

# SHIRE OF KOORDA

# AGENDA

## AUDIT COMMITTEE MEETING

Tuesday 1 June 2021  
5.00pm



*Shire of*  
**Koord**a

*Drive in, stay awhile*

**Notice is hereby given that a Meeting of the Shire of Koorda Audit Committee will be held in Council Chambers, 10 Haig Street, Koorda commencing at 5.00pm on Tuesday, 1 June 2021.**



Darren Simmons  
Chief Executive Officer

## DISCLOSURE OF INTEREST

### ★ WRITTEN

- Prior to meeting
- CEO to advise Presiding Person
- Reported to meeting immediately before item discussed
- Standard form may be used

### ★ VERBAL

- No round robin at start of meeting
- Advise immediately before item discussed

### ★ TO BE DISCLOSED

- Nature of interest
- Extent if vote on participation held.



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The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



DJ Simmons  
**CHIEF EXECUTIVE OFFICER**

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## **1 DECLARATION OF OPENING**

The Presiding Person declared the meeting open at ??pm

## **2 RECORD OF ATTENDANCE**

### **2.1 Record of Attendance:**

Cr JM Stratford (Member)  
Cr G Storer (Member)  
Cr PL McWha (Member)  
Cr LC Smith (Deputy Member)

Darren Simmons, CEO  
Lana Foote, DCEO

### **2.2 Announcement of Visitors**

Ann Ang, Assistance Director, OAG  
Marius van der Merwe, Partner, Butler Settineri  
Lizl Coetzee, Supervisor, Butler Settineri  
TBC - Cr GL Boyne  
TBC - Cr BG Cooper

### **2.3 Apologies:**

<b>3</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS</b>
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[Click here to view the previous Audit Committee Meeting Minutes.](#)

**COMMITTEE DECISION**  
**Officer Recommendation**

**Moved CR**

**Seconded CR**

**That the Minutes of the previous Audit Committee Meeting held on the 17 March 2021, as circulated be confirmed and certified as a true and accurate record.**

**PUT/CARRIED:**

## 4 REPORTS OF OFFICERS

### 4.1 AUDIT ENTRANCE MEETING

#### **Section 5.23 – Applicability**

**Location:**

**Portfolio:** Governance, Administration and Finance  
Cr JM Stratford

**File Reference:** ADM 0121

**Disclosure of Interest:** No interest declared by the CEO

**Author:** Lana Foote, Deputy Chief Executive Officer

**Signature of CEO**



**Attachment:** OAG Letter – Audit Firm Approved  
Butler Settineri Audit timetable for FY ended 30 June 2021

#### **Background:**

As per changes to the Local Government Act 1995 and the Local Government (Audit) Regulations 1996, and audit entrance meeting is required. The audit entrance meeting will cover the 2020/2021 Audit Scope and Procedures.

#### **Comment:**

As per the OAG letter, the Shire of Koorda annual financial audit was outsourced to Butler Settineri for a 3 year period, commencing with the audit for the year ended 30 June 2021.

Ann Ang from the Office of the Auditor General will attend via video conference along with Marius van der Merwe from Butler Settineri whom will be carrying out the audit on behalf of the OAG.

Ann/Marius will brief the Committee on the anticipated audit process and Committee Members and Staff will be given the opportunity to ask questions to Ann or Marius about the upcoming audit procedures.

#### **Consultation:**

Ann Ang, Assistance Director, OAG  
Marius van der Merwe, Partner, Butler Settineri  
Lizl Coetzee, Supervisor, Butler Settineri

#### **Statutory Environment:**

Local Government Act 1995 and relevant subsidiary legislation.  
Local Government (Audit) Regulations 1996

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

**Strategic Implications:**

4.2.4 - Operate in a financially sustainable manner (ongoing)

4.3.3 - Provide reporting processes in a transparent, accountable and timely manner (short term, in progress)

**Voting Requirement:**

Simple majority

**COMMITTEE RECOMMENDATION**

**For information only.**



<b>5</b>	<b>CONFIDENTIAL BUSINESS</b>
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<b>6</b>	<b>DATE OF NEXT MEETING</b>
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The next Audit Committee meeting is scheduled for when required.

<b>7</b>	<b>CLOSURE</b>
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The chairperson declared the meeting closed at ?? pm

<p>Signed .....</p> <p>Presiding person at the meeting at which the minutes were confirmed</p> <p>Date: TBC</p>
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