



**MINUTES**  
**AUDIT COMMITTEE MEETING**  
**to be held on**  
**Thursday, 19 March 2020**  
**at 5.30pm**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

*'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'*

**DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Morawa for any act, omission, statement or intimation occurring during Council Meetings. The Shire of Morawa disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.*

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**Item 1 Opening of Meeting**

The President declared the meeting open at 5.15pm.

**Item 2 Acknowledgement of Traditional Owners and Dignitaries**

The President acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.

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**Item 3 Recording of Attendance**

**3.1 Attendance**

**Committee Members**

President Councillor Karen Chappel (Presiding Member)  
 Deputy President Councillor Dean Carslake  
 Councillor Jane Coaker  
 Councillor Debbie Collins  
 Councillor Yvette Harris  
 Councillor Ken Stokes

**Staff**

Acting Chief Executive Officer	Rob Paull
Executive Manager Corporate & Community Services	John van der Meer
Executive Manager Works & Assets	Paul Buist
Economic Development Manager	Ellie Cuthbert
Executive Assistance to the CEO	Rondah Toms

**3.2 Attendance by Telephone / Instantaneous Communications**

Nil

**3.3 Apologies**

Councillor Shirley Katona

**3.4 Approved Leave of Absence**

Nil

**3.5 Disclosure of Interests**

Nil

**Item 4 Applications for Leave of Absence**

Nil

**Item 5 Response to Previous Questions**

Nil

**Item 6 Questions from Members without Notice**

Nil

**Item 7 Announcements by Presiding Member without Discussion**

Nil

**Item 8 Declarations of All Members to have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting**

The following Elected Members declared that they had given due consideration to all matters contained in the agenda:

President Councillor Karen Chappel  
Deputy President Councillor Dean Carslake  
Councillor Jane Coaker  
Councillor Debbie Collins  
Councillor Yvette Harris  
Councillor Ken Stokes

**Item 9 Confirmation of Minutes of Previous Meeting****OFFICER RECOMMENDATION/RESOLUTION****200301 Moved: Cr Stokes Seconded: Cr Collins**

**That the Audit Committee Meeting held on Wednesday, 19 December 2019 be confirmed as a true and correct record.**

**CARRIED BY SIMPLE MAJORITY 6/0**

*Disclaimer*

*Members of the public are cautioned against taking any action on Council decisions, on items in this agenda in which they may have an interest, until formal notification in writing from the Shire has been received. Decisions made at this meeting can be revoked pursuant to the Local Government Act 1995.*

**Item 10 Reports of Officers****10.1 2019 Compliance Audit Return**

**Author:** Executive Manager Corporate & Community Services

**Authorising Officer:** Acting Chief Executive Officer

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER RECOMMENDATION/RESOLUTION**

**200302 Moved: Cr Carslake Seconded: Cr Stokes**

**That with respect to the Local Government Compliance Audit Return 2019 for the Shire of Morawa, the Audit Committee recommend that Council:**

- 1. Note and accept the Compliance Audit Return (*Attachment 1*) for the local government of the Shire of Morawa for the period 1 January 2019 to 31 December 2019; and**
- 2. Request the Chief Executive Officer to submit a certified copy of the Compliance Audit Return to the Director General of the Department of Local Government Sport and Cultural Industries by 31 March 2020.**

***CARRIED BY SIMPLE MAJORITY 6/0***

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**PURPOSE**

The Department of Local Government, Sport and Cultural Industries (the Department) has distributed the 2019 Compliance Audit Return for completion by the Shire of Morawa. The Compliance Audit Return is one of the tools that allow Council to monitor how the organisation is functioning. The Compliance Audit Return is required to be presented to Council for adoption before its submission to the Department.

Each local government is to carry out a compliance audit for the period 1 January to 31 December 2019 against the requirements included in the 2019 Compliance Audit Return (Return).

**DETAIL**

The Return places emphasis on the need to bring to Council's attention cases of non-compliance or where full compliance was not achieved. In addition to explaining or qualifying cases of non-compliance. The return also requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance.

This year's Return has again been prepared by electronic means and will be submitted electronically to the Department.

The Compliance Audit Report for 2019 for the Shire of Morawa will be presented for review at the ordinary meeting of Council being held on 19 March 2020.

## **LEVEL OF SIGNIFICANCE**

Medium – requirement under *Local Government Act 1995* administered by the Department.

## **CONSULTATION**

- Acting CEO
- Executive Managers
- Senior Staff

## **LEGISLATION AND POLICY CONSIDERATIONS**

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Rules of Conduct) Regulations 2007*
- *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.*

*[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]*

### *15. Compliance audit return, certified copy of etc. to be given to Executive Director*

- (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 of 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 Executive Director 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.*

*[Regulation 15 inserted in Gazette 23 Apr 1999 p. 1725.]*

## FINANCIAL AND RESOURCES IMPLICATIONS

Nil

## STRATEGIC AND SUSTAINABILITY IMPLICATIONS

Shire of Morawa Community Strategic Plan 2018-2028

**Outcome 1.1** A local government that is respected, professional and accountable.

**Outcome 1.2** Long term financial viability.

## RISK MANAGEMENT CONSIDERATIONS

*Shire of Morawa Risk Management Governance Framework*

Appropriate governance of risk management within the Shire of Morawa provides:

- Transparency of decision making
- Clear identification of the roles and responsibilities of the risk management functions
- An effective Governance Structure to support the risk framework.

## CONCLUSION

The Return was completed by the Executive Manager Corporate & Community Services in conjunction with the Acting CEO. There were no areas of non-compliance noted and Staff consider the Compliance Audit Return is fully compliant. Referral to Council from the Audit Committee is requested.

## ATTACHMENTS

*Attachment 1 – 10.1a Compliance Audit Return 2019*



**Item 11 Motions of Which Previous Notice Has Been Given**

Nil

**Item 12 New Business of an Urgent Nature**

Nil

**Item 13 Closure**

There being no further business, the Presiding Member declared the meeting closed at 5.17pm.



..... Presiding Member