

Shire of Tammin

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MINUTES

Please be advised that a meeting of the Audit Committee of the Shire of Tammin was held on Thursday 23rd March, 2017 in the Yorkrakine Hall, Yorkrakine, commencing at 3:30pm.

Peter Naylor
CHIEF EXECUTIVE OFFICER.

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 S. Uppill, D. Thomson, M. Greenwood and G Batchelor. Please note that other members of Council are welcome to attend.

ORDER OF BUSINESS & TABLE OF CONTENTS

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2. Record of attendance
3. Declaration of member's interests in agenda items
4. Confirmation of previous minutes
5. Agenda Items
- 5.1 Compliance Audit Return
- 5.2 Annual Audit Report
6. Closure of meeting

1. DECLARATION OF OPENING

The Shire President declared the meeting open at 3:30pm.

2. RECORD OF ATTENDANCE

Cr S Uppill	Shire President, Committee Member
Cr G Batchelor	Committee Member
Cr M Greenwood	Committee Member
Cr D Thomson	Committee Member
Cr P Bell	Observer

Peter Naylor	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Greg Stephens	Works Supervisor

Leave of Absence:

Cr C Crane	Deputy President (OCM 23rd February 2017)
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3. DECLARATION OF INTERESTS

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the previous Audit Committee meeting, held on 23rd March 2016 are included as an attachment to this Agenda.

STATUTORY IMPLICATIONS

Section 5.22(2) of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next full Council meeting for confirmation.

MIN 12/17 MOTION:

That the minutes of the Audit Committee meeting held on 23rd March 2016 be acknowledged.

Moved: Cr Thomson

Seconded: Cr Uppill

Simple Majority Required

Carried: 4/0

5. AGENDA ITEMS

5.1 Compliance Audit Return

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	17 th March 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN01
Attachment/s:	9 Pages

BACKGROUND

Each year, Council is required to complete and submit a Local Government Compliance Audit Return (CAR) for the period 1 January to 31 December. Completing the Return is a statutory requirement under the provisions of the Local Government Act 1995, and associated Regulations.

The CAR is to be submitted to the Department of Local Government by 31 March in each year. It is a requirement for the Compliance Audit Return to be:

- a) Submitted to the Audit Committee for review and a report to Council.
- b) Presented to the Council at a meeting of the Council.
- c) Adopted by the Council; and
- d) Recorded in the minutes of the meeting at which it is adopted.

COMMENT

The Compliance Audit Return (CAR) for the Shire of Tammin for the period 1 January 2016 to 31 December 2016 has been completed and a copy is included as a separate document.

The only issue of non-compliance reported is section 6 of the Finance section on page 5 which refers to the Auditors Report being received by 31st December 2016.

Staff have previously reported to the Department of Local Government and Communities in regards to the audit delay reasons why.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Clause 14 of the Local Government (Audit) Regulation 1996 provides that:

14. Compliance audits by local governments

- (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) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*

- (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*
15. *Compliance audit return, certified copy of etc. to be given to Executive Director*
- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.*
 - (2) *In this regulation —*
certified *in relation to a compliance audit return means signed by —*
 - (a) *the mayor or president; and*
 - (b) *the CEO.*

MIN 13/17 MOTION:

That it be recommended to Council that the 2016 Compliance Audit Return for the Shire of Tammin, as presented, be adopted by Council.

Moved: Cr Batchelor Seconded: Cr Uppill

Simple Majority Required Carried: 4/0

5.2 Annual Audit Report 2015/2016 Financial Year

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	15 th March 2016
Author:	Nathan Gilfellon
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	15 Pages

DECLARATION OF INTEREST

Nil

PROPOSAL / SUMMARY

For the Audit Committee to receive the Annual Audit Report for the 2015/2016 Financial Year.

BACKGROUND

Staff apologise for the lateness in finalising the annual audit, however the delay has been caused due to changeover of staff and difficulty in reconciling brought forward figures from when Council changed over to the IT Vision Synergyssoft Software Platform.

COMMENT

Section 7.12A, clause 2, of the Local Government Act 1995 requires that a Local Government is to meet with the auditor as least once in each financial year. We will endeavour to have the auditors available for telephone link up during the Audit Committee meeting.

The Annual Audit Report for the 2015/16 Financial Year has been circulated to Council members.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

MIN 14/17 MOTION:

That the Audit Committee receives the Audit Report for the Year Ending 30 June 2016.

Moved: Cr Thomson

Seconded: Cr Uppill

Simple Majority Required

Carried: 4/0

6. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 3:40pm.