



Minutes

of the

Audit Committee Meeting of Council

held on

Thursday 14 December 2017

At 3.15pm

In

The Council Chambers

Honour Avenue Wyalkatchem

CONTENTS

1	DECLARATION OF OPENING	3
1.1	The audit committee chairman will declare the meeting open	3
1.2	The Shire of Wyalkatchem disclaimer will be read aloud	3
2	PUBLIC QUESTION TIME	3
2.1	Response to previous questions taken on notice	3
2.2	Declaration of Public Question time opened	3
2.3	Declaration of Public Question time closed	3
3	RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE	3
3.1	Present	3
3.2	Apologies	3
3.3	On leave of absence	3
3.4	Staff	3
3.5	Visitors	3
3.6	Gallery	3
4	ANNOUNCEMENTS BY PRESIDING PERSON	3
5	CONFIRMATION OF MINUTES	4
5.1.1	Confirmation of Minutes from previous audit committee meeting 1 June 2017	4-5
6	REPORTS	6
6.1.1	Financial Management – Audit – Reports – Audit and Management Report 30 June 2017	6-13
6.1.2	Request for access to working papers	14-16
7	GENERAL MATTERS	17
8	CLOSURE OF THE MEETING	17

Minutes of the Audit Committee of Council held in Council Chambers, Cnr Honour Avenue and Flint Street, Wyalkatchem on Thursday 14 December 2017.

1. DECLARATION OF OPENING

1.1 The Presiding Person declared the Meeting open: 3.18pm

1.2 The Shire of Wyalkatchem disclaimer will be read aloud.

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting.

2. PUBLIC QUESTION TIME

2.1 Response to previous questions taken on notice.

There were no questions taken on notice from the last Audit Committee Meeting.

2.2 DECLARATION OF PUBLIC QUESTION TIME OPENED 3.19pm

2.3 DECLARATION OF PUBLIC QUESTION TIME CLOSED 3.19pm

3. RECORD OF ATTENDANCE, APOLOGIES, AND APPROVED LEAVE OF ABSENCE

3.1 Present: Cr Davies, Cr Garner, Cr Butt, Cr Holdsworth, Cr Gamble, Cr Metcalfe

3.2 Apologies: Nil

3.3 On leave of absence: Nil

3.4 Staff: Ian McCabe, Claire Trenorden, Ella McDonald

3.5 Visitors: Nil

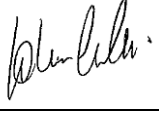
3.6 Gallery: Nil

3.7 Applications for leave of absence: Nil

4. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION. Nil

5. CONFIRMATION OF MINUTES

5.1.1 MEETINGS – CONFIRMATION OF MINUTES – AUDIT COMMITTEE MEETING 1 JUNE 2017

FILE REFERENCE:	Minute Book
AUTHOR'S NAME AND POSITION:	Ella McDonald Administration Officer
AUTHOR'S SIGNATURE:	N/A
MANAGER'S NAME	Ian McCabe Chief Executive Officer
MANAGER'S SIGNATURE	
NAME OF APPLICANT/ RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	6 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	Not Applicable

SUMMARY:

That the Audit Committee resolves the following:

- 1. Confirm the minutes as an accurate record of the Audit Committee Meeting of Council held 1 June 2017.**

Appendix:

There is no attachment to this item.

Background:

The minutes have been circulated to all Councillors and they have been made available to the public. The minutes are also published on the Shire's website.

Comment:

There is no further comment to this item.

Consultation:

Ian McCabe, Chief Executive Officer.

Statutory Environment:

- Local Government Act 1995* Part 5 Division 2 Subdivision 3 Section 5.25
- Local Government (Administration) Regulations 1996, Regulation 11 Content of minutes of council or committee meetings s. 5.25(f)
- Shire of Wyalkatchem Standing Orders Local Law 1998, Part 3 Business of the Meeting Standing Order 3.5 Confirmation of Minutes

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

There are no Financial Implications relative to this issue.

