

# SHIRE OF WANDERING

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[www.wandering.wa.gov.au](http://www.wandering.wa.gov.au)



## *Our Vision:*

*Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.*

WANDERING  
Established - January 1861  
Wandering Road District est. 1874

# AUDIT COMMITTEE

## Minutes

### 19 March 2020

# CONTENTS

<b>1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</b>	<b>2</b>
<b>2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	<b>2</b>
<b>3. DISCLOSURE OF INTERESTS</b>	<b>2</b>
3.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	2
3.2. <i>DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS</i>	2
<b>4. PUBLIC QUESTION TIME</b>	<b>2</b>
<b>5. APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>2</b>
<b>6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>2</b>
6.1. <i>AUDIT COMMITTEE MEETING HELD – 21/03/2019</i>	2
<b>7. AUDIT COMMITTEE – TERMS OF REFERENCE</b>	<b>3</b>
<b>8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS</b>	<b>3</b>
<b>9. CHIEF EXECUTIVE OFFICER’S REPORTS</b>	<b>3</b>
9.1. <i>COMPLIANCE AUDIT RETURN 01/01/2019 – 31/12/2019</i>	3

# AUDIT COMMITTEE MEETING AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened at 3:15pm.

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

### Present:

Cr I Turton	Shire President	Cr B Whitely	
Cr G Parsons	Deputy Shire President	Cr M Watts	
Cr J Price		Belinda Knight	Chief Executive Officer

### Apologies - Nil:

Cr G Curtis	Observer	Cr P Treasure	Observer	Barry Gibbs	EMTS
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## 3. DISCLOSURE OF INTERESTS

### 3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long-standing personal friendship with the proponent). As a consequence, there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

### 3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

## 4. PUBLIC QUESTION TIME

No public in attendance.

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1. AUDIT COMMITTEE MEETING HELD – 27/11/2019

#### COUNCIL DECISION

Moved Cr Price

Seconded Cr Parsons

That the Minutes of the Audit Committee Meeting of Council held 27/11/2019 be received.

**CARRIED 5/0**

## 7. AUDIT COMMITTEE – TERMS OF REFERENCE

Under the *Local Government Act 1995* (LGA), Local Governments are required to appoint an Audit Committee (section 7.1A of the *Local Government Act 1995*).

An Audit Committee is to provide guidance and assistance to the Local Government - as to the carrying out of its functions in relation to audits conducted under Part 7 of the LGA and as to the development of a process to be used to select and appoint a person to be an auditor and may provide guidance and assistance to the Local Government as to – matters to be audited, the scope of audits, its functions under part 6 of the Act and the carrying out of its functions relating to other audits and other matters related to financial management (clause 16 Local Government (Audit) regulations 1996).

Meeting cycle: At least once a year to recommend adoption of the Annual Financial Statements and Report.

## 8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

## 9. CHIEF EXECUTIVE OFFICER'S REPORTS

### 9.1. COMPLIANCE AUDIT RETURN 01/01/2019 – 31/12/2019

<b>Proponent</b>	Shire of Wandering
<b>Owner</b>	
<b>Location/Address</b>	
<b>Author of Report</b>	Belinda Knight, CEO
<b>Date of Meeting</b>	19/03/2020
<b>Previous Reports</b>	20/02/2020
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	1.1.26
<b>Attachments</b>	Compliance Audit Return 31/12/2019 (Refer Council Minutes 20/02/2020)

#### BRIEF SUMMARY

To adopt the Compliance Audit Return in accordance with the *Local Government (Audit) Regulations 1996*.

#### BACKGROUND

The Compliance Audit Return was presented to Council at the 20/02/2020 Council meeting, however it has been brought to the CEO's attention that the *Local Government (Audit) Regulations* require the Compliance Audit Return to be reviewed by the Audit Committee, then presented to Council.

The CEO has received advice that the Audit Committee meet prior to the Council meeting and formally recommend to Council to adopt the Return, then in the Minutes of the Council meeting it be noted that the decision of the Audit Committee be ratified.

After the Return has been presented to Council a certified copy of the Return along with the relevant section of the Minutes and any additional information is to be submitted to the Department by 31 March 2020.

#### STATUTORY/LEGAL IMPLICATIONS

*Local Government (Audit) Regulations 1996*

*r14. 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 sub-regulation (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.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

**PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>	<b>Our Measurement</b>
<b>We plan for the future and are strategically focused</b>	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships	Audit and Compliance Returns identify no adverse issues We meet the Integrated Planning Standards

**CONSULTATION/COMMUNICATION**

Nil

**COMMENT**

Nothing further

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION & COMMITTEE DECISION – ITEM 9.1 - COMPLIANCE AUDIT RETURN**

**01/01/2019 – 31/12/2019**

Moved Cr Whitely

Seconded Cr Parsons

That the Audit Committee recommends to Council that it adopts the Compliance Audit Return for the period 01/01/2019 – 31/12/2019 as presented to Council on 20/02/2020

**CARRIED 5/0**

**AUTHOR'S SIGNATURE:**



**10. MEETING CLOSED**

Meeting closed at 3:16pm.