



Special Audit Committee Minutes

Held on

Wednesday, 27 March 2019

Commencing at 4pm

Council Chambers

51 – 53 Collins Street, Donnybrook WA

Ben Rose
Chief Executive Officer

29 March 2019

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SPECIAL AUDIT COMMITTEE MINUTES

27 March 2019

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SHIRE OF DONNYBROOK/BALINGUP

AUDIT COMMITTEE MINUTES

Held in the Council Chamber, 51 – 53 Collins Street, Donnybrook
on Wednesday, 27 March 2019 4pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 4pm.

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Noongar People, paying respects to Elders, past and present.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS

Cr Piesse (President)
Cr Wringe (Deputy President)
Cr Mitchell
Cr King
Cr Lindemann
Cr Mills

STAFF

Ben Rose - Chief Executive Officer
Steve Potter – Executive Manager Operations
Alan Thornton – Manager Corporate Services
Jaimee Earl – Acting Executive Assistant

GUESTS

NIL

PUBLIC GALLERY

Nil.

APOLOGIES

Cr Tan has been granted a Leave of Absence from the March 2019 Ordinary Council Meeting.

Cr van der Heide and Cr Atherton were apologies to the meeting.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil.

4 PUBLIC QUESTION TIME

Nil.

5 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

Nil.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7 CONFIRMATION OF MINUTES

Nil.

8 REPORTS OF OFFICERS

8.1 Chief Executive Officer

8.1.1 SUBJECT: 2018 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN

Location	Donnybrook
Applicant	Executive Services
File Reference	DEP 20/01
Author	Ben Rose – Chief Executive Officer (<i>Loren Clifford – Corporate Planning & Governance Officer</i>)
Attachments	8.1.1 – 2018 Local Government Compliance Audit Return (CAR)
Voting Requirements	Absolute Majority
Executive Summary	<ul style="list-style-type: none"> • A Local Government Compliance Audit Return (CAR) for the period 1 January to 31 December 2018 is required by Department of Local Government, Sport and Cultural Industries. • The Audit has been conducted by staff and consider that it represents a true and accurate record.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Action No.	Actions
4.2 A strategically focussed, open and accountable local government	Effective and efficient operations and service provision	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices.

BACKGROUND

Council is required to carry out a compliance audit for the period 1 January to 31 December 2018, against requirements set out in the 2018 Compliance Audit Return (CAR) (Attachment 8.1.1).

Amendments to Regulation 14 of the *Local Government (Audit) Regulations 1996* require that the local government's Audit Committee reviews the CAR and reports the results of that review to Council prior to adoption by Council.

DETAILS

The CAR is one of the tools that allow Council to monitor how the organisation is functioning. The return places emphasis on the need to bring to Council's attention cases of non-compliance or cases where full compliance was not achieved. In addition to explaining or qualifying cases of non-compliance, the return requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance. This is intended to assist local government to enhance or develop their internal control processes to ensure they include the statutory requirements of the legislation.

CONSULTATION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY COMPLIANCE

N/A

STATUTORY COMPLIANCE

Under Regulation 14 of the *Local Government (Audit) Regulations 1996* the 2018 CAR is to be reviewed by Council's Audit Committee and report the results of that review to Council for adoption.

A printed copy of the CAR is to be presented to Council at the Ordinary Council Meeting and adopted by an Absolute Majority.

Once the CAR is presented to Council a certified copy, along with an extract of the minutes of the meeting at which the CAR is adopted by Council, and any additional information explaining or qualifying the compliance audit, is to be submitted on-line to the Department of Local Government, Sport and Cultural Industries by 31 March 2019, providing a permanent record of the submission on the Department's website.

CONCLUSION

Council has met all areas of compliance in the 2018 CAR. Approval of the 2018 Local Government Compliance Audit Report is recommended.

Cr King entered the meeting at 4.08pm.

The Executive Recommendation was moved Cr Wringe, seconded Cr Lindemann. Cr Piesse asked that the word 'Council' be amended to 'the Audit Committee' and the mover and seconder agreed to include this.

COMMITTEE DECISION

Moved: Cr Wringe

Seconded: Cr Lindemann

That the 2018 Local Government Compliance Audit Return for the Shire of Donnybrook Balingup, as completed and presented to the Audit Committee, be endorsed.

CARRIED 6/0

6 CLOSURE OF MEETING

Shire President declared the meeting closed at 4.11pm.