Strategic Plan/Risk Implications:

There are no Strategic Plan/Risk Implications relative to this issue.

Voting Requirements: Simple Majority

Audit Committee Decision Number: 46

Moved: Cr Gamble


Seconded: Cr Davies

That the Audit Committee resolves the following:

1. **Confirm the minutes as an accurate record of the Audit Committee Meeting of Council held 1 June 2017.**

Vote: 6/0

6.1.1. FINANCIAL MANAGEMENT – AUDIT- REPORTS - AUDIT AND MANAGEMENT REPORT 30 JUNE 2017

FILE REFERENCE:	12.02.02
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
NAME OF APPLICANT/RESPONDENT/LOCATION:	Shire of Wyalkatchem
DATE REPORT WRITTEN:	4 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
PREVIOUS MEETING REFERENCE:	Audit Committee Meeting 1 June 2017; Decision No.43

SUMMARY:

That Council resolve to:

- 1. Accept the Independent Audit Report dated 9 November 2017;**
- 2. Accept the Management Report for the year ended 30 June 2017.**

Appendix:

- Independent Auditor's Report from Paul Gilbert FCPA, Macleod Corporation Pty Ltd for the year ended 30 June 2017;
- Audit Management Report for the year ended 30 June 2017;
- Ratio Analysis

Background:

At the Ordinary Meeting of Council held in July 2012, Council resolved to appoint an Audit Committee comprising all seven elected members of Council. At the Ordinary Meeting of Council held in August 2012, Council accepted the Terms of Reference and Audit Specifications.

Comment:

A copy of the Independent Auditor's Report and the Audit Management Report for the year ending 30 June 2017 is attached.

This material is included in the Annual Report which was approved by Council 23 November 2017 and will be presented at the Electors' Meeting 14 December.

The ratio analysis is provided as information.

The auditors' report provides background to the work of the auditor. It notes that the financial reports of the local government provide a true and fair view of the Shire's financial position and operating results as at 30 June 2017. In addition, the auditor provides an opinion that the local government is complying with the relevant accounting standards.

The auditor notes that there are no matters indicating adverse trends; no matters of non-compliance; all requested information was made available; all audit procedures were completed satisfactorily.

The management letter made no recommendations that would enhance internal control and provided key ratio analysis which indicates good financial performance. There was no item for the CEO to respond to so no report was submitted to the Department of Local Government.

Calculations based on the attached ratio analysis indicate the Shire of Wyalkatchem Financial Health Indicator has improved from 91 points out of a possible 100 in 2015/16 to 95 points for the year ended 30 June 2017.

Consultation:

Ian McCabe, Chief Executive Officer

Claire Trenorden, Corporate Services Manager

Mr Paul Gilbert, Auditor and Director, Macleod Corporation Pty Ltd

Statutory Environment:

The Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Policy Implications:

There is no Council Policy relative to this issue.

Financial Implications:

Fees as per the Audit Agreement.

Strategic /Risk Implications:

Discussion and understanding of the Independent Audit Report and Management Report by Council is fundamental to good governance of the Shire.

Voting Requirements: Absolute Majority

Audit Committee Decision Number: 47

Moved: Cr Holdsworth

Seconded : Cr Gamble

That Council resolve to:

- 1. Accept the Independent Audit Report dated 9 November 2017;**
- 2. Accept the Management Report for the year ended 30 June 2017.**

Vote: 6/0

INDEPENDENT AUDITOR'S REPORT TO THE RATEPAYERS OF THE SHIRE OF WYALKATCHEM

Report on the Financial Report

We have audited the accompanying financial report of the Shire of Wyalkatchem, which comprises the Statement of Financial Position as at 30 June 2017, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows, the Rate Setting Statement for the year then ended and notes comprising a summary of significant accounting policies, other explanatory information, and the Statement by Management.

