



MINUTES OF AUDIT COMMITTEE MEETING HELD 11 MAY 2010.

I hereby certify that the Minutes of the Audit Committee meeting held 11 May 2010 are a true and accurate record of the proceedings contained therein.

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*Chairperson Confirmed*

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## 1 Declaration of Opening

The Chair opened the meeting 4.33pm

## 2 Record of Attendance

Cr K Wright	Committee Chair
Cr D Ausburn	Committee Member
Cr F Mills	Committee Member
Cr J Parker	Committee Member
Gary Gaffney	Chief Executive Officer
Jo-Anne Ellis	Director Corporate Services
Gill Old	Manager Financial Services
Observer	
Cr J McCoy	Councillor
Cr K Torres	Councillor

## 3 Declaration of Interest

- Financial  
Nil
- Members Impartially Interest  
Nil
- Proximity Interest  
Nil

## 4 Acceptance of Minutes of Previous Meeting

### 4.1 Audit Committee Meeting Minutes 9 March 2010

#### Recommendation

That the minutes of the Audit Committee meeting of the 9 March 2010 be accepted as a true and accurate record of proceedings.

#### COMMITTEE RESOLUTION

##### Minute AC209

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That the minutes of the Audit Committee meeting of the 9 March 2010 be accepted as a true and accurate record of proceedings.**

**Carried Unanimously: 4/0**

## 5 Officer's Report

### 5.1 Standing Item - 90 Day Aged Debtors Listing

<b>DATE:</b>	11 May 2010
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	N/A
<b>AUTHOR:</b>	Kelly D'Arcy, Senior Finance Officer
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	60.14.03
<b>ASSESSMENT NO:</b>	N/A

#### **PURPOSE**

To present the listing of Aged Debtors with balances outstanding for 90 days or longer.

#### **BACKGROUND**

The listing of 90 Day Sundry Debtors has traditionally been provided at the Ordinary Council Meeting on a monthly basis. At the 21 February Audit Committee Meeting the Committee resolved to recommend to Council that the Audit Committee be presented with the item as this falls within the scope of the committee's purpose.

The following recommendation was adopted by Council at Ordinary Meeting on 18 March 2008:

*Minute No: 8102*

*Moved: Cr K Wright*

*Seconded: Cr Paul Caley*

*That Council:*

- 1. That the 90 days debtor list be removed from the Council Agenda as a standing item and be presented to the Audit Committee for consideration and to make recommended actions to Council.*

*Carried Absolute Majority 8/0*

#### **STATUTORY IMPLICATIONS**

Nil.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Ongoing management of Council funds.

#### **STRATEGIC IMPLICATIONS**

Key Result Area 5 – Governance

## **COMMUNITY CONSULTATION**

Community Consultation is not required in relation to this item.

## **COMMENT**

The listing of 90 Day Sundry Debtors is presented to the Audit Committee as per Council resolution.

## **ATTACHMENTS**

Sundry Debtors as at 5 May 2010  
Sundry Debtors as at 5 May 2010 including debtor names  
(Confidential Attachment provided under separate cover)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION**

That the Audit Committee

1. receives and accepts the listing of 90 Day Sundry Debtors as at 5 May 2010 totalling \$137,275.64 (GST inclusive); and
2. reports to Council that the actions being undertaken by the administration in regard to 90 Day Sundry Debtors are sufficient and appropriate and no further actions are recommended at this time.

## **COMMITTEE RESOLUTION**

**Minute AC210**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That the Audit Committee**

1. receives and accepts the listing of 90 Day Sundry Debtors as at 5 May 2010 totalling \$137,275.64 (GST inclusive); and
2. reports to Council that the actions being undertaken by the administration in regard to 90 Day Sundry Debtors are sufficient and appropriate and no further actions are recommended at this time with the exception of debtor 82899.
3. Recommends to Council that the Chief Executive Officer firstly meet with and secondly correspond with the management of debtor 82899 in regard to practice of paying outside of Councils payment terms on a consistent basis.

