



# MINUTES

## **Audit Advisory Committee**

**Meeting held on 28 February 2019**

### **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 6 were confirmed by Council on Thursday, 28 February 2019 as a true and accurate record.

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**Tony Dean**  
**SHIRE PRESIDENT**

# MINUTES

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The meeting was declared opened by the Shire President at 4.00 pm

### Visitors:

Len Gilchrist

## 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE: (previously approved)

### PRESENT:

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

Councillors: R Longmore, N Steer, P Fraser, V Hansen, C Stevenson, C Buckland

David Taylor – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Jon Jones – Manager Infrastructure

Jane Buckland – Development Services Officer

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: Nil

## 4. APPLICATIONS FOR LEAVE OF ABSENCE: Nil

## 5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

## 6. DECLARATIONS OF INTEREST

The Shire President will read out any declarations received relating to financial, proximity or impartiality interests and ask for any further declarations to be made.

Members should make any declarations at the start of the meeting but may declare an interest before the resolution of any agenda item.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:**

***LONGMORE/STEER***

***That the Minutes of the Audit Advisory Committee Meeting of the Shire of Nannup held in Council Chambers on 27 November 2018 be confirmed as a true and correct record.***

***8/0***

**8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION: Nil**

**9. REPORTS BY MEMBERS ATTENDING COMMITTEES**

4.02pm Jane Buckland left the room

## 10. REPORTS OF OFFICERS

AGENDA NUMBER:	10.1
SUBJECT:	Compliance Audit Return 2018
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Department of Local Government, Sport and Cultural Industries
FILE REFERENCE:	ADM 14
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Not Applicable
DATE OF REPORT	18 February 2019
ATTACHMENT:	10.1.1 – Compliance Return Audit 2018

### BACKGROUND:

Council is required by Section 14 of the Local Government Audit Regulations 1996 to complete a Compliance Audit Return each year covering the period 1 January to 31 December. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and the Chief Executive Officer and returned to the Department of Local Government, Sport and Cultural Industries (through their Hub Portal) by 31 March each year.

The Return must also be reviewed by the Audit Committee prior to its adoption by Council.

### COMMENT:

The Annual Compliance Return contains 95 questions of which:

- ) 56 were complied with;
- ) 39 were not applicable to the Shire of Nannup during the year under review, and;
- ) There were no matters that were detected to be non-compliant.

### STATUTORY ENVIRONMENT:

Section 14 of the *Local Government Audit Regulations 1996*

*“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.*

Section 15 of the *Local Government Audit Regulations 1996*

*“15. Certified copy of compliance audit return and other documents to be given to Departmental CEO.*

- (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 o 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 Department CEO 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.”*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**AUDIT COMMITTEE RECOMMENDATION:**

That Council adopts the Local Government Compliance Audit Return for the Shire of Nannup for the period 1 January 2018 to 31 December 2018, noting that there were no areas of non-compliance, and therefore, Council authorises the Shire President and the Chief Executive Officer to sign and submit the report to the Department of Local Government, Sport and Cultural industries.

**VOTING REQUIREMENTS:**

Absolute Majority

**STEVENSON/MELEMA**

**That Council adopts the Local Government Compliance Audit Return for the Shire of Nannup for the period 1 January 2018 to 31 December 2018, noting that there were no areas of non-compliance, and therefore, Council authorises the Shire President and the Chief Executive Officer to sign and submit the report to the Department of Local Government, Sport and Cultural industries.**

***CARRIED (8/0)***

**11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: Nil**

**12. CLOSURE OF MEETING**

There being further business to discuss the Shire President declared the meeting closed at 4.05pm.