standards (including Australian Accounting Interpretations).

Additionally, the audit opinion reports:

1. There are no matters that in our opinion indicate significant adverse trends in the financial position or financial practices of the Shire.
2. No matters indicating non-compliance with Part 6 of the *Local Government Act 1995 (as amended)* the *Local Government (Financial Management) Regulations 1996 (as amended)* or applicable financial controls of any other written law were noted during the course of our audit.
3. In relation to the Supplementary Ratio information presented, we have reviewed the calculation for the Asset Consumption Ratio as presented and nothing has come to our attention to suggest it is not supported by verifiable information and reasonable assumptions. The Asset Renewal Funding Ratio was not calculated and hence no review was carried out.
4. All necessary information and explanations were obtained by us.
5. All audit procedures were satisfactorily completed in conducting our audit.

Management Report

The Management Report provides comments on the following:

Management Letter	Staff Response
Comments on Ratios	In relation to the Operating Surplus Ratio, the requirement to improve the Shire's operating position will be addressed by seeking efficiencies and savings to reduce operating expenditure and looking at options to increase operating revenues. In relation to the Asset Renewal Funding Ratio, the Shire's Long Term Financial Plan has been prioritised, is currently being finalised and will be presented to Council in the first half of 2018.
Changes to supplier banking details	Noted. A formal process has been implemented and all changes are now documented.
Year End Audit readiness and efficiency	Noted. Officer's have implemented a detailed program to ensure that the annual financial report is finalised in a timely manner and have also allocated additional (internal) resources to be available during the preparation for and conduct of future audits.

Draft Annual Report

The Draft Annual Report 2016/17 has been provided with this Agenda Item and includes the Annual Financial Reports.

Statutory Environment:

The relevant sections of the *Local Government Act 1995* and associated regulations provide as follows:

s6.4: Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

s5.54: Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

s5.55: Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

s5.27: Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

s5.29: Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

s5.33: Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Local Government (Financial Management) Regulations 1996 - Reg 51

51: Annual financial report to be signed etc. by CEO and given to Department

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Policy Implications:

Nil.

Financial Implications:

The cost of Auditing the annual financial reports is included in the Shire Budget.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Committee Motion:**MOVED: CR SERENA SANDWELL****SECONDED: CR KRISTY D'APRILE****ARC3/18****That the Audit (Finance & Risk) Committee:**

- 1. Recommends that Council accept the Audit Report for the 2016/17 financial year as presented;**
- 2. Recommends that Council adopt the Annual Report (including the Financial Report) for the year ended 30 June 2017 as amended; and**
- 3. Recommends to Council that the General Meeting of Electors be held on Monday 12 March 2018 at 7.30pm at the Katanning Leisure Centre Pioneer Room.**

Voting Requirement: Absolute Majority

CARRIED: 6/0

NB. Dates for the AGM, noting 14-day advertising period for local notice & only if the Council resolve as above and this item is listed for the SCM on 12 February 2018.

If the Audit Meeting is held 12 February 2017, suggest AGM Monday 12 March 2017

5. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 6:00pm.