**Carried Unanimously: 4/0**

## **COMMITTEE RECOMMENDATION 1**

### **That Council**

- 1. acknowledges that the Audit Committee has reviewed the listing of 90 Day Sundry Debtors and reports to Council that the actions being undertaken by the administration in regard to 90 Day Sundry Debtors are sufficient and appropriate and no further actions are recommended at this time with the exception of debtor 82899.**
- 2. Requests the Chief Executive Officer to firstly meet with and secondly correspond with the management of debtor 82899 in regard to practice of paying outside of Councils payment terms on a consistent basis.**

**Attachment 1**  
**Sundry Debtors as of 5 May 2010**

<b>Debtor Number</b>	<b>90 Days</b>	<b>Balance as at 5 May 2010</b>	<b>Debt Collection Status for Debts over 90 Days</b>
82899	<b>85,829.68</b>	283,839.03	Rang and left message
81714	<b>96.19</b>	2,232.21	Faxed through copies of invoices
132	<b>585.00</b>	594.37	Attempting to locate customer
96224	<b>11,000.00</b>	11,000.00	Awaiting advice from Management
83026	<b>73.50</b>	116.87	Attempting to locate customer.
96383	<b>3,873.54</b>	3,943.58	Faxed through copies of invoices
7	<b>33.00</b>	34.76	Being disputed
82571	<b>50.19</b>	69.28	Faxed through copies of invoices
96468	<b>210.50</b>	213.80	First letter sent
96479	<b>420.00</b>	428.23	Coming in to pay
81444	<b>200.00</b>	200.05	Disputing charges
82043	<b>283.50</b>	591.68	Going to pay 7 May 2010
129	<b>21.00</b>	21.41	Unable to contact
82928	<b>126.00</b>	128.47	Attempting to locate customer
80737	<b>199.00</b>	203.62	Unable to locate – debt from 2008
56	<b>92.40</b>	94.55	Unable to locate
82949	<b>817.00</b>	1,812.96	Sent through copy of invoices.
126	<b>52.50</b>	53.72	Attempting to locate customer
80165	<b>19,630.55</b>	19,630.55	Paying \$125.00 week as per agreement
98563	<b>10,800.00</b>	10,959.48	Refer Agenda Item Debts Under Legal Action.
96352	<b>1,014.51</b>	2,686.60	Attempting to get account back into 30 days
96375	<b>407.50</b>	1,207.22	Second letter sent
81455	<b>400.00</b>	400.00	Rang and left a message
86188	<b>1,060.50</b>	1,089.69	Need to send second letter
	<b>\$137,275.64</b>	<b>\$341,552.12</b>	

## 5.2 Standing Item - Debts Currently in Legal Process

<b>DATE:</b>	11 May 2010
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Gill Old, Manager Financial Services
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	61.23.02 / 61.22.14

### **PURPOSE**

To the Audit Committee with an update regarding debts currently in legal process.

### **BACKGROUND**

At the Ordinary Council Meeting, 16 October 2007, Council moved the following resolution:

*Minute No. 7936*

*That Council direct the CEO to provide a written report to Council under confidential cover each month in regard to all debts currently in legal process.*

*Carried Unanimously 5/0*

At the Ordinary Council Meeting, 18 March 2008, Council moved the following:

*Minute No: 8148*

*Moved: Cr J Parker*

*Seconded: Cr F Mills*

*That Council:*

- 1. note the confidential report provided to it in relation to debts owed to Council and under legal action.*
- 2. direct the Executive Manager Corporate Services to provide a written report to the Audit Committee under confidential cover at each Audit Committee meeting in regard to all debts currently in legal process.*
- 3. request the Audit Committee to make recommendations to Council as required and appropriate in relation to the report provided under confidential cover regarding debts currently in legal process.*
- 4. resolve that this requirement replaces the previous requirement on the CEO to report information to Council.*

*Carried Unanimously 8/0*

This report is therefore presented.

### **STATUTORY IMPLICATIONS**

This item in a Council Meeting needs to be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the Local Government Act 1995 because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

As the Audit Committee has no delegated powers it does not need to open to the public and therefore the provisions of Section 5.23 are not relevant.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Legal fees may be incurred to recover debts or revenue written off if debt recovery is considered not economically viable.

