



COUNCIL CALENDAR		
Date	Time	Meeting
20 <sup>th</sup> February 2019	1.30pm	Audit Committee Meeting

**MEETING GUESTS**

Nil



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# MINUTES

**Shire of Narembreen  
Audit Committee Meeting of Council  
Wednesday 20<sup>th</sup> February 2019, commencing at 1.30pm**

## **1.0 Opening & Welcome**

1.34pm – The Shire President, Cr Rhonda Cole welcomed everyone to the meeting and declared the meeting open.

## **2.0 Attendance & Apologies**

### **Attendance**

#### **Councillors**

Cr Rhonda Cole	Shire President - Presiding Person
Cr Kellie Mortimore	Deputy Shire President (entered at 1.38pm)
Cr Bevan Thomas	Member
Cr Bill Cowan	Member (entered at 1.37pm)
Cr Peter Lines	Member
Cr Alan Wright	Member
Cr Scott Stirrat	Member
Cr Amy Hardham	Member

#### **Staff**

Mr Chris Jackson	Chief Executive Officer
Mrs Sheree Thomas	Community & Economic Development Officer (minute taker)

### **Apologies**

Nil

## **3.0 Declarations of Interest**

Nil

## **4.0 Public Question Time & Deputations (15 min)**

Nil

## **5.0 Minutes of Previous Meetings**

### **5.1 Confirmation of Minutes of Audit Committee Meeting – 21<sup>st</sup> November 2018**

**See binder attachment**

#### **5.1.1 Confirmation of Minutes**

Confirmation of Minutes from the Shire of Narembreen Audit Committee Meeting held on Wednesday 21<sup>st</sup> November 2018.

## **RECOMMENDATION:**

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Wednesday 21<sup>st</sup> November 2018 be confirmed as a true and accurate record of the proceedings.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION -** Moved Cr. A Hardham

2nd Cr. S Stirrat

*That the minutes of the Shire of Narembeen Audit Committee Meeting held on Wednesday 21<sup>st</sup> November 2018 be confirmed as a true and accurate record of the proceedings.*

**CARRIED 6/0**

## 6.0 REPORTS

1.37pm - Cr B Cowan entered the meeting.  
1.38pm – Cr K Mortimore entered the meeting.

### AGENDA ITEM: 6.1 - Compliance Audit Return 2018

<b>Subject:</b>	Compliance Audit Return 2018
<b>Applicant:</b>	Chief Executive Officer
<b>File Ref:</b>	ADM129
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	20 <sup>th</sup> February 2019
<b>Attachments:</b>	Compliance Audit Return 2018 (see binder attachment)

### SUMMARY

Council to endorse the Compliance Audit Return for the period 1 January 2018 – 31 December 2018.

### BACKGROUND

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

### COMMENT

Council's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government. A completed return for the year ended 31 December 2018 is due to the Department by the 31 March 2019.

Please note that the audit committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2019. The CAR will be presented to both the Audit committee and the Council on the same day being the 20 February 2019.

No area of non-compliance has been identified in the return.

The Compliance Audit Return is attached for Council's consideration. Note the report was prepared by the CEO.

## **CONSULTATION**

Chief Executive Officer

## **STATUTORY IMPLICATIONS**

Local Government Act 1995

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:

1. Note the comments of the Audit Committee;
2. Approve the 2018 Compliance Audit Return; and
3. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries.

## **COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr. K Mortimore                      2nd Cr. A Wright

*That Council:*

1. *Note the comments of the Audit Committee;*
2. *Approve the 2018 Compliance Audit Return; and*
3. *Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries.*

**CARRIED 8/0**

## AGENDA ITEM: 6.2 - Annual Compliance Calendar

<b>Subject:</b>	Annual Compliance Calendar
<b>Applicant:</b>	Sheree Thomas
<b>File Ref:</b>	ADM129
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Sheree Thomas, CEDO
<b>Date:</b>	12 <sup>th</sup> February 2018
<b>Attachments:</b>	Annual Compliance Calendar (see binder attachment)

### SUMMARY

For the information of Council.

### BACKGROUND

The Annual Compliance Calendar was created in 2018 by the CEO and EMCS to assist in keeping track of all statutory requirements throughout the year.

### COMMENT

As the statutory requirements of local government continue to increase, staff must ensure they find ways to complete new tasks without increase in expenses. The Risk Management Report, one example of more regulations with no more funding to cover it, is required to be presented to Council at least once every two year.

In 2018, Senior Staff produced a compliance calendar to use as a reference and check that statutory requirements of administration are being met.

It was felt that the compliance calendar greatly assisted staff to keep on top of critical dates, regulations and reporting and will continue to be a useful tool in 2019.

### CONSULTATION

Chief Executive Officer  
Administration Officer

### STATUTORY IMPLICATIONS

Local Government Act 1995

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### STRATEGIC PLAN REFERENCE

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.7 We link the public service organisations to the community so that they are used, they remain, they are relevant and help to achieve our goals for the community.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

The Committee note the Annual Compliance Calendar as presented.

## **COMMITTEE RESOLUTION**

**MIN**                    **MOTION** - Moved Cr. P Lines                    2nd Cr. S Stirrat

*The Committee note the Annual Compliance Calendar as presented.*

**CARRIED 8/0**



## **7.0 Other Business**

Nil

## **8.0 Next Meeting**

To be advised.

## **9.0 Closure**

There being no further business the Chair declared the meeting closed at 1.46pm.

I, Cr Rhonda Cole, Shire President certify that the minutes of the meeting held on 20<sup>th</sup> February 2019, as shown on pages 1 to 9 are confirmed as a true and correct record of the meeting held.

\_\_\_\_\_  
Cr Rhonda Cole  
Presiding Person

\_\_\_\_\_  
Date