

SHIRE OF KOORDA

MINUTES

AUDIT COMMITTEE MEETING

Tuesday 1 June 2021
5.00pm



Shire of
Koorda

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

Signed

A handwritten signature in black ink, appearing to read 'DJ Simmons', is written over a faint, large, diagonal watermark that says 'DRAFT'.

DJ Simmons
CHIEF EXECUTIVE OFFICER

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1 DECLARATION OF OPENING

The Presiding Person declared the meeting open at 5.00pm

2 RECORD OF ATTENDANCE

2.1 Record of Attendance:

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

Darren Simmons, CEO
Lana Foote, DCEO

2.2 Announcement of Visitors

Cr GL Boyne
Cr BG Cooper
Ann Ang, Assistance Director, OAG (*Attendance online via Teams*)
Marius van der Merwe, Partner, Butler Settineri (*Attendance online via Teams*)

2.3 Apologies:

Cr PL McWha (Member)
Lizl Coetzee, Supervisor, Butler Settineri

3 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

[Click here to view the previous Audit Committee Meeting Minutes.](#)

COMMITTEE DECISION Officer Recommendation

Moved CR G Storer

Seconded CR LC Smith

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: 3/0

5.01pm SUSPEND STANDING ORDERS

Moved CR LC Smith

Seconded CR G Storer

That standing orders be suspended to discuss item *4.1 Audit Entrance Meeting*.

PUT/CARRIED: 3/0

5.43pm – OAG & Butler Settineri representatives disconnected from Teams and left the meeting

5.52pm RESUMPTION OF STANDING ORDERS

Moved CR PL G Storer

Seconded CR LC Smith

That standing orders be resumed as per attendance register.

PUT/CARRIED: 3/0

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 DECISION
Officer Recommendation

Moved Cr LC Smith

Seconded Cr G Storer

For information to be received.

PUT/CARRIED: 3/0

5 CONFIDENTIAL BUSINESS

6 DATE OF NEXT MEETING

The next Audit Committee meeting is scheduled for when required.

7 CLOSURE

The chairperson declared the meeting closed at 6.22pm

Signed

Presiding person at the meeting at which the minutes were confirmed

Date: TBC