## **STRATEGIC IMPLICATIONS**

The costs associated with legal fees to recover debt need to be weighed up against the debt to ensure and economically viable action is being taken.

## **COMMUNITY CONSULTATION**

Community Consultation is not required in relation to this item.

## **COMMENT**

The listing of Debtors currently in legal process is presented to the Audit Committee as per Council resolution.

## **ATTACHMENTS**

Sundry Debtors under legal action as at 5 May 2010.  
(Confidential Attachment provided under separate cover)  
Rates Debtors under legal action as at 3 May 2010  
(Confidential Attachment provided under separate cover)

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION**

That the Audit Committee

1. notes the confidential report provided to it in relation to debts owed to Council and under legal action; and
2. reports to Council that the actions being undertaken by the administration in regard to debts under legal action are appropriate and sufficient and that no additional actions are recommended in relation to these debts at this time.

## **COMMITTEE RESOLUTION**

**Minute AC211**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That the Audit Committee**

1. notes the confidential report provided to it in relation to debts owed to Council and under legal action; and
2. reports to Council that the actions being undertaken by the administration in regard to debts under legal action are appropriate and sufficient and that no additional actions are recommended in relation to these debts at this time.

**Carried Unanimously: 4/0**

## **COMMITTEE RECOMMENDATION 2**

**That Council acknowledges that the actions being undertaken by the administration in regard to debts under legal action are appropriate and sufficient and that no additional actions are recommended in relation to these debts at this time.**

### 5.3 Repeal of Policy F11 – Cheque and Electronic Payment Signing Authority

<b>DATE:</b>	6 May 2010
<b>PROPONENT:</b>	Shire of Wyndham East Kimberley
<b>LOCATION:</b>	Shire of Wyndham East Kimberley
<b>AUTHOR:</b>	Jo-Anne Ellis, Director Corporate Services
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	N/A

#### **PURPOSE**

To consider and recommend to Council repeal of Policy F11 – Cheque and Electronic Payment Signing Authority.

#### **BACKGROUND**

This policy was adopted in 1997 and is not consistent with current practice. The policy is recommended to be repealed so the Shire is not operating inconsistent with adopted policy.

#### **STATUTORY IMPLICATIONS**

Local Government Act 1995,  
6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government;
- (b) the keeping of financial records by a local government;
- (c) the management by a local government of its assets, liabilities and revenue;  
and
- (d) the general management of, and the authorisation of payments out of —
  - (i) the municipal fund; and
  - (ii) the trust fund,

of a local government.

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
  - (a) subject to subregulation (4), are not to be made in cash; and
  - (b) are to be made in a manner which allows identification of —
    - (i) the method of payment;
    - (ii) the authority for the payment; and

- (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

### **POLICY IMPLICATIONS**

Council Delegations Register – Delegation 18 – Payment of Creditors

#18 (COUNCIL)	PAYMENT OF CREDITORS
<p><b>The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:</b></p> <p>a) The payee's name  b) The amount of the payment  c) The date of the payment  d) Sufficient information to identify the transaction.</p> <p>The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.</p>	
<b>LEGISLATIVE POWER</b>	Local Government Act 1995 (Section 5.42)
<b>DELEGATE</b>	Chief Executive Officer
<b>SUB DELEGATION</b>	Executive Manager Corporate Services, Manager Financial Services, Senior Financial Officers.
<b>COUNCIL POLICY</b>	N/A
<b>ADOPTED</b>	17 July 2007
<b>REVIEWED</b>	16 June 2009 (Minute 8705)

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Segregation of duties between payment of accounts and the oversight function of Council is important. The current policy F11 compromises this segregation.

### **COMMENT**

Policy F11 was adopted in 1997. Financial Management Practices have changed over time and this policy is recommended for repeal.

Council Delegation 18 delegates the responsibility of payment of accounts to the Chief Executive Officer.

The draft administrative policy attached to this agenda item has been provided to demonstrate to Council that the authorisation and payment of accounts is appropriately controlled.

