



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Audit Committee Meeting

MINUTES

Thursday 17th March 2022

**Latham Community Centre, Britt Street,
Latham WA 6623**

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Council Roles

Advocacy:

When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.

Executive/Strategic:

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Disclaimer

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

Shire of Perenjori

Minutes for the Shire of Perenjori Audit Committee Meeting held on Thursday 17th March 2022, at Latham Community Centre, Britt Street, Latham WA 6623, at 1.00 pm.

1. Declaration of Opening/Announcement of Visitors:

The Shire President declared the meeting open at 1.00pm and welcomed those in attendance.

2. Record of Attendance/Apologies/Leave of Absence:

2.1 Attendance:

Members:

Cr C King (Shire President)
Cr J Sutherland (Deputy Shire president)
Cr D Bradford
Cr C Bryant
Cr A Fraser
Cr L Hepworth
Cr D Sparkman

Staff:

Chief Executive Officer – Paul Anderson
Manager Corporate Community Services – Nola Comerford-Smith
Manager Infrastructure Services – Ken Markham
Executive Assistant – Hannah Roberts

Distinguished Visitors:

Nil

Members of The Public:

Nil

Leave of Absence:

Nil

Apologies:

Nil

3. Confirmation of Minutes of Previous Meetings:

3.1 AUDIT COMMITTEE MEETING HELD ON 15TH JULY 2021

OFFICER RECOMMENDATION

Council Resolution Number: 170322.1

Moved: Cr C Bryant

Seconded: Cr J Sutherland

That the Minutes of the Audit Committee Meeting held on 15th July 2021, presented in attachment 3.1, be confirmed as true and correct subject to no / the following corrections.

Motion put and carried 7/0

4. Declaration of Interest:

"Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences."

5. Governance:

5.1 ADOPTION OF COMPLIANCE RETURN

Applicant:	Shire of Perenjori
File:	ADM 0540
Date:	9 th March 2022
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Hannah Roberts – Executive Assistant
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	5.1 - Compliance Audit Return 2021

Summary

To present the response to the 2021 Compliance Audit Return (CAR) for review by the Audit Committee and Council endorsement, and to refer the Shire's responses to the Department of Local Government, Sport and Cultural Industries.

Background

Local Governments are required to carry out a compliance audit in relation to the period 1 January to 31 December each year relative to the requirements set out in the attached document.

The return is completed online via the Department of Local Government (DLG) website and provided to the Audit Committee prior to being referred to the Council for adoption.

The return addresses various compliance matters with which local government Chief Executive Officers must advise the Department they have complied with or explain why a matter was not compliant.

Statutory Environment

Local Government (Audit) Regulations 1996 clause 14 requires adoption of the Return prior to providing it to the Department of Local Government.

Policy Implications

Nil.

Consultation

Paul Anderson – CEO

Nola Comerford-Smith – MCCA

Ken Markham – MIS

Financial Implications

Nil.

Strategic Community Plan

Area 5: Investing in Councils Leadership.

Goal: Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

Officer Comment

Four non-compliant areas were identified in this year's CAR and are as follows:

- LG Act s7.9(1) – The auditor's report for the financial year ending 30 June 2021 was not received by the Shire by 31 December 2021 because the auditor is still completing audit tasks.

- Audit Reg 10.1 – the auditor’s report for the financial year ending 30 June 2021 has not yet been received by the Shire. The auditor’s report will be presented within 30 days of completion of the audit once it is received by the Shire.
- Financial Management Reg 5 (2)(c) – Staff changeovers have delayed this document which will be address in a timely manner.
- Audit Reg 17 - Staff changeovers have delayed this document which will be address in a timely manner.

OFFICER RECOMMENDATION

Resolution Number: 170322.2

Moved: Cr C Bryant

Seconded: Cr L Hepworth

That the Committee:

1. Adopt the Compliance Audit Return for the period of 1st January 2021 to 31st December 2021, as attached.
2. Authorises the President and Chief Executive Officer to jointly certify the Compliance Audit Return for submission to the Department of Local Government, Sports and Cultural Industries by 31st March 2022.

Motion put and carried 7/0

6. Closure of Meeting:

The Shire President declared the meeting closed at 1.07pm and thanked those in attendance.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 17th February 2022.

Signed: _____

Cr Chris King – Presiding Officer

Date: _____

13/04/2022