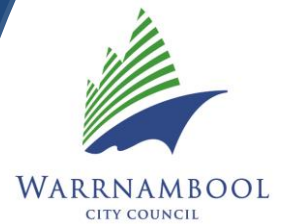


# AGENDA

**SPECIAL MEETING**

**WARRNAMBOOL CITY COUNCIL**

**5.30PM - THURSDAY 22 AUGUST 2019**



*Due to the approaching Audit & Risk Meeting (27 August 2019, the 7 days notice for a Special Meeting be waived under the Local Government Act 1989, Sect 89(4A).*

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**VENUE:**

**Reception Room  
25 Liebig Street  
Warrnambool**

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**COUNCILLORS**

Cr. Tony Herbert (Mayor)  
Cr. Robert Anderson  
Cr. Sue Cassidy  
Cr. Kylie Gaston  
Cr. Peter Hulin  
Cr. Michael Neoh  
Cr. David Owen

Copies of the Warrnambool City Council's Agendas & Minutes  
can be obtained online at [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

**PETER B. SCHNEIDER  
CHIEF EXECUTIVE OFFICER**

## **AUDIO RECORDING OF COUNCIL MEETINGS**

All Open and Special Council Meetings will be audio recorded, with the exception of matters identified as confidential items in the agenda. This includes public participation sections of the meeting. Audio recordings of meetings will be made available for download on the internet via the Council's website by noon the day following the meeting and will be retained and publicly available on the website for 12 months following the meeting date. The recordings will be retained for the term of the current Council, after which time the recordings will be archived and destroyed in accordance with applicable public record standards. By participating in Open and Special Council meetings, individuals consent to the use and disclosure of the information that they share at the meeting (including any personal/sensitive information), for the purposes of Council carrying out its functions.

**ORDER OF BUSINESS**

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## **1. OPENING PRAYER**

Almighty God  
Grant to this Council  
Wisdom, understanding and Sincerity of purpose  
For the Good Governance of this City  
Amen.

## **ORIGINAL CUSTODIANS STATEMENT**

I wish to acknowledge the traditional owners of the land on which we stand and pay my respects to their Elders past and present.

## **2. APOLOGIES**

## **3. DECLARATION BY COUNCILLORS & OFFICERS OF ANY CONFLICT OF INTEREST IN ANY ITEM ON THE AGENDA**

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989 (as amended) direct and indirect conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting. Declaration of indirect interests must also include the classification of the interest (in circumstances where a Councillor has made a Declaration in writing, the classification of the interest must still be declared at the meeting), i.e.

- (a) direct financial interest
- (b) indirect interest by close association
- (c) indirect interest that is an indirect financial interest
- (d) indirect interest because of conflicting duties
- (e) indirect interest because of receipt of an applicable gift
- (f) indirect interest as a consequence of becoming an interested party
- (g) indirect interest as a result of impact on residential amenity
- (h) conflicting personal interest

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken. Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

## **4. REPORTS**

## **4.1 ENGAGEMENT OF EXTERNAL AUDITOR**

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### **RECOMMENDATION**

**1a) That Council, via the Chief Executive Officer and the Manager Governance Projects & Risk, immediately engage an External Auditor to undertake an audit to review and assess the adequacy of:-**

- Existing policies, governance, reporting and investigation processes/procedures in the handling of the current credit card misuse issue that was identified in September 2018.

**1b) The scope of the audit to include:-**

#### **SCOPE**

**Review the adequacy of Council policies, procedures and processes in relation to:-**

- Dealing with expenditure authorisation and delegation;
- Trigger points for reporting (unusual transactions and/or misuse and/or fraud) to the Audit Committee (via confidentiality reports or meetings);
- Trigger points when an external auditor should be brought in (i.e. the period after unusual/misuse has been identified to when possible fraud is suspected);
- Guidelines on “taking face value explanations” vs “appropriate inquiry”;
- Guidelines to ensure there are procedures to mitigate and prevent the acceptance of face value assumptions;
- Adding another layer of probity and transparency by providing trigger points for the use of an external auditor.

**1c) Should the External Auditor require clarification of the scope of the audit, as outlined in 1b) then the Auditor shall communicate directly with both Cr Neoh and Cr Cassidy.**

**2) At the next Audit Meeting (27 August 2019) the appointed External Auditor to meet, in camera with the independent Audit Committee members, Cr. Neoh and Cr. Cassidy to outline the scope (in accordance with resolution 1b).**

**3) That the External Auditor report directly to the subsequent Audit Committee meeting or earlier if called by the Audit and Risk Chairman.**

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## **4.2 CEO EXPENSE AUTHORISATION POLICY**

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### **RECOMMENDATION**

**That the Manager Governance Projects & Risk provide a best practice policy (CEO Expenses Authorisation) draft for Councillors' input prior to being adopted at the next Council meeting.**

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## **5. CLOSE OF MEETING**