## **ATTACHMENTS**

1. Current Policy F11 – Cheque and Electronic Payment Signing Authority
2. Draft Administration Policy – Authorisation and Payment of Accounts

## **VOTING REQUIREMENT**

Simple Majority

## **RECOMMENDATION**

That the Audit Committee recommends to Council to Repeal Policy F11 – Cheque and Electronic Payment Signing Authority.

### **Minute AC212**

**Moved: Cr D Ausburn**

**Seconded: Cr J Parker**

**That the Audit Committee recommends to Council to Repeal Policy F11 – Cheque and Electronic Payment Signing Authority.**

**Carried Unanimously: 3/1**

*For: Cr Ausburn, Cr Parker, Cr Mills*

*Against: Cr Wright*

## **COMMITTEE RECOMMENDATION 3**

**That Council Repeals Policy F11 – Cheque and Electronic Payment Signing Authority.**

## Attachment 1 – Current Policy

<b>POLICY No:</b>	<b>F11</b>
<b>DIVISION</b>	<b>Finance</b>
<b>SUBJECT:</b>	<b>Cheque and Electronic Payment Signing Authority</b>
<b>REPORTING OFFICER</b>	<b>Director Finance &amp; Administration</b>
<b>ENABLING LEGISLATION</b>	

### **OBJECTIVE:**

To facilitate an efficient and timely cheque signing facility without disruption or compromise to the security of Council payments.

### **POLICY:**

Municipal Fund and Trust Fund cheques are to be signed by:  
Council Officers

- Chief Executive Officer
- Executive Manager, Corporate and Community Services
- Accountant
- Senior Administration Officer

Council

- Members of the Council's Audit Committee

All cheques will require at least one signatory to be a Councillor.

All electronic payments, excluding payroll, must be view and approved by an authorised Council Officer and a Councillor prior to being processed by the Shire's bank.

**ADOPTED: 17/07/1997**

**REVIEWED:**

**AMENDED:**

## Attachment 2 – Draft Administrative Policy



# *Shire of Wyndham East Kimberley*

Administrative Policy Number: AP/FIN-xxx  
Authorisation and Payment of Accounts

### **OBJECTIVE:**

#### Statement of intent

To ensure efficient and timely authorisation and payment of accounts and to ensure security of Council Funds.

### **POLICY:**

#### Scope & Limitations

This policy applies to payments from the Municipal and Trust Funds including Electronic Funds Transfer, Cheque Payments and transfers between Shire Bank Accounts.

#### Background

Local Government (Financial Management) Regulations 1995

##### 11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
  - (a) subject to subregulation (4), are not to be made in cash; and
  - (b) are to be made in a manner which allows identification of —
    - (i) the method of payment;
    - (ii) the authority for the payment; and
    - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

#### Guiding Statement

The following Officers are authorised to act as signatories to the Shire of Wyndham East Kimberley banks accounts.

- Chief Executive Officer.
- Director Corporate Services.
- Manager Financial Services.
- Team Leader Financial Services.
- Senior Finance Officer.

Two Officers must sign each transaction with one of these Officers the Chief Executive Officer, Director of Corporate Services or Manger Finance.

All payments must be supported by adequate source documentation that details:

- The payee's name and ABN;
- The amount of the payment;
- The date of the transaction;
- Sufficient information to identify the transaction including a description of the goods or services provided; and
- Purchase Order cross reference (where relevant).

Source documentation includes:

- Creditors Invoices
- Cheque/Payment Requests (internally generated)
- Credit Card Statements and accompanying receipts
- Petty Cash Reconciliations and accompanying receipts
- Payroll Reports

All payments, excluding payroll, are to be processed using the Creditors Module in Synergy Soft and may be paid via Municipal Fund or Trust Fund Cheques or by Electronic Funds Transfer from the Municipal Fund.

Prior to being entered into Synergy Creditors Module for payment all supporting documentation must be:

- Endorsed by the Officer who received the goods or service;
- Certified as approved for payment by an Officer with relevant delegated authority to purchase as per Council Delegation 97 – Authority to Order. The identity of the person authorising the payment must be clear on the supporting documentation.
- Checked for accuracy and completeness by the Creditors Officer.