In our opinion the financial report of the Shire of Wyalkatchem is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended), including:

- (a) giving a true and fair view of the Shire's financial position as at 30 June 2017 and of its operating results for the year ended on that date; and
- (b) complying with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- (a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- (b) No matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- (c) All necessary information and explanations were obtained by us.
- (d) All audit procedures were satisfactorily completed in conducting our audit.
- (e) In relation to the Supplementary Ratio Information presented at page 60 of this report, we have reviewed the calculations as presented and in our opinion these are:
 - i) Based on verifiable information; and
 - ii) Reasonable assumptions.



MACLEOD
CORPORATION PTY LTD.

A.B.N. 25 082 636 968

Unit 8, 76 Proudlove Parade
ALBANY WA 6330

PO Box 5779
ALBANY WA 6332

ph 08 9841 2118

m. 0412 375 667

e. paul@macleodcpa.com.au

www.macleodcpa.com.au



LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

Page 1 of 3

CERTIFIED PRACTISING ACCOUNTANTS



INDEPENDENT AUDITOR'S REPORT TO THE RATEPAYERS OF THE SHIRE OF WYALKATCHEM

Other Information

Management is responsible for the other information. The other information comprises the information included in the Shire's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

Responsibility of Management and Council for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended). Managements' responsibility also includes such internal control as management determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the management is responsible for assessing Council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the management either intend to liquidate Council or to cease operations, or have no realistic alternative but to do so.

Council and Management are responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.



INDEPENDENT AUDITOR'S REPORT TO THE RATEPAYERS OF THE SHIRE OF WYALKATCHEM

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Managements use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with management and Council, regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Paul Gilbert, FCPA MBA Director

Macleod Corporation Pty Ltd

Dated this 9th day of November 2017.

9th November 2017

Ian McCabe
Chief Executive Officer
Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485

By Email: ceo@wyalkatchem.wa.gov.au

Dear Mr McCabe

**AUDIT MANAGEMENT REPORT
FOR THE YEAR ENDED 30 JUNE 2017**

We have now completed our audit, for the year ended 30 June 2017, and attached is our report to be included with the financial statements as presented to us for audit.

In accordance with the terms of our audit engagement, we remind you that the work undertaken by us to form an opinion on the financial statements and your compliance is permeated by judgment, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered. In addition, there are inherent limitations in any audit. These include the use of testing, the possibility of collusion and the fact that most audit evidence is persuasive rather than conclusive in nature. As a result, even though our audit is conducted in accordance with Australian Audit Standards, our audit can only provide reasonable – not absolute – assurance that the financial systems of Council are functioning reliably, and that the financial statements contain no errors or omissions.

During the course of our audit we did not note any areas where improvement may be made which would enhance the level of internal control.

NEW POLICY FOR RELATED PARTY DISCLOSURES

Australian Accounting Standard AASB124 "Related Party Disclosures" applies to local government from 1 July 2016. The objective of the standard is to ensure that local government financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties. The Local Government Department recommends that each local government adopts a council policy on related party disclosures. We recommend that Council adopt a Policy to clarify process and procedure necessary to gather information required for disclosure.

Generally, we consider the Shire to be in a sound financial position. Whilst an analysis of key operating ratios is included with the financial statements at Note 19, I make mention of the following key operating statistics as indicators of financial condition:



**MACLEOD
CORPORATION PTY LTD.**

A.B.N. 25 082 636 968

Unit 8, 76 Proudlove Parade
ALBANY WA 6330

PO Box 5779
ALBANY WA 6332

ph 08 9841 2118

m. 0412 375 667

e. paul@macleodcpa.com.au

www.macleodcpa.com.au



	2017	2016	2015	2014
Operating Revenue	3,971,087	3,456,106	3,936,207	2,310,572
Operating result/(loss) for the year	556,266	340,899	878,099	(819,738)
Net cash flow from / (used in) Operating Activities	1,657,915	1,415,364	1,927,134	(232,844)
Current position (Current Assets - Current Liabilities)	3,212,498	3,024,873	2,604,933	344,744
Current ratio	8.08	9.27	8.55	2.18

Note: The current ratio above is very strong. It has been calculated by simply dividing current assets by current liabilities, and for convenience ignores asset restrictions used in the statutory reporting of the current ratio at Note 19 of the financial statements.

