

Shire of Lake Grace

Audit Committee Meeting

Minutes

22 March 2023

Meeting Commencing at 2:30pm



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SHIRE OF LAKE GRACE

Minutes the Audit Committee Meeting held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 March 2023.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr S. Hunt, opened the meeting at 2.30pm.

2.0 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY

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Acknowledgement of Country

I begin today by acknowledging the Ballardong People, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

3.0 RECORD OF ATTENDANCE/APOLOGIES/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present

| | |
|---------------|---|
| Cr S Hunt | Chairperson |
| Cr R Chappell | Deputy President (proxy for Cr L Armstrong) |
| Mr O Farrelly | |

In Attendance

| | |
|--------------|---------------------------------|
| Mr A George | Chief Executive Officer |
| Mr C Paget | Deputy Chief Executive officer |
| Mr K Wilson | Manager Corporate Services |
| Mr C Elefsen | Manager Infrastructure Services |

Apologies

Cr D Clarke

Cr L Armstrong

Observers/Visitors

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.0 PUBLIC QUESTION TIME

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.0 NOTATIONS OF INTEREST

7.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

7.2 DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

7.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 AUDIT COMMITTEE MEETING – 21 DECEMBER 2022

RESOLUTION 0173

Moved: Mr O Farrelly

Seconded: Cr Chappell

That the minutes of the Audit Committee Meeting of Council held on 22 December 2022 be confirmed as a true and accurate record.

CARRIED: 3/0

11.0 REPORTS OF OFFICERS

11.1 COMPLIANCE AUDIT RETURN 2022

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|--------------------------------|--|
| Applicant: | Internal Report |
| File No. | 0229 |
| Attachments: | Lake Grace 2022 Compliance Audit Return |
| Author: | Mr Chris Paget – Deputy CEO |
| Disclosure of Interest: | Nil |
| Date of Report: | 16 March 2023 |
| Senior Officer: | Mr Alan George - Chief Executive Officer |

Summary

The purpose of this report is for the Audit Committee to recommend that Council adopt the statutory Local Government Compliance Audit Return (CAR) for the year ending 31 December 2022.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2022 to 31 December 2022. Once received and endorsed by Council, the certified return then needs to be submitted to the Director General, Department of Local Government, Sports and Cultural Industries by 31 March 2023.

The Compliance Audit Return must be:

1. reviewed by the Audit Committee;
2. presented to Council at a meeting of the Council;
3. adopted by the Council and certified by the President and CEO, then
4. recorded in the minutes of the meeting at which it is adopted.

The Compliance Audit Return is intended to assist Council in monitoring its organisational functions and provides an additional element of accountability through a check on internal management systems, procedures and record keeping. This in turn demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice methods. Council is required to note any areas of non-compliance and endorse remedial action. The Audit is provided by the Department of Local Government through their secure website platform named Smart Hub, and is required to be completed by every local government in Western Australia.

Comment

There were two items of non-compliance noted out of the total 92 items (9 of these being optional disclosures) included in the Shire of Lake Grace 2022 CAR, and this equates to an achievement rate of 97.83% which is better than the 2021 result of 95.92%.

The non-compliant matters identified for the two CAR topic areas are as follows:

Integrated Planning and Reporting

(Page 8 No.1) Admin Reg 19C: The Shire of Lake Grace Strategic Community Plan was adopted by absolute majority of Council on 28 June 2017 and thus was due for major review in 2021; this

process is now underway with community consultations expected to be completed by late April and the updated draft SCP ready prior to end of financial year.

Official Conduct

(Page 7 No.4) Local Government Act s5.121(3): The register of complaints was published as required on the Shire of Lake Grace website, however the document template made only partial reference to section 5.110 of the Act *Dealing with complaint of minor breach* and thus could not be considered an “up to date” version. This has now been amended and uploaded.

Statutory / Legal Implications

Local Government Act 1995 section 7.13(i)

Local Government (Administration) Regulations 1996 - Regs 13, 14 & 15

Local Government (Audit) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Functions and General) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Policy Implications

Not applicable

Consultation

Internal: Mr Alan George - Chief Executive Officer
Mr Chris Paget – Deputy CEO
Mr Kevin Wilson – Acting Manager Corporate Services
Mr Craig Elefsen – Manager Infrastructure Services
Shire Administration, Infrastructure & Finance staff

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.1 A strategically focused, unified Council functioning efficiently
4.1.1 Provide informed leadership on behalf of the community
4.1.3 Provide strategic leadership and governance

Outcome 4.2 An efficient and effective organisation
4.2.1 Maintain accountability and financial responsibility through effective planning
4.2.2 Comply with statutory and legislative requirements
4.2.3 Provide a positive and safe workplace

Voting Requirements

Simple majority required.

RESOLUTION 0174

Moved: Cr Chappell
Seconded: Mr O Farrelly

That the Audit Committee recommends to Council that it:

1. Adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2022 to 31 December 2022 for the Shire of Lake Grace; and
2. Instructs the CEO to submit the certified 2022 Compliance Audit Return to the Department of Local Government, Sport & Cultural Industries by 31 March 2023.

CARRIED 3/0

There being no further business, the Presiding Member closed the meeting at 2.37pm.

12.0 CERTIFICATION

I, Stephen Hunt, certify that the minutes of this Audit Committee meeting held on 22 March 2023 as shown were confirmed as a true record of the meeting.



Chairperson