Creditor Payments are generally processed in batches. The Creditors Officer is to attach all supporting documentation to the Batch Payment Reports and endorse the report to demonstrate that the report has been checked to supporting documentation.

Payroll is to be processed using the Payroll Module in Synergy Soft and paid by Electronic Funds Transfer from the Municipal Fund.

- All payroll source documentation, including timesheets and payroll adjustments must be signed off by the relevant manager or the Manager Organisational Development.
- Final Payroll Reports that summarise the payroll are to be endorsed by the Payroll Officer and Certified as checked and approved by the Manager Organisational Development.

Prior to uploading the Electronic Funds Transfer to the bank software or signing of Cheques, the batch payment report and supporting documentation or payroll report is to be checked and signed off by two Officers authorised to act as bank signatories. Supporting documentation should clearly identify the Officers authorising the payment.

All payments are to be filed and ready for review within 24 hours of the payment being approved.

In preparation of the List of Accounts Paid Under Delegation 18 all payments appearing on the list should be set aside and available for Councillors to review.

Councillors may make an appointment to view the payments with the Director of Corporate Services or Manager Financial Services and the Listing of Accounts and files of payments will be made available to be viewed at the Kununurra Office. Any

questions in regard to payments must be through the Director Corporate Services or in their absence the Manager Financial Services or Chief Executive Officer.

Outcomes

All payments from the Municipal and Trust Funds must be signed by two authorised Officers based on appropriate supporting documentation signed off by purchasing officers within delegated authority.

**POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer Title</b>		<b>Contact:</b>	
Corporate Services		Director Corporate Services		Ext: 108	
<b>Date Effective</b>	DD/MM/YYYY				
<b>Date Endorsed</b>	DD/MM/YYYY	<b>Last Reviewed</b>		DD/MM/YYYY	
<b>Risk Rating</b>	High	<b>Review Cycle</b>	Bi-Annual	<b>Next Due</b>	May 2012
<b>Legislative Compliance</b>	LG Act 1995 – Section 6.10 LG (FM) Regs – 11. Payment of Accounts				
<b>Organisational Compliance</b>	Delegations Manual – Delegation 18 Payment of Creditors - Delegation 97 Authority to Order				
<b>Process Links</b>	N/A				

## 5.4 Report on status of actions taken in relation to the results of audit for the year ended 30 June 2009

<b>DATE:</b>	11 May 2010
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	N/A
<b>AUTHOR:</b>	Jo-Anne Ellis, Director Corporate Services
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Director Corporate Services
<b>FILE NO:</b>	
<b>ASSESSMENT NO:</b>	N/A

### **PURPOSE**

To enable the Audit Committee to report back to Council on the status of actions taken in relation to the results of Audit for the Year Ended 30 June 2009.

### **BACKGROUND**

The role of the Audit Committee is to examine and consider the results of the annual audit as well as the management response to any issues raised by auditors.

UHY Haines Norton, Councils appointed auditors conducted the annual audit for 2007/08. The result of this audit is an Independent Audit Report and a Management Report. These documents were presented to the 10 November 2009 Audit Committee Meeting. Following recommendation by the Audit Committee Council resolved

### **AUDIT COMMITTEE RECOMMENDATION 1**

The Council having considered the recommendation of the Audit Committee:

1. Receives the Independent Audit Report to the Electors of the Shire of Wyndham East Kimberley.
2. Receives and the Management Report for the Year Ended 30 June 2009
3. That the following actions be taken in relation to the results of Audit for the Year Ended 30 June 2009
  - a. Letters to Councillors and Staff requesting the Annual Returns be completed will include relevant guidance regarding leaving blanks in the return.
  - b. All Annual Returns will be checked by the Executive Support Officer to ensure compliance.
  - c. Adequate local public notice via the Kimberley Echo will be given for future Electors Meetings.
4. That a report on the status of actions taken in relation to the results of Audit for the Year Ended 30 June 2009 is included in the Audit Committee Agenda as a standing item until all issues are resolved.
5. That the actions in relation the results of Audit for the Year Ended 30 June 2009 are reported to the Minister following the May 2010 Audit Committee Meeting.

