



## MINUTES

### **Audit Committee Meeting No. 127**

held on 28 August 2019 at 12.00 pm in Civic Centre

**Present:** C. Gregory, External Member  
Cr. Turner, Councillor Member  
Cr. Hardy, Councillor Member

**Chairperson:** R. Tommasini, External Member

**Attendance:** K. Tori, Chief Executive Officer  
N. Walker, External Auditor  
L. Downs, External Auditor  
C. Denyer, Legal & Governance Manager  
D. Caligari, Manager Capital Projects (arrived 12.24 pm)  
S. Rumoro, Manager Finance  
M. Noor, Management Accounting Coordinator  
C. Santoro, Senior Administration Officer

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The Chairperson officially opened the meeting at 12.02 pm.

**1. Apologies**

F. Mansoor, External Member.

**2. Declaration of interests and/or conflict of interests**

Nil.

**3. Confirmation of minutes of previous meeting held on 26 June 2019**

**Motion**

Cr. Hardy/C. Gregory

That the minutes of the Audit Committee meeting dated 26 June 2019 be confirmed as a true and correct record.

**Carried**

**4. Report Back From Council on Consideration of Previous Meeting Minutes**

Cr. Hardy informed the Committee that discussion had occurred with K. Tori, CEO, on maintenance of the Melton Valley Golf Course Club Rooms, where minor capital works on this facility will take place.

**Noted**



## MINUTES

### 5. Business Arising From Previous Minutes

- The Recommendations emanating from previous meeting in relation to the Internal Audit Recommendations Tracking Report to be discussed under Agenda Item 16.

Noted

- Response to Recommendations on VAGO's Report 'Local Government Assets: Asset Management & Compliance' (refer to Memo from Steve Ryan, Asset Management & GIS Coordinator)

The Committee noted the request to postpone this report and table at the December 2019 Committee meeting.

Noted

- Response to Recommendations on VAGO's Report 'Recovering & Reproducing Resources from Waste' (Les Stokes, Manager Operations)

The Committee noted the comprehensive response on the action taken by Council in relation to addressing VAGO's recommendations.

Noted

- Response to Recommendations on VAGO's Report 'Fraud & Corruption Control Local Government' (Christine Denyer, Manager Legal & Governance)

C. Denyer, Manager Legal & Governance presented the report including proposed actions by Council to VAGO's recommendations.

Noted

### 6. Discussion with External Auditors re Annual Financial Statements & Performance Statement 2018/2019 – see 8 below

### 7. VAGO's draft Closing Report for the Financial Year Ended 30 June 2019 – see 8 below

### 8. VAGO's draft Final Management Letter for the Year Ended 30 June 2019

N. Walker, External Auditor, informed the Committee that the draft Closing Report has been forwarded to VAGO for feedback and the unqualified report will be issued to Council, upon receipt of a bank confirmation from Bank West requested by VAGO.

In relation to the draft Management Letter, no significant issues were identified, and therefore no amendments to the draft Management letter is required.

S. Rumoro, Manager Finance, informed the Committee that a minor amendment in relation to the Senior Officer Remuneration notation was made within the Annual Financial Statements and a notation in relation to Food Safety within the Performance Statement was added as per the request of VAGO.

#### **Recommendation 1:**

That Council adopt in principle the draft Annual Financial Statements and Performance Statement for year ended 30 June 2019, as amended following the above identified matters.

*D. Caligari arrived at 12.24 pm*



## MINUTES

### 9. Committee to Meet with External Auditors (in the absence of Management)

The Chairperson enquired whether the External Auditors would like to meet in the absence of Management.

N. Walker, External Auditor, informed the Committee there were no issues to discuss in the absence of Management, therefore a meeting was not required.

Noted

### 10. Year End Monthly Finance Report 2018/2019

S. Rumoro, Finance Manager presented the report and responded to questions raised by the Committee.

D. Caligari, Manager Capital Projects updated the Committee on the status of Council's Capital Expenditure and responded to questions raised by the Committee.

#### **Recommendation 2:**

That Council note the Year End Finance Report 2018/2019.

*N. Walker/L. Downs/D. Caligari/N. Noor departed meeting at 12.50 pm*

### 11. Audit Committee Annual Work Plan

The Chairperson enquired which Council meeting he should attend to report to Council on Audit Committee's annual Performance Plan.

K. Tori, CEO advised the Chairperson that attendance to a Pre-Council meeting Councillor Briefing will be organised in the near future.

**Action: C. Santoro**

### 12. Investment Holdings Report as at 30 June 2019

S. Rumoro presented the report and responded to questions raised by the Committee.

Noted

### 13. 2018/19 Council and Wellbeing Annual Action Plan Exception Report End of Year 2018/19

K. Tori, CEO responded to questions raised by the Committee.

Noted

### 14. Key Risk Matters Update

K. Tori, CEO responded to questions raised by the Committee.

The Committee requested that future reports incorporate a brief description of the key (e.g. completed status means mitigation strategy completed).

**Action: A. Hinds, Manager Risk & Performance**



## MINUTES

### 15. Draft Updates on relevant Council Policies for:

- Financial Assistance (Rates & Charges) Policy

S. Rumoro, Finance Manager responded to questions raised by the Committee which was satisfied with the updates within this Policy.

Noted

- Debt Collection Policy

S. Rumoro, Finance Manager responded to questions raised by the Committee which was satisfied with the updates within this Policy.

Noted

### 16. Internal Audit Recommendation Tracking Report, including the following recommendations emanating from the previous meeting:

The Committee noted the action taken in relation to the outstanding recommendations and recommended the following action on the audit recommendation listed below:

- 2517 – reinstate May 2019 Management comment

Confirmation was sought that Management have addressed the recommendation in relation to 2608 and in relation to recommendation 2575, no update has been received.

C. Santoro confirmed that recommendation 2608 has been addressed and in relation to recommendation 2575, little to no movement has been made at this stage, but is still on target at be completed by December 2019.

**Action: C. Santoro**

As there were no further discussion, the Committee noted the report.

Noted

### 17. Report on Published Statements/Reports (if any)

- **Correspondence from the Hon. Adem Somyurek MP, Minister for Local Government dated 30 July 2019**

As there were no questions raised, the Committee noted the received correspondence from the Hon. Adem Somyurek MP, Minister for Local Government.

Noted

- **IBAC Report on 'State Government Integrity Frameworks Review – published June 2019**

As there were no questions raised the Committee noted the report.

Noted

### 18. General Business

No matters were raised under this agenda item.

Cr Turner/S. Rumoro departed 1.11 pm



## MINUTES

**19. Other matters as determined by the Chief Executive Officer/Committee Chairperson (including any identified Fraud instances (if any))**

*Note – Matters raised under this Agenda item are dealt with “in-camera” as they may relate to contractual, legal or personnel matters.*

**20. External Audit Performance**

*Note – Matters discussed under this Agenda item are dealt with “in-camera” as they relate to contractual matters.*

**21. Evaluation of Audit Committee Performance (including Summary of Audit Committee Performance Surveys from Audit Committee members and regular attending Staff members)**

*Note – Matters discussed under this Agenda item are dealt with “in-camera” as they relate to contractual matters.*

**22. Quarterly Legal Report as at 30 June 2019**

*Note – Matters discussed under this Agenda item are dealt with “in-camera” as they relate to legal matters.*

**Close of Business**

The meeting closed at 1.34 pm.

**Next Meeting**

The next meeting is to be held on 30 October 2019 commencing at 12.00 pm in the Conference room