



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Audit Committee Meeting

# MINUTES

Thursday 23<sup>rd</sup> March 2023



## NOTICE OF AN AUDIT COMMITTEE MEETING

Dear Council Member,

The next Audit Committee Meeting of the Shire of Perenjori will be held on Thursday 23<sup>rd</sup> March 2023 in the Latham Community Centre, Latham WA 6616, commencing at 14.30 pm.

A handwritten signature in black ink, appearing to read 'Paul Anderson', is positioned above the typed name.

Paul Anderson  
CHIEF EXECUTIVE OFFICER

Date: 14<sup>th</sup> March 2023

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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 23<sup>rd</sup> March 2023, at the Latham Community Centre, Latham WA 6616, which commenced at 14:30 pm.

### 1. Declaration of Opening/Announcement of Visitors:

The Shire President declared the meeting open at 14.30pm and welcomed those in attendance.

#### **Acknowledgement of Traditional Custodians: -**

As per the Shire of Perenjori Policy (N<sup>o</sup> 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

*The Shire of Perenjori would like to respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badymia people. It is a privilege to be standing on Badymia country.*

### 2. Opening Prayer:

The Shire President read the opening prayer.

#### **Acknowledgement of Pioneers: -**

*The Shire of Perenjori acknowledges the pioneers who settled this country, developed the land and turned it into the productive country that we know today.*

### 3. Record of Attendance/Apologies/Leave of Absence:

#### 3.1 Attendance:

Members:	Cr Christopher King (President)
	Cr Jude Sutherland (Deputy President)
	Cr Les Hepworth
	Cr Dael Sparkman
	Cr Daniel Bradford
	Cr Andrew Fraser
	Cr Colin Bryant
Staff:	Paul Anderson (Chief Executive Officer)
	Nola Comerford (Manager of Corporate and Community Services)
	Neville Binning (Manager of Infrastructure Services)
	Elinor Pitts (Executive Assistant)
Distinguished Visitors:	Nil
Members of The Public:	Maureen English
Leave of Absence:	Nil
Apologies:	Nil

## 4. Confirmation of Minutes of Previous Meetings:

4.1 Audit Committee Meeting Held on 23 January 2023

### AUDIT COMMITTEE RECOMMENDATION

**Audit Committee Resolution Number:**

**Moved: Cr Bradford**

**Seconded: Cr Hepworth**

**That the Minutes of the Audit Committee Meeting held on the 23<sup>rd</sup> January 2023, be confirmed as true and correct subject to no corrections.**

**Motion put and carried 7/0**

## 5. 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."

Nil

## 6. Reports:

### 6.1 ADOPTION OF COMPLIANCE AUDIT RETURN 2022

Applicant:	Shire of Perenjori
File:	ADM 0540
Report Date:	7 March 2023
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Elinor Pitts – Executive Assistant
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	6.1 – Compliance Audit Return 2022

#### Summary

This report presents the 2022 Compliance Audit Return (CAR) to the Audit Committee for review and endorsement to submit the CAR to the Department of Local Government.

#### Background

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

The CAR is completed online via the Department of Local Government (DLG) website and provided to the Audit Committee prior to being adopted by Council.

The CAR is a comprehensive review of an organisation's adherence to regulatory guidelines. The audit report evaluates the strength and thoroughness of compliance preparations, security policies, user access controls and risk management procedures over the course of a compliance audit.

#### Statutory Environment

Local Government (Audit) Regulations 1996 clause 14 requires the adoption of the CAR prior to submission to the Department of Local Government.

#### Financial Implications

Nil

#### Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community  
4.6. The organisation, assets and finances of the Shire are managed responsibly.

#### Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager of Corporate and Community Services

Paxon Group

#### Officer Comment

Three non-compliant areas were identified in the Compliance Audit Return 2022 and are as follows:

- LG Act s7.9(1) – The auditor's report for the financial year ending 30 June 2022 was not received by the Shire by 31 December 2022 due to an auditor's/OAG delay. The auditor's report was received on the 23 January 2023.
- The Shire of Perenjori did not prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021). Instead, this was adopted at the Ordinary Council Meeting held on the 22<sup>nd</sup> September 2022.
- An up-to-date version of the register of complaints needs to be uploaded onto the website.

**AUDIT COMMITTEE RECOMMENDATION**

**Audit Committee Resolution Number: 230323.1**

**Moved: Cr Sutherland**

**Seconded: Cr Fraser**

**The Audit Committee recommends that Council:**

- 1. Adopt the Compliance Audit Return for the period 1 January to 31 December 2022, as attached.**
- 2. Authorise the President and Chief Executive Officer to submit the Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries by 31<sup>st</sup> March 2023.**

**Motion put and carried 7/0 by absolute majority**

## 7. Closure of Meeting:

The Shire President declared the meeting closed at 14.47pm and thanked those in attendance.

I certify that this copy of the minutes is a true and correct record of the meeting held on 23 March 2023.

Signed: *[Handwritten Signature]*  
Shire President

Date: 18/12/23

