

AUDIT COMMITTEE MEETING

AGENDA



For the Audit Committee Meeting to be held on

19 June 2024

Dear Audit Committee Member,

The next Audit Committee Meeting of the Shire of Cranbrook will be held on Wednesday, 19 June 2024 at the Cranbrook Council Chambers commencing at 2.00pm.

A handwritten signature in black ink that reads 'L. Gray'.

Linda Gray
Chief Executive Officer

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Scope of Audit Committee

Regulation 16 of the Local Government (Audit) Regulations 1996 define the functions of the audit committee as follows:

“An audit committee –

- (a) is to provide guidance and assistance to the local government –
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
- (b) may provide guidance and assistance to the local government as to –
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.”
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.”

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AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Johnson will declare the meeting open at _____pm. The Chairperson will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Chairperson

Cr RW (Robert) Johnson

Councillors

Cr P (Peter) Denton

Cr LM (Lee) Casson

Cr P (Perin) Mulcahy

Cr DM (Daisy) Egerton-Warburton

Cr G (George) Pollard

Cr JA (Jen) Quick

Chief Executive Officer

Ms LA (Linda) Gray

A/Manager of Works

Mr G (Joe) Duina

Executive Officer

Miss JL (Jo) Scott

Members of the Public

2.2 APOLOGIES

3. PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.2 PUBLIC QUESTIONS

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 AUDIT COMMITTEE MEETING – 20 March 2024

That the minutes from the Audit Committee Meeting held on 20 March 2024 be confirmed as a true and correct record.

5. GENERAL BUSINESS

6. CONFIDENTIAL BUSINESS

Statutory Environment

Section 5.23 of the Local Government Act 1995 allows the Council or Committee to close all or part of a Meeting that is generally open to members of the public if the meeting or the part of the meeting deals with a range of issues, dealing with any of the following; (a) a matter affecting an employee or employees; (b) the personal affairs of any person; (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; (e) a matter that if disclosed, would reveal — (i) a trade secret; (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; (f) a matter that if disclosed, could be reasonably expected to — (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; (ii) endanger the security of the local government’s property; or (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and (h) such other matters as may be prescribed.

As such it is recommended that the meeting be closed to the public in order deal with these items.

A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Voting Requirements

Simple Majority

OFFICER’S RECOMMENDATION

The Audit and Risk Committee recommends that the meeting be closed to members of the public in accordance with section 5.23 (2) (f) a matter that if disclosed, could be reasonably expected to — (ii) endanger the security of the local government’s property.

CONFIDENTIAL

6.1 RISK MANAGEMENT REVIEW – AUDIT REGULATION 17

RESPONSIBLE OFFICER: Linda Gray – Chief Executive Officer
REPORT AUTHOR: Linda Gray – Chief Executive Officer
FILE REFERENCE: AD106, FM9
APPLICANT: N/A
DATE OF REPORT: 18 June 2024
ATTACHMENTS: Risk Report – Confidential Attachment

Voting Requirements

Simple Majority

OFFICER’S RECOMMENDATION

The Audit and Risk Committee recommends that Council receives the attached CEO’s report on the Review of Risk Management, Internal Controls and Legislative Compliance for the Shire of Cranbrook.

OFFICER'S RECOMMENDATION

The Audit and Risk Committee recommends that the meeting be re-opened to members of the public.

7. CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Cr Johnson will declare the meeting closed at _____pm.