



MINUTES OF AUDIT COMMITTEE MEETING HELD 29 JUNE 2010.

I hereby certify that the Minutes of the Audit Committee meeting held 29 June 2010 are a true and accurate record of the proceedings contained therein.

Chairperson Confirmed

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1 Declaration of Opening

Cr Wright as chair of the committee opened the meeting 4.30pm. Cr Wright was attending the meeting via teleconference so requested Cr Mills to take over the chairing of the meeting.

Cr Mills assumed the Chair.

2 Record of Attendance

Cr K Wright	Committee Chair by Teleconference
Cr F Mills	Committee Member (Chaired Meeting)
Cr D Ausburn	Committee Member

Gary Gaffney	Chief Executive Officer
Jo-Anne Ellis	Director Corporate Services
Gill Old	Manager Financial Services

Observer	
Cr J Moulden	Councillor
Cr R Dessert	Councillor

David Tomasi	Audit Partner UHY Haines Norton
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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 11 May 2010

Recommendation

That the minutes of the Audit Committee meeting of the 11 May 2010 be accepted as a true and accurate record of proceedings.

Minute AC214

Moved: Cr K Wright

Seconded: Cr D Ausburn

That the minutes of the Audit Committee meeting of the 11 May 2010 be accepted as a true and accurate record of proceedings.

Carried Unanimously: 3/0

5 Meeting with Auditor

Cr Mills thanked David Tomasi for his attendance and handed over to David to give a report to the committee.

David spoke on the following points:

- Legislative requirement for Audit Committee to meet with Auditor once per year.
- In terms of Financial Management he had seen a constant improvement over time and the last audit went very smoothly which was good for all parties.
- Recurring issues are Annual and Primary Returns.
- Financial Management Review undertaken, noted that overall effectiveness of the financial management system and procedures of Council are sound and appropriate for Council's current level of operations.
- Compliance matters seem to have slipped from previous years.

Cr Mills asked Councillors if they had any questions for David

Cr Wright asked the Chief Executive Officer to identify what processes will be put in place to achieve greater compliance in regard to Annual and Primary Returns. The Chief Executive Officer detailed the role the new Governance Support Officer would play in the process and the need for the Governance area to place an importance on this requirement.

Cr Wright asked the Director Corporate Services what processes will be put in place in regard to purchasing to ensure all purchases comply with purchasing policy, in particular the requirement to issue a purchase order prior to the order being placed. The Director Corporate Services informed the committee that the majority of officers did the right thing but there were a few who had been counselled in the past and still were not complying. A process of monitoring to identify and report to the executive management team non compliant purchases will be implemented to assist in targeting non-compliant purchasing practices.

David indicated that this issue in regard to purchasing was not unique to Shire of Wyndham East Kimberley and that many Councils had problems with a select few officers who chose not to comply with requirements relating to purchasing.

Cr Ausburn request comment from David in regard to Airport Operations and the management structure compared to other Councils. David recommended that the Airport Operations be managed by an Airports Manager and should have a segregation from Financial Services. He suggested comparisons be made to Karratha, Port Hedland, Kalgoorlie and Esperance Councils.

Cr Mills made comment on a recent exposure to information that indicated Councils needed to consider decreasing grant funding and the need to create revenue streams.

The Chief Executive Officer discussed asset auditing and the increased role this was going to play in the future of Local Government.

Cr Wright requested that the Chief Executive Officer report back to the Audit Committee in relation to:

- Asset Preservation and
- Development of Revenue Streams

6 Closure of Meeting

With all the business of the meeting concluded the acting chair thanked all for their attendance and closed the meeting at 5.02pm