We enclose a table analysing the annual operating financial ratio's. As noted Councils financial ratio performance generally exceeds the Local Government Departments expectations.

We would like to take this opportunity to thank you Ian, Claire and team for the assistance provided during the course of the audit.

We also enclose an invoice for our fee.

We will forward a copy of this management letter and our audit report to the Minister for Local Government, and Shire President as is required by the Local Government Audit Regulations.

Thankyou, if you have any questions you are welcome to contact me.

Yours sincerely



Paul Gilbert CPA
Macleod Corporation Pty Ltd

Enclosures.

Copy to:

The Shire President, Email: cr.davies@wyalkatchem.wa.gov.au

The Minister for Local Government, Email: annual.report@dlgc.wa.gov.au


SHIRE OF WYALKATCHEM - ANNUAL OPERATING FINANCIAL RATIO ANALYSIS - FOR THE YEAR ENDED 30 JUNE 2017

Ratio	Calculation Method	Description	Result	Prescribed Standard	Assessment & Influencing Factors
Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$	Indicates the Shire's solvency being the ability to meet short term debt obligations.	1.65	The standard is met if the ratio is greater than 1.	Council's result far exceeds expectations, influenced by strong cash and low debt levels.
Asset Sustainability Ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$	Indicates the rate the Shire is replacing or renewing existing non-financial assets compared to the annual overall assets expired useful life.	1.23	The standard is met if the ratio is 0.9 or higher.	Council's result exceeds expectations, influenced by strong asset renewal program.
Debt Service Cover Ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$	Indicates the Shire's ability to repay its debt including lease payments.	13.71	A basic standard is met if the ratio is greater than or equal to 2. An advanced standard is met if the ratio is greater than 5.	Council's result far exceeds expectations, influenced by low overall debt levels.
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$	Indicates the Shire's ability to cover its operational costs and have revenues available for capital funding or other non operating purposes.	0.34	A basic standard is met between 0.01 and 0.15. An advanced standard is met if the ratio is greater than 0.15.	Council's result far exceeds expectations, influenced by sound operating budget and subsequent operating result performance.
Own Source Revenue Coverage Ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$	Indicates the Shire's ability to cover its costs through its own revenue efforts.	0.47	A basic standard is met if the ratio is between 0.4 and 0.6. Intermediate standard is between 0.6 and 0.9. An advanced standard is met if the ratio is greater than 0.9.	Council's result meets expectations, influenced by the source of operating income. Noting that operating expenses would be curtailed should operating income decline.
Asset Consumption Ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$	Measures the extent to which depreciable assets have been consumed by comparing their written down value to their replacement cost	0.97	The standard is met if the ratio is 0.5 or greater. The standard is improving if the ratio is between 0.6 and 0.75.	Council's result exceeds expectations, influenced by strong asset renewal program.
Asset Renewal Funding Ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$	Measures the ability of the Shire to fund its projected asset renewal (in the long term financial plan-LTFP) to the required replacements in the future (in the asset management plan-AMP).	0.75	The standard is met if the ratio is between 0.75 and 0.95. The standard is improving if the ratio is between 0.95 and 1.05.	Council's result meets expectations, the ratio is influenced by asset replacements recorded in the asset management plan and long term financial plan.

Overall Assessment

Councils financial ratio performance generally exceeds the Local Government Departments expectations. The asset renewal funding ratio has improved on previous years with the alignment of expected 10 year asset renewals in the long term financial plan with the 10 year capital expenditure in the asset management plan. Whilst the own source revenue coverage ratio meets expectation, it is at the lower end of the scale and there is a trending decline – this is consistent for all regional Councils, illustrating an economic dependency on grants.

