



Shire of Tammin

1 Donnan Street, Tammin
PO Box 53, Tammin WA 6409
Telephone: 9637 0300 Facsimile: 9637 1117
Email: shire@tammin.wa.gov.au

MINUTES

Audit Committee meeting of the Shire of Tammin held on Thursday 22nd February, 2018 in Council Chambers at 1 Donnan Street, Tammin.

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

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2. Record of attendance
3. Response to Previous Questions taken on Notice
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5. Declarations of Interest
6. Confirmation of previous minutes
7. Agenda Items
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8. Closure of meeting

1. DECLARATION OF OPENING

The President declared the meeting open at 3:52pm.

2. RECORD OF ATTENDANCE

Attendance:

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr G Batchelor	Member
Neville Hale	Chief Executive Officer
Stephen Tindale	Observer
Kelsey Pryer	Manager Finance & Administration

Leave of Absence:

Nil

Apologies:

Cr N Caffell	Member
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3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the previous Audit Committee meeting, held on 19th December 2017 are included as an attachment to this Agenda.

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.

AC 01/18 MOTION

That the minutes of the Audit Committee meeting held on 19th December 2017 be confirmed.

Moved: Cr Greenwood

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 3/0

7. AGENDA ITEMS

7.1 Compliance Audit Return

Location:	Shire of Tammin
Applicant:	Acting Chief Executive Officer
Date:	16 th February 2018
Author:	Stephen Tindale
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN01
Attachment/s:	11 Pages

BACKGROUND

Each year, Council is required to complete and submit a Local Government Compliance Audit Return (CAR) for the period 1st January to 31st 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 31st 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 for the Shire of Tammin for the period 1st January 2017 to 31st December 2017 has been completed and a copy is included as a separate document.

There were no areas of non-compliance for any of the matters contained within the 2017 Compliance Audit Return.

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 1st January to 31st 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 31st 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.

AC 02/18 MOTION:

That the 2017 Compliance Audit Return for the Shire of Tammin, as presented, be recommended to Council for adoption.

Moved: Cr Batchelor

Seconded: Cr Thomson

Simple Majority Required

Carried: 3/0

8. CLOSURE OF MEETING

There being no further business, the Shire President to declare the meeting closed at 3:56pm.