

Shire of Tammin

AUDIT COMMITTEE MEETING

UNCONFIRMED MINUTES



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An Audit Committee meeting of the Shire of Tammin was held on Thursday 25 February 2021 in the Council Chambers, 1 Donnan Street Tammin, commencing at 3:35pm.



Neville Hale
Chief Executive Officer

25 February 2021

CHARTER

The role of the Audit Committee is to provide an independent oversight of the financial systems of a local government on behalf of Council. The Council (unless delegated to the Audit Committee) is required to meet a minimum of once per year with the Auditor (which may be by video or telephone).

Members of the Audit Committee are Cr's, M. Greenwood, G. Batchelor, N. Caffell, T. Daniels, T. Nicholls & C. Thomson.

Audit Committee Unconfirmed Meeting Minutes – 25 February 2021

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- 7.1 Compliance Audit Return - 2020
8. Closure of meeting

1. DECLARATION OF OPENING

The Chairperson will declare the meeting open at 3:35pm.

2. RECORD OF ATTENDANCE

Present:

Cr M Greenwood	Chairperson
Cr G Batchelor	Member
Cr T Daniels	Member
Cr T Nicholls	Member
Cr N Caffell	Member
Cr C Thomson	Member

In Attendance:

Neville Hale	Chief Executive Officer
Fabian Houbrechts	Manager of Works & Services
Morgan Ware	Manager Finance & Administration

Leave of Absence:

Nil

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the previous Audit Committee meeting, held on 22 December 2020 are included as an attachment to this Agenda.

6.1 Audit Committee Meeting Minutes – 22 December 2020

STATUTORY IMPLICATIONS

Section 5.22 (2) of the *Local Government Act 1995* Section 5.22 (2) requires minutes of all council and committee meetings to be submitted to the next meeting of the council or the committee, as the case requires, for confirmation

TAC 01/21 MOTION

That the minutes of the Audit Committee meeting held on 22 December 2020 be confirmed as a true and accurate record of proceedings.

Moved: Cr Batchelor

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 6/0

7. AGENDA ITEMS

7.1 Compliance Audit Return - 2020

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	17 February 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 7.1 - Compliance Audit Return 2020

Proposal/ Summary

For The Committee to review the 2020 Compliance Audit Return and recommended its adoption by Council.

Background

Each local government is to carry out a compliance audit (following the end of each calendar year) against the requirements included in the Department of Local Government, Sports & Cultural Industries Compliance Audit Return (CAR).

The Report is first to be presented to the Audit & Risk Committee for its consideration and direction to address any issues it may have.

In cases of non-compliance, additional information is required, explaining or qualifying the issues, together with explanation of what remedial action has been taken or proposed, with such information to be included in the Agenda item. Each Committee Member is to be provided the opportunity to review the completed Return and make comment.

The adoption of the Return is to be recorded in the minutes of the subsequent Council meeting.

The completed Return is to be submitted to the Department of Local Government by 31 March 2021.

Comment

The Compliance Audit Return has been completed and is now presented to the Shire's Audit & Risk Committee in accordance with Regulations. The following areas were found to be non-complaint.

Section / Reference	Question	Response	Comments
Elections Reg. 30G (1) & (2)	<i>Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G (6)</i>	No gifts received but nil return is now posted on site as from 18.01.21	As no gifts had been received the Register had not been activated as required

Section / Reference	Question	Response	Comments
Official Conduct s5.121(3)	<i>Has the CEO published an up-to-date version of the register of the complaints on the official website?</i>	No complaints made. Not posted on website as at 31.12.20 Nil return posted on site as from 18.01.21	As no complaints had been received the register was not posted to the website as required.

This year's CAR required responses to a total of 102 questions (104 in 2019) not all of which applied to the operations of the Shire of Tammin in 2020.

Consultation

Chief Executive Officer

Policy Implications

Nil

Statutory Environment

Local Government Act –

s7.13(1)(i) provides that: Regulations may make provision –

- (i) Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
 - (i) Of a financial nature or not; or*
 - (ii) Under this Act or another written law*

Local Government (Audit) Regulation 1996

Clause 14 provides that:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) A compliance audit return is to be –

- (a) presented to the council at a meeting of the council;
- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

Strategic Implications

“Civic Leadership Strategies

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics”

TAC 02/21 MOTION

That the Committee recommend to Council that it:

- 1. Adopt the attached Compliance Audit Return 2020;**
- 2. Note the areas of non-compliance requiring review and correction and the action taken by staff to remediate the non-compliance;**
- 3. Authorise the Shire President and Chief Executive Officer to certify the Return; and,**
- 4. Instruct the Chief Executive Officer to lodge the CAR 2020 with the Department of Local Government, Sport and Cultural Industries.**

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Absolute Majority

Carried: 6/0

8. CLOSURE OF MEETING

There being no further business, the Chairperson will declare the meeting closed at 3:40pm.

