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Shire of Perenjori

MINUTES

Audit Committee Meeting

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Table of Contents

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on 16<sup>th</sup> December 2014, commenced at 4pm.

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<b>14121</b>	<b>PRELIMINARIES .....</b>	<b>2</b>
14121.1	RECORD OF ATTENDANCE AND APOLOGIES .....	2
14121.2	CONFIRMATION OF MINUTES .....	2
14121.3	DRAFT ANNUAL REPORT 2013/2014 .....	2
<b>14122</b>	<b>OTHER BUSINESS .....</b>	<b>4</b>
14122.1	DATE OF NEXT MEETING / MEETINGS .....	4
14122.2	CLOSURE.....	4

**14121 PRELIMINARIES**

Cr Butler opened the meeting at 4:11.

**14121.1 RECORD OF ATTENDANCE AND APOLOGIES**

Cr Butler  
 Cr Smith  
 Cr Hirsh  
 Cr Wass  
 Peter Money – MCDS  
 David Fong – SFO

Visitors  
 Cr King  
 Ali Mills – CEO

**14121.2 CONFIRMATION OF MINUTES**

Minutes for the last Audit meeting on the 16th October 2014 are attached.

**Moved:** Cr Wass

**Seconded:** Cr Hirsch

**That the Minutes form the Audit Committee Meeting of the 16<sup>th</sup> October 2014 be confirmed as a true and correct record of the meeting.**

**Carried: 4/0**

**14121.3 DRAFT ANNUAL REPORT 2013/2014**

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>NIL</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>ALI MILLS - CEO</b>
<b>RESPONSIBLE OFFICER</b>	<b>ALI MILLS - CEO</b>
<b>REPORT DATE:</b>	<b>16<sup>TH</sup> DECEMBER 2014</b>
<b>ATTACHMENTS</b>	<b>ANNUAL REPORT</b>

**Executive Summary**

The Annual Report for the 2013/2104 financial year is presented for Council's endorsement, along with the proposed date for the annual electors meeting

**Background**

An Annual Report is required to be produced every year after the audit has been completed and upon receipt of the Audit Report.

The 2013/2014 Annual Report has been prepared in accordance with Section 5.53 of the Local Government Act and includes the audited Annual Financial Report.

The Annual Report highlights the Shire of Perenjori achievements in 2013/2014. There was a delay in the

finalisation of the financial reports due to the requirement to provide certified valuations for Shire properties and infrastructure. This has been completed and provided to the Auditors as required.

For statutory compliance a local government must:

- If the Auditors Report is not available in time for the annual report to be accepted by 31 December, the annual report is to be accepted no later than 2 months after the auditor's report becomes available.
- Advertise the availability of the annual report
- The date of the Annual Electors Meeting is also required to be set. This meeting must be held within 56 days of acceptance of the Annual Report, which is by 13<sup>th</sup> February 2015.
- It is proposed that the annual meeting of Electors be held at 5.00 pm on Wednesday 21<sup>st</sup> January 2015.
- Fourteen days public notice of the meeting is also required.

The Shire is required to prepare annual financial statements by 30<sup>th</sup> September and the auditor is to prepare a report in respect of the Financial Statements by 31<sup>st</sup> December each year.

In general terms the audit demonstrated considerable improvement in internal management practices and more systematic control and accountability over the financial processes. There were only two issues noted by the auditors one of which is a matter of excessive staff leave which has accrued over time. Both matters raised by the auditors have been addressed.

### **Statutory Environment**

Local Government Act 1995 Section 5.53 & 5.5.4

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Area 5: Investing in Councils Capacity – Our Leadership

*Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership*

### **Consultation**

RSM Bird Cameron

Megan Shirt – Consultant

CEO

MCDS

SFO

**Comment**

The annual report provides the opportunity for the Shire to summarise for the community the achievements of the Local Government and provide for the community the outcome of the annual audit.

**Voting Requirements – Absolute Majority****Officers Recommendation – Item 14121.3**

That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:

1. Adopt the 2013/2014 Annual Report for the financial period ending 30 June 2014 for the Shire of Perenjori as presented and attached; and
2. Confirm the date for the Annual Electors Meeting for Wednesday 21<sup>st</sup> January 2015 and authorise the statutory advertising.

**Council Recommendation – Item 14121.3**

Moved: Cr Smith

Seconded: Cr Wass

That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:

1. Adopt the 2013/2014 Annual Report for the financial period ending 30 June 2014 for the Shire of Perenjori as presented and attached; and
2. Confirm the date for the Annual Electors Meeting for Wednesday 21<sup>st</sup> January 2015 and authorise the statutory advertising.

Carried: 4/0

**14122 OTHER BUSINESS****14122.1 DATE OF NEXT MEETING / MEETINGS****14122.2 CLOSURE**

Cr Butler closed the meeting at 4.42pm.