

Shire of Tammin

AUDIT COMMITTEE MEETING

MINUTES



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A meeting of the Audit Committee of the Shire of Tammin was held on Thursday 16 March 2023 in the Council Chambers, 1 Donnan Street Tammin, commencing at 3:30pm.

A handwritten signature in black ink, appearing to read 'Joanne Soderlund', is written over a light blue horizontal line.

Joanne Soderlund
Chief Executive Officer

16 March 2023

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, G. Batchelor, T. Nicholls & C (Charmaine) Thomson.

ORDER OF BUSINESS & TABLE OF CONTENTS

1. Declaration of opening
- 1.1 Acknowledgment to Country
2. Record of attendance
3. Response to Previous Questions taken on Notice
4. Public Question Time
5. Declarations of Interest
6. Confirmation of previous minutes
- 6.1 Audit Committee Meeting Minutes
7. Agenda Items
- 7.1 Compliance Audit Return 2022
8. Closure of meeting

1. DECLARATION OF OPENING

The Chairperson will declare the meeting open at 3:30pm.

1.1 ACKNOWLEDGEMENT TO COUNTRY

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

2. RECORD OF ATTENDANCE

Present:

Cr G Batchelor	Shire President
Cr Nicholls	Deputy Shire President
Cr Thomson (Charmaine)	Councillor

In Attendance:

Joanne Soderlund	Chief Executive Officer
Morgan Ware	Manager of Finance & Administration
Fabian Houbrechts	Manager of Works & Services

Leave of Absence:

Nil

Apologies:

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

Nil

7. AGENDA ITEMS

7.1 Compliance Audit Return - 2022

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	14 March 2023
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 7.1 - Compliance Audit Return 2022

Proposal/ Summary

For The Committee to review the 2022 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 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 2023.

Comment

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

Section / Reference	Question	Response	Comments
Disclosure of Interest s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	One Elected Member submitted their primary return four months after their commencement date.
Other s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	No, the report on the training completed by Council members was not published on the Shire of Tammin's website.	This oversight was rectified in March 2023 and this requirement has been added to our compliance calendar to ensure it occurs in future years.

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 01/23 MOTION:

That the Audit Committee, pursuant to Regulation 14 of the Local Government (Audit) Regulations 1996, recommend to Council that it:

- 1. Adopt the attached Compliance Audit Return 2022;**
- 2. Note the area of non-compliance requiring review and correction and the action to be 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 2022 with the Department of Local Government, Sport and Cultural Industries.**

Moved: Cr Thomson

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried: 3/0

8. CLOSURE OF MEETING

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