6.1.2 REQUEST FOR ACCESS TO WORKING PAPERS

FILE REFERENCE:	12.02.03
AUTHOR'S NAME AND POSITION:	Ian McCabe Chief Executive Officer
AUTHOR'S SIGNATURE:	
DATE REPORT WRITTEN:	4 December 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.

SUMMARY:

That the audit committee of Council resolve the following:

- 1. Authorise the release of the 2016/17 audit papers to the Office of the Auditor-General;**
- 2. Support the appointment of Paul Gilbert FCPA as auditor for the 2017/18 financial year;**
- 3. Chief Executive Officer is to submit a minute of this item for endorsement by Council and forwarding to the Office of the Auditor-General.**

Appendix: Letter from Office of Auditor-General dated 29 November 2017.

Comment:

The proclamation of the *Local Government (Auditing) Amendment Act 2017* transfers responsibility for audit to the Office of Auditor General (OAG).

There will be a period of transition between local appointment of the auditor and provision of audit service by the OAG (or its contractors). To assist in this process, there is the possibility of accreditation of council's current auditor, facilitated by the release of his working papers to the OAG.

Once they assess that work as meeting their requirements, he may be retained to perform the 2017/18 audit.

Consultation:

Mrs Claire Trenorden

Corporate Services Manager

Statutory Environment:

There is no direct statutory environment relevant to this issue.

Policy Implications:

There is no Council Policy relative to this report.

Financial Implications

There are no direct financial implications relative to this item.

Strategic Plan/Risk Implications

There are no direct Strategic/Risk Implications relative to this item.

Voting Requirements

Simple Majority

Audit Committee Decision Number: 48

Moved: Cr Holdsworth

Seconded: Cr Gamble

That the audit committee of Council resolve the following:

1. Authorise the release of the 2016/17 audit papers to the Office of the Auditor-General;
2. Support the appointment of Paul Gilbert FCPA as auditor for the 2017/18 financial year;
3. Chief Executive Officer is to submit a minute of this item for endorsement by Council and forwarding to the Office of the Auditor-General.

Vote: 6/0



OAG Ref: 7816

Mr Ian McCabe
Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485



7th Floor, Albert Facey House
469 Wellington Street, Perth

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: (08) 6557 7500
Fax: (08) 6557 7600
Email: info@audit.wa.gov.au

Dear Mr McCabe

ACCESS TO 2016-17 AUDIT WORKING PAPERS

Further to the Auditor General's email of 1 November 2017, I understand that when the *Local Government (Auditing) Amendment Act 2017* was proclaimed on 27 October 2017, you did not have a signed audit contract in place for your annual financial audits. This means the Auditor General is now responsible for your financial audits from 2017-18.

We propose to use the services of your last contract audit firm, Macleod Corporation, to conduct your 2017-18 financial audit under our management. Before appointing Macleod Corporation, we first need to determine that they meet certain quality criteria. To do this we will request access to the firm's working papers for your 2016-17 audit. I expect that the firm will also advise you that they are providing us with this access.

If Macleod Corporation meets our quality criteria, we will discuss their 2017-18 audit plan with them and request a quotation for your 2017-18 audit. We will then be in a position to inform you of our indicative audit fee and schedule an audit entrance meeting. I anticipate this will be by March 2018.

I will contact you in the new year to commence our audit planning and discuss any queries you or your staff may have.

I recognise this is potentially quite a change for your local government, as it is for us, if you have any questions or concerns please take a look at the FAQs on our website at www.audit.wa.gov.au or contact me on 6557 7644 or patrick.arulsingham@audit.wa.gov.au.

Yours sincerely

PATRICK ARULSINGHAM
SENIOR DIRECTOR
FINANCIAL AUDIT
29 November 2017

7. **GENERAL MATTERS** Nil
8. **CLOSURE OF THE MEETING** 3.24pm