

**TOWN OF BASSENDEAN**  
**MINUTES**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN**  
**ON WEDNESDAY 14 FEBRUARY 2018 AT 5.30PM**

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**1.0**                    **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**Acknowledgement of Traditional Owners**

The Acting Director Corporate Services opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

**2.0**                    **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

**Election of Presiding Member**

Under delegated authority of the Chief Executive Officer, the Acting Director Corporate Services conducted the election of the Presiding Member.

One nomination was received for Cr Kathryn Hamilton.

The Acting Director Corporate Services declared Cr Kathryn Hamilton elected as Presiding Member.

**Election of Deputy Presiding Member**

The Presiding Member conducted the election of the Deputy Presiding Member.

One nomination was received for Cr Melissa Mykytiuk.

The Presiding Member declared Cr Melissa Mykytiuk elected as Deputy Presiding Member.

### **3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

#### Present

Cr Kathryn Hamilton, Presiding Member  
Cr Melissa Mykytiuk, Deputy Presiding Member  
Cr Jai Wilson  
Ian Walters  
Tom Klaassen

#### Staff

Ken Lapham, Acting Director Corporate Services  
Ron Back, Financial Advisor  
Amy Holmes, Minute Secretary

#### Visitor

Graeme King

### **4.0 DEPUTATIONS**

Nil

### **5.0 CONFIRMATION OF MINUTES**

Nil

### **6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Members were asked to introduce themselves.

Cr Hamilton asked that any corporate documents relevant to this Committee be distributed early enough to allow time for consideration.

### **7.0 DECLARATIONS OF INTEREST**

Nil

### **8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

## **9.0** REPORTS

### **9.1** Overview of the Committee's Role

The Acting Director Corporate Services gave an overview of the statutory basis for the Audit and Governance Committee and its role and a timeframe for matters to be dealt with by this Committee.

March meeting	<p><b>Local Government Compliance Audit Return 2017</b> – requirement to complete compliance return by 31<sup>st</sup> March 2018.</p> <p><b>Internal Audit - Moore Stephens</b> – Consideration of 2018 Internal Audit report undertaken by Moore Stephens (third report since appointment) and any recommendations arising from the report</p>
May meeting	<p><b>Interim Audit Report</b> – To receive the Interim Audit report from Macri Partners, and consider any recommendations from the report.</p> <p><b>Annual Closed Circuit (CCTV)</b> - Report by DOS.</p> <p><b>Debts Unrecoverable</b> - Consider any Debts that require write off by Council</p> <p><b>Review of updated risk profiles by LGIS</b> – Consider report from LGIS who have undertaken the review of the Business Continuity Plan</p> <p><b>Local Government Audit Regulations 17</b> – To be presented to this committee</p>
August meeting	<p><b>Review of Accounting Policies</b> - Any updates to Financial Management requirements</p>
October meeting	<p><b>Annual Financial Statements</b> – To receive the Audited Financial Statements by appointed Auditors Macri Partners (Final report before OAG commences)</p> <p><b>Rate Exemptions</b> – Consider any requests for rates</p>

*The Committee discussed and made comment on the following items:*

#### *Credit Card Policy*

*Reviewing the way in which credit card expenditure information is made available to this Committee and Council – more disclosure. Payments made are not presented to this Committee or Council.*

Internal Audit Project

*Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management. Copy of this document to be provided to the Committee.*

Instrument of Appointment and Delegation - Point 4 Membership

*Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member*

*Queried - The CEO cannot be a member on this Committee.*

Instrument of Appointment and Delegation – Role of this committee

*Need to incorporate governance matters to be considered by this Committee. The Instrument of Appointment & Delegation document needs reviewing as it does not clearly reflect the remit of this Committee. Some of the specifics in the document are unenforceable and fails to provide clear guidance on the Committee's role and responsibilities.*

COMMITTEE RECOMMENDATION – ITEM 9.1

**AGC - 1/02/18**

MOVED Ian Walters, Seconded Cr Mykytiuk, that the Audit and Governance Committee's Instrument of Appointment & Delegation be reviewed by the Committee and presented to Council for endorsement.

CARRIED UNANIMOUSLY 5/0

**9.2**

**2018 Meeting dates**

The Committee is requested to note the following meeting dates for 2018, which have been endorsed by Council:

14 March (to be endorsed by Council)  
9 May  
8 August  
10 October.

**9.3 Consideration of an Additional Meeting of the Committee**

It is proposed to hold an additional meeting of the Audit and Governance Committee on Wednesday 14 March 2018 commencing at 5.30pm to consider the Annual Compliance Return, which is to be endorsed by Council by 31 March 2018, and the receiving of the 2017/18 Internal Audit Report.

**COMMITTEE/OFFICER RECOMMENDATION – ITEM 9.3**

**AGC - 2/02/18** MOVED Cr Mykytiuk, Seconded Ian Walters, that the Audit and Governance Committee holds an additional meeting on Wednesday 14 March 2018.

CARRIED UNANIMOUSLY 5/0

**10.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

**12.0 CONFIDENTIAL BUSINESS**

Nil

**13.0 CLOSURE**

It is recommended that the next meeting be held on Wednesday 14 March 2018, commencing at 5.30pm, subject to Council approval.

There being no further business, the Presiding Member closed the meeting at 7.00pm.