



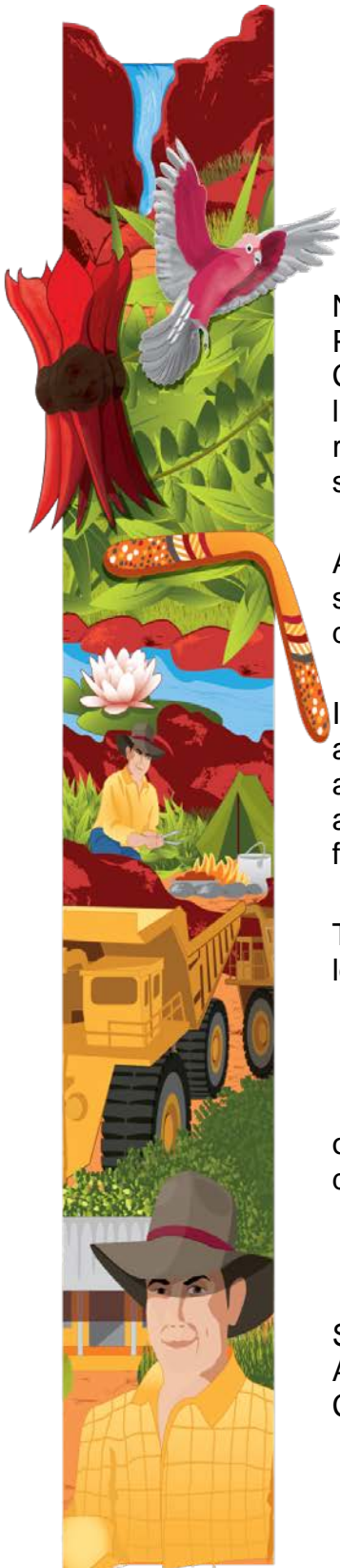
**SHIRE OF EAST PILBARA**

# **MINUTES**

## **AUDIT COMMITTEE MEETING**

**NOTICE IS HEREBY GIVEN** that an  
Audit Committee Meeting of the Council was held,  
in the Meeting Room, Newman  
8:00 am, Thursday, 7th **September, 2017**

**Allen Cooper**  
**CHIEF EXECUTIVE OFFICER**



## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that person's or legal entity's own risk.

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

### WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Signed: \_\_\_\_\_  
Allen Cooper  
Chief Executive Officer

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**AUDIT COMMITTEE**  
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**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Coordinator Financial Services, Ms Noelene Holmes declared the meeting open at 8:00 am and called for nominations for the position of Presiding Member for this Meeting.

Cr Craig Hoyer nominated Cr Gerry Parsons as there were no further nominations Cr Gerry Parsons was declared elected and assumed the chair.

**2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

**2.1 ATTENDANCES**

**Councillors**

Gerry Parsons  
Shane Carter  
Craig Hoyer

**Officers**

Noelene Holmes

**2.2 APOLOGIES**

**Councillors**

Lynne Craigie  
Anita Grace  
Jay Ahmedi

**Officers**

Sian Appleton

**2.3 LEAVE OF ABSENCE**

Nil

**3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

Nil

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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**7 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING**

**7.1 CONFIRMATION OF MINUTES**

**OFFICER'S RECOMMENDATION:**

**MOVED: Cr Shane Carter**

**SECONDED: Cr Craig Hoyer**

THAT the minutes of the Audit Committee Meeting held at Newman on 15th June 2017, be confirmed as a true and correct record of proceedings.

**CARRIED  
RECORD OF VOTE: 3 - 0**

*To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer*

**8 MEMBERS' REPORTS**

Nil

**8.1 ITEMS FOR RECOMMENDATION'**

Nil

## 9 OFFICERS' REPORTS

### 9.1 DRAFT ANNUAL FINANCIAL STATEMENTS

Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sian Appleton Deputy Chief Executive Officer
Proposed Meeting Date:	07 September 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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#### REPORT PURPOSE

For Council to review and receive the Draft Annual Financial Statements for the year ended 30 June 2017.

#### BACKGROUND

A copy of the Draft Annual Financial Statements are included with this agenda.

These statements are the basis of the annual audit of the financial affairs of Council. These statements also form the financial portion of the Council's Annual Report.

When the Audit Committee was established a prime task delegated to it by the Council was the responsibility for the annual audit.

#### ***“Audit Committee – Terms Of Reference***

##### ***1. Objectives of Audit Committees***

*The primary objective of the Audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.*

*Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finance and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.”*

### COMMENTS/OPTIONS/DISCUSSIONS

The presented statements are still in draft. Council's auditors attended the Shire offices on the 6<sup>th</sup> – 8<sup>th</sup> September 2017. It is expected the final statements will be available for the 23<sup>rd</sup> November 2017 Audit Committee meeting for final sign off.

### STATUTORY IMPLICATIONS/REQUIREMENTS

Section 5.54 of the Local Government Act 1995 -  
**Acceptance of Annual Reports.**

The annual report must be accepted by Council no later than the 31<sup>st</sup> December after the end of that financial year or if the auditor's report is not available, no later than two months after the receipt of the auditor's report.

### POLICY IMPLICATIONS

Nil

### STRATEGIC COMMUNITY PLAN

#### Goal 1 – Civic Leadership – Planned Actions

*The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire's resources – that deliver optimum benefits to the community.*

- 1.1 Efficient and effective local government
  - 1.1.1 *Ethical, accountable and transparent decision-making*  
*Responsible officer: DCEO*  
*Timing: As appropriate*
  - 1.1.2 *Continued strong financial management*  
*Responsible officer: DCEO*  
*Timing: 1 year*
  - 1.1.3 *Effective business management*  
*Responsible officer: DCEO*  
*Timing: 1-3 years*

### FINANCIAL IMPLICATIONS

No financial resource impact.

### VOTING REQUIREMENTS

Simple.

**OFFICER'S RECOMMENDATION**

**MOVED: Cr Craig Hoyer**

**SECONDED: Cr Shane Carter**

**THAT the Audit Committee review and receive the Draft Annual Financial Statement for the year ending 30 June 2017.**

**CARRIED  
RECORD OF VOTE: 3 - 0**

*To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer*



**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A  
DECISION OF COMMITTEE**

Nil

**12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

Nil

**13 GENERAL BUSINESS**

**13.1 PROGRESS OF COUNCIL ROADS IN 2013/2014**

Cr Shane Carter enquired on progress of the previous meeting with regards to a mistake made by consultants when valuing Council roads in 2013/2014.

Ms Noelene Holmes advised that the Auditors were in Newman 4th – 6th September 2017 and this item was being progressed.

**14 DATE OF NEXT MEETING**

Thursday, 23<sup>rd</sup> November 2017

**15 CLOSURE**

8:06 am