



Agenda

Audit Committee Meeting

Thursday
25 October 2018

3.00 pm



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A handwritten signature in black ink, appearing to read 'H. Hawkins', is positioned above the printed name of the Chief Executive Officer.

Harry HAWKINS
Chief Executive Officer

15/10/2018

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802; Fax (08) 9963 5852
E-mail: - ceo@sandstone.wa.gov.au



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on (2)

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.

- (4) Tick the box to indicate the type of interest.
 - (5) Describe the nature of your interest.
 - (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)
-

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
or
 - (b). at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Councilors Claim for Sitting Fees and Travel

Councillor _____

Creditor No _____

<i>Date</i>	<i>Meeting</i>	<i>Sitting Fees</i>	<i>Travel Km's</i>	<i>Amount</i> 74 cents per km
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
25/10/2018	Audit Committee	\$55		

Fees payable are in accordance with the Local Government Act (5.98) – Administration Regulations (30)

Total		Total
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>
04109	Line Item 370	04100
		<input style="width: 100%; height: 20px;" type="text"/>

TOTAL:

OTHER MEETINGS ATTENDED IN MONTH

Date	Meeting	Km's	Vehicle supplied?

Signature ← Date

Calculations Checked _____ Date _____

Goods Received / Payme: _____



AUDIT COMMITTEE MEETING TO BE HELD ON 25 October 2018
AGENDA SUMMARY and TABLE OF CONTENTS

PAGE	AGENDA	ITEM	MINUTE NO.
7	1.0	Declaration of Opening and Announcement of any Visitors	
7	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
7	3.0	Attendance	
7	4.0	Applications for Leave of Absence	
8	5.0	Declarations of Interest	
8	6.0	Public Question Time	
8	7.0	Confirmation of Minutes of the Meeting held 22 Mar 2018	/18
8	8.0	Presentations	
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8	9.1	Chief Executive Officer's Reports	
9	9.1.1	Receive the 2018 Annual Financial Report	/18
10	11	New Business of an Urgent Nature Introduced by Decision of the Meeting	
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10		Closure of the Meeting	

**SHIRE OF SANDSTONE
AUDIT COMMITTEE MEETING
TO BE HELD IN THE COUNCIL CHAMBERS, SANDSTONE,
ON THURSDAY 25 OCTOBER 2018**

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Bethel Walton, will declare the meeting open at 10.30am.

VISITORS

Nil

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3.0 ATTENDANCE

3.1 PRESENT

Cr B Walton	Presiding Member
Cr C Hodshon	Committee Member
Cr D Lefroy	Committee Member
Cr F May	Committee Member
Cr V McQuie	Committee Member

3.2 STAFF ATTENDING

Mr Harry Hawkins	Chief Executive Officer
Mr Travis Bate	Auditor RSM Geraldton
Ms Caroline Spencer	Auditor General of WA (Telephonic)

3.3 APOLOGIES

Nil

3.4 APPROVED LEAVE OF ABSENCE

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5.0 DECLARATION OF INTEREST

Nil

6.0 PUBLIC QUESTION TIME

6.1 RESPONSE TO PREVIOUSPUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.2 PUBLIC QUESTIONS WITHOUT NOTICE

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

Staff Recommendation

Moved Cr
Seconded Cr

That the minutes of the Audit Committee Meeting held on 22 March 2018 are confirmed as a true and accurate record of proceedings

CARRIED

8.0 PRESENTATIONS

8.1 PETITIONS

Nil

8.2 PRESENTATIONS

Nil

8.3 DEPUTATIONS

Nil

8.4 DELEGATES REPORTS

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER'S REPORTS

CHIEF EXECUTIVE OFFICER'S REPORTS

Audited 2018 Annual Financial Report

Agenda Reference: FIN 10/17 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 15 October 2018
Author: Harry Hawkins, Chief Executive Officer

Summary

The Audit Committee is asked to review the Audited Annual Financial Report for the year ended 30 June 2018 and, if satisfied recommend to Council that it be received.

Attachments

The 2018 Annual Financial Report does not include the Audit Report and Management Letter however an example of the Audit Report is attached.(Audit Planning Memorandum from the Office of the Auditor General).

Background

A local government is to receive its annual financial report from its auditor by the 31st December each year and then within 30 days of its receipt, the Annual Financial Report of a local government is to be presented to the Audit Committee for review and recommendation to Council to receive it.

Comment

The Auditor General of Western Australia will consider the annual financial report for the year ended 30 June 2018 and make any comments in relation to the report obviously based on the advice of its contracted Auditors RSM Geraldton. It is expected that a clean report with no items of non-compliance or concerns will be issued in due course by the Auditor General.

The Management Letter will include some items which do not directly impact on the Financial Statements, however, need reporting and correcting by Shire staff.

The Audit Report and Management Letter will be issued by the Auditor General following this exit meeting.

Consultation

RSM Geraldton
Moore Stephens
IT Vision

Statutory Environment

Local Government Act 1995

Local Government Financial Management Regulations 1997

Audit Committee Agenda 25 October 2018 – Shire of Sandstone

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation

**MOVED:
SECONDED:**

That the Audit Committee advise Council that it has reviewed the Annual Financial Report for the year ended 30th June 2018 including the draft Auditors Report and recommend that it be received by Council once the final Audit Report and Management Letter have been received.

Carried/Not Carried (??)

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

12. MEETING CLOSED TO THE PUBLIC

12.1 MEETING CLOSED TO THE PUBLIC

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE TO THE PUBLIC

TIME AND DATE OF NEXT MEETING

Meetings will be called as required.

13 CLOSURE OF MEETING

There being no further business, the Presiding member closed the meeting at _____ PM

CERTIFICATION

I, Cr Beth Walton, certify that the minutes of the meeting held on the 22nd March 2018 as shown were confirmed as a true record at the meeting held on the _____.

Presiding Member

Date: _____