



SHIRE
of
DANDARAGAN

MINUTES

for

AUDIT COMMITTEE MEETING

held

JURIEN BAY ADMINISTRATION CENTRE MEETING ROOM

on

THURSDAY 28 MARCH 2019

COMMENCING AT 2.34PM

MINUTES OF AUDIT COMMITTEE MEETING HELD FRIDAY 28 MARCH 2019**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 2.34pm and welcomed those present.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members Councillor K McGlew (Chair)
Councillor A Eyre
Councillor P Scharf

Staff Mr S Clayton (Executive Manager Corporate & Community Services)

Apologies Mr B Bailey (Chief Executive Officer)

Leave of Absence

Nil

3. CONFIRMATION OF MINUTES**3.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 28 FEBRUARY 2018****AUDIT COMMITTEE DECISION**

Moved Cr Eyre, seconded Cr Scharf

That the Minutes of the Audit Committee Meeting held 28 February 2019 be confirmed.

CARRIED 3 / 0

4. MATTERS FOR DISCUSSION

4.1 STATUTORY COMPLIANCE AUDIT RETURN 2018

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Corporate Management / Audit / Internal
Disclosure of Interest:	None
Date:	15 March 2018
Author:	Scott Clayton, Executive Manager Corporate & Community Services

PROPOSAL

That it be recommended to the Audit Committee that the Compliance Audit Return for the period 1 January 2018 to 31 December 2018 be adopted.

BACKGROUND

Local governments in Western Australia are required to complete, on an annual basis, a Compliance Audit Return (CAR). The Return is a self-assessment of compliance with Local Government (Audit) Regulation 13 and covers compliance in the areas of Caravans and Camping, Cemeteries, Commercial Enterprises, Delegations, Disclosure of Interest, Disposal of Property, Elections, Executive Functions, Finance, Local Government Employees, Grants Commission, Local Laws, Meeting Process, Miscellaneous Provisions, Official Conduct, Swimming Pools and Tenders.

In December 2011, Mr Castrilli announced a reduction of 20 per cent to the size of the CAR with a further 70 per cent reduction in 2012, meaning local governments will deal with eight, not 27 pages.

The remaining questions relate to areas of compliance considered high risk, such as:

- financial interest disclosures;
- procurement and tendering;
- delegation and use of delegated power; and
- the recruitment and appointment of the Chief Executive Officer.

After the Compliance Audit Return has been reviewed by the Audit Committee and a report presented to Council, a certified copy of the return along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Director General of the Department of Local Government and Communities by **31 March 2019**.

COMMENT

For the period 1 January 2018 to 31 December 2018 the CAR demonstrates that the Shire has achieved the required level of compliance.

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CONSULTATION

- Chief Executive Officer
- Executive Manager Corporate and Community Services

STATUTORY ENVIRONMENT

The contents of the Compliance Audit Return relates to Section 14.3A of the Local Government (Audit) Regulations 1996 whereby 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.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

<i>Goal 5 - Proactive and Leading Local Government</i>	
Objectives	How the Shire will Contribute
5.2 High Performing Administration	c) Compliance in all legislative requirements and functions

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Compliance Audit Return 2018 (Doc Id: 130234)
(Marked 4.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / AUDIT COMMITTEE DECISION

Moved Cr Scharf, seconded Cr Eyre

That it be recommended to the Council that the Compliance Audit Return as per attached (Doc Id: 130234) for the period 1 January 2018 to 31 December 2018 be adopted.

CARRIED 3 / 0

5 GENERAL BUSINESS

There was a general discussion in relation to there being a lack of a formal Terms of References for the Audit Committee.

AUDIT COMMITTEE DECISION

Moved Cr McGlew, seconded Cr Eyre that members liaise to draft up a Draft Terms of Reference item for discussion at the next Audit Committee Meeting

MINUTES OF AUDIT COMMITTEE MEETING HELD FRIDAY 28 MARCH 2019

CARRIED 3 / 0

6 CLOSURE OF MEETING

The Presiding Member declared the Meeting closed at 2.46pm.

These Minutes were confirmed at a Meeting on... 24/4/2019

Signed... [Signature]

Presiding Person at the Meeting at which the Minutes were confirmed

Date... 24/04/2019