### **STATUTORY IMPLICATIONS**

Local Government Act 1995 Section 7.12A(3)

## **POLICY IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

N/A

## **STRATEGIC IMPLICATIONS**

Accountability and transparency of the Shire's accounting functions.  
The Audit Committee fulfilling the functions and responsibilities of the Committee.

## **COMMUNITY CONSULTATION**

Community Consultation is not required in relation to this item.

## **COMMENT**

The audit report was issued in November 2009 and the Annual Returns are due in August each year so the actions required have not yet been completed.

Adequate local public notice via the Kimberley Echo was given for the Electors Meeting in 2009.

## **ATTACHMENTS**

Report on status of actions taken in relation to the results of audit for the year ended 30 June 2009

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICERS RECOMMENDATION**

That the Audit Committee having ensured that appropriate actions and progress is being made in relation to results of audit for the year ended 30 June 2009 recommend this report to Council for adoption and to forward a copy to the Minister of Local Government by 30 June 2010.

### **Minute AC213**

**Moved: Cr J Parker**

**Seconded: Cr D Ausburn**

**That the Audit Committee having ensured that appropriate actions and progress is being made in relation to results of audit for the year ended 30 June 2009 recommend this report to Council for adoption and to forward a copy to the Minister of Local Government by 30 June 2010.**

**Carried Unanimously: 4/0**

## **COMMITTEE RECOMMENDATION 4**

**That the Council having ensured that appropriate actions and progress is being made in relation to results of audit for the year ended 30 June 2009 adopt the report to be forwarded to the Minister of Local Government by 30 June 2010.**

**Attachment 1**

**Actions be taken in relation to the results of Audit for the Year Ended 30 June 2009**

<p><b><u>Audit Issue - Annual and Primary Returns of Councillors and Staff.</u></b>                  Upon review of the Financial Interests Register and the Primary and Annual Returns of Councillors and Staff, it was noted various sections of the return were blank. In addition the return of one employee could not be found in the Financial Interest Register.</p>		
<p><b><u>Management Response – Annual and Primary Returns of Councillors and Staff.</u></b>                  1. The requirement to complete all sections, including those with no disclosure is noted.                  2. The employee submitted two annual returns with the same date range in error.                  This has been amended and all returns are now on file with the correct dates.</p>		
Action Required (Minute 8910)	Responsible Officer(s)	Actions taken to Date
Letters to Councillors and Staff requesting the Annual Returns be completed will include relevant guidance regarding leaving blanks in the return.	PA to CEO	Letters are yet to be sent as the audit report was issued in November 2009 and the Annual Returns are due in August each year.
All Annual Returns will be checked by the Executive Support Officer to ensure compliance.	PA to CEO	No Annual Returns have been received since the audit report was issued.
<p><b><u>Audit Issue - Convening Electors' Meetings.</u></b>                  The CEO did not give at least 14 days local public notice of the electors meeting held in December 2008.</p>		
<p><b><u>Management Response – Convening Electors' Meetings.</u></b>                  Management acknowledges that the notice in the Kimberley Echo was not 14 days prior to the Annual Electors Meeting, however 14 days notice was given by way of Public Notices on notice boards in Wyndham and Kununurra.</p>		
Action Required (Minute 8910)	Responsible Officer(s)	Actions taken to Date
Adequate local public notice via the Kimberley Echo will be given for future Electors Meetings.	DCS	Adequate local public notice via the Kimberley Echo was give for the Electors Meeting in 2009.

## **6 Project Updates**

This item is to provide information to the Audit Committee on

- ongoing projects not subject to officers reports
- items that do not require a Council decision

A confidential attachment has been provided under separate cover.

## **7 Requests for Officers Reports**

This section is included in the agenda in place of General Business to improve the meeting process and to enable the Audit Committee to make informed decisions based on adequate research and an officer recommendation. Even though this item exists committee members can request officer reports at any time (giving suitable preparation time prior to the agenda deadline).

A report on the system for invoicing of water charges is requested through project updates.

## **8 Closure of Meeting**

With all the business of the meeting concluded the Chair thanked the members for their attendance and closed the meeting at 5.58pm