



# Minutes

of the Shire of Cranbrook  
**Audit Committee**  
held on Wednesday 11 December 2019  
At 1:50pm in the Cranbrook Council Chambers

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# MINUTES

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open at 1.53pm

## 2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

### 2.1 ATTENDANCE

Councillors

Cr PL (Phil) Horrocks  
Cr PW (Peter) Slater  
Cr ER (Ruth) Bigwood  
Cr PM (Peter) Beech  
Cr DS (David) Carey  
Cr VN (Vanessa) Fiegert  
Cr P (Peter) Denton  
Cr RW (Robert) Johnson  
Cr JA (Jen) Quick

Chief Executive Officer  
Manager of Finance & Administration  
Manager of Works

Mr PB (Peter) Northover  
Mrs PA (Trish) Standish  
Mr JE (Jeff) Alderton

Members of the Public

One

### 2.2 APOLOGIES

Nil

### 2.3 LEAVE OF ABSENCE

Nil

## 3. PUBLIC QUESTION TIME

### 3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 3.2 PUBLIC QUESTION TIME

Nil

## 4. DISCLOSURE OF INTEREST

Nil

## **5. ELECTION OF A CHAIRPERSON**

The Chief Executive Officer called for nominations for the position of Chairperson.

**Moved Cr Denton, seconded Cr Carey that Cr Slater be nominated as Chairperson of the Audit Committee. Cr Slater accepted the nomination.**

**Carried 9/0**

Once elected, Cr Slater took the Chair.

The Manager of Works left the chambers at 1.55pm.

## **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### **6.1 Audit Committee Meeting – 17 July 2019**

**Moved Cr Denton, seconded Cr Carey that the minutes from the Shire of Cranbrook Audit Committee meeting held on 17 July 2019, be confirmed as a true and correct record.**

**Carried 9/0**

The Manager of Works re-entered the chambers at 1.57pm.

## **7. GENERAL BUSINESS**

### **7.1 MEET WITH THE AUDITOR**

Section 7.12A of the Local Government Act 1995 requires that a Council's Audit Committee meet with the auditor at least once each year. The Council's Auditor, Efthalia Samaras from the Office of the Auditor General and Russell Harrison from Lincolns were both available via teleconference to enable general discussion with the Council as well as holding the formal audit exit meeting.

Mr Harrison gave an overview of the 30 June 2019 planning audit as well as the end of year audit and discussed the attached report to the audit committee for the year ended 30 June 2019.

Ms Samaras advised that there were no matters raised in the management letter and the only matter in the auditor's report was the operating surplus ratio being below the Department of Local Government Sport and Cultural Industries standard for the past three years, which indicates a significant adverse trend in the financial position of the Shire.

## **8. CLOSURE OF MEETING**

There being no further business to discuss the Chairperson, declared the meeting closed at 2.32pm.