

**SHIRE OF BRUCE ROCK**  
**AUDIT COMMITTEE MEETING MINUTES 16 APRIL 2020**

**TABLE OF CONTENTS**

<b>1.</b>	<b>Declaration of Opening .....</b>	<b>2</b>
<b>2.</b>	<b>Record of Attendance / Apologies / Leave of Absence (Previously Approved) .....</b>	<b>2</b>
<b>3.</b>	<b>Response to Previous Public Questions Taken on Notice .....</b>	<b>2</b>
<b>4.</b>	<b>Public Question Time .....</b>	<b>2</b>
<b>5.</b>	<b>Petitions / Deputations / Presentations / Submissions .....</b>	<b>2</b>
<b>6.</b>	<b>Confirmation of Minutes .....</b>	<b>2</b>
<b>6.1.</b>	<b>Audit Committee Meeting – 20 Feb 2020.....</b>	<b>2</b>
<b>7.</b>	<b>Reports of Officers .....</b>	<b>3</b>
<b>7.1.</b>	<b>Manager of Finance .....</b>	<b>3</b>
<b>7.1.1</b>	<b>Entry Meeting for Interim Audit.....</b>	<b>3</b>
<b>8.</b>	<b>New Business of an urgent nature introduced by discussion of the meeting. ....</b>	<b>5</b>
<b>9.</b>	<b>Closure of Meeting.....</b>	<b>5</b>

**SHIRE OF BRUCE ROCK**

**AUDIT COMMITTEE MEETING AGENDA 16 APRIL 2020**

**1. Declaration of Opening**

The Committee Chair, Stephen Strange declared the meeting open at 2.50pm

**2. Record of Attendance / Apologies / Leave of Absence (Previously Approved)**

President	Cr SA Strange
Deputy President	Cr R Rajagopalan
Councillors	Cr AR Crooks
	Cr IS Dolton
	Cr KP Foss
	Cr NK Kilminster
	Cr PG Negri
	Cr MK Thornton
	Cr BJ Waight
Chief Executive Officer	Mr DRS Mollenoyux
Acting Deputy Chief Executive Officer	Mrs MJ Schilling
Manager of Finance	Mrs JL Bow
Acting Executive Assistant	Miss CE Negri

**3. Response to Previous Public Questions Taken on Notice**

**4. Public Question Time**

**5. Petitions / Deputations / Presentations / Submissions**

**6. Confirmation of Minutes**

**6.1. Audit Committee Meeting – 20 Feb 2020**

**COMMITTEE DECISION**

**Resolution ACM April 20 – 6.1**

**Moved: Cr Rajagopalan**

**Seconded: Cr Waye**

**That the minutes of the Audit Committee held 20 February 2020 be confirmed as a true and correct record.**

**Carried 9/0**

## 7. Reports of Officers

### 7.1. Manager of Finance

<b>Agenda Reference and Subject:</b>	<b>7.1.1</b> Entry Meeting for Interim Audit
<b>File Reference:</b>	8.2.6.1 – Annual Audit
<b>Reporting Officer:</b>	Jennifer Bow, Manager of Finance
<b>Author:</b>	Jennifer Bow, Manager of Finance
<b>Disclosure of Interest</b>	
<b>Attachments:</b>	<i>Attachment A - 7.1.1 – Entry Interview Agenda</i>

#### Summary

The Shire President, CEO, MOF, AMD's Representative Ms Maria Cavallo & Office of the Auditor General's Representative Mr Kien Neoh held the Entry Meeting teleconference for the Interim Audit which is scheduled for 6<sup>th</sup> to 8<sup>th</sup> April 2020.

#### Background

A teleconference entry meeting was held prior to the commencement of the interim audit which will be conducted remotely by 2 representatives from AMD, who have been contracted by OAG, to perform the audit.

#### Comment

The teleconference entry meeting allowed for comments to be made by Mr Neoh regarding the audit as this is the third year that the OAG is overseeing the audit. It also allowed staff to ask questions about the requirements and any other queries.

Ms Cavallo outlined her approach to the audit through AMD's Annual Financial Report Audit Planning Summary which detailed;

- Introduction
- Our Audit Approach
- Significant Risks and Other Audit Issues
- Audit Emphasis and Significant Account Balances
- Management Representation Letter
- Related Entities
- Reporting Protocols
- Proposed Audit Schedule
- Specific Audit Requirements
- Your Audit Team

The interim audit is required to be done remotely now due to COVID implications and the requirement for essential travel only. A recent development to the timing of the interim audit has been the establishment of the temporary supermarket which AMD has been notified of. AMD appreciate that the remote audit may take longer due to increased work load for staff.

#### Consultation

Shire President, CEO, MOF and Council's Auditor, Ms Cavallo and OAG's Mr Neoh

**Statutory Implications**

Local Government Act 1995, Local Government (Financial Management) Regulations 1996

**Policy Implications**

Nil

**Risk Implications**

<b>Risk:</b> Compliance – Non-compliance with relevant sections and regulations of the Local Government Act 1995.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
This item has been evaluated against the Shire of Bruce Rock’s Risk Management Procedures Risk Matrix. The perceived level of risk is considered to be “Medium” risk and will be managed to mitigate the risks associated with each of the areas of the financial audit.		

**Financial Implications**

Nil

**Strategic Implications**

Shire of Bruce Rock – Strategic Community Plan 2017-2027

**Governance**

Goal 12 Council leads the organisation in a strategic and flexible manner

**Voting Requirements**

Simple Majority

<p><b>COMMITTEE DECISION</b>  <b>Resolution ACM Feb 20 – 7.1.1</b></p> <p><b>Moved: Cr Waye</b>  <b>Seconded: Cr Rajagopalan</b></p> <p><b>That the Audit Committee receives the information regarding the Audit Entry Meeting for the Interim Audit to be conducted 6<sup>th</sup> to 8<sup>th</sup> April 2020.</b></p> <p style="text-align: right;"><b>Carried 9/0</b></p>
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**8. New Business of an urgent nature introduced by discussion of the meeting.**

**8. Closure of Meeting.**

The Committee Chairman, Mr Stephen Strange thanked everyone for their attendance and closed the meeting at 2.53pm.

These minutes were confirmed at a meeting on

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Cr Stephen Strange  
Shire President