

Shire of Lake Grace

Audit Committee Meeting

Minutes

27 March 2024

Meeting Commencing at 3:00pm



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SHIRE OF LAKE GRACE

Minutes of the Audit Committee Meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 27 March 2024.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson of the Audit Committee opened the meeting at 3pm.

2.0 ACKNOWLEDGEMENT OF COUNTRY

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 B Hyde	
Cr R Lloyd	
Mr P Stoffberg	

In Attendance

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive officer
Mrs T Hall	Manager Corporate Services
Mr Craig Elefsen	Manager Infrastructure Services

Apologies

Nil

Leave of Absence

Cr LW Armstrong

Observers/Visitors

Cr R Chappell
Cr D Clarke

4.0 RESPONSE TO PREVIOUS PULIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.0 NOTATIONS OF INTEREST

Nil

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

Nil

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

Nil

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION / RESOLUTION

Moved **Cr Lloyd**
Seconded **P Stoffberg**

The committee approves Leave of Absence for Cr Armstrong from 26 March 2024 to 29 March 2024.

CARRIED

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 AUDIT COMMITTEE MEETING – 20 DECEMBER 2023

RECOMMENDATION / RESOLUTION

Moved: P Stoffberg
Seconded: Cr Hyde

That the minutes of the Audit Committee Meeting held on 20 December 2023 be confirmed as a true and accurate record.

CARRIED 4/0

11.0 REPORTS OF OFFICERS

11.1 COMPLIANCE AUDIT RETURN 2023

Applicant: Internal Report
File No. 0229
Attachments: Shire of Lake Grace 2023 Compliance Audit Return
Author: Mr Chris Paget – Deputy CEO
Disclosure of Interest: Nil
Date of Report: 21 March 2024
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 2023.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December 2023. 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 2024.

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 CAR reporting portal, and is required to be completed by every local government in Western Australia.

Comment

There were three items of non-compliance noted out of the total 95 questions included in the Shire of Lake Grace 2023 CAR, and this equates to an achievement rate of 96.84% which is slightly lower than the 2022 result of 97.83%.

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

Disclosure of Interest

(Page 3 No.5) Local Government Act s5.76 Annual Returns: 2 employee annual returns were received on 1 September 2023, thus 1 day overdue. 1 Councillor's annual return was received on 4 September.

Integrated Planning and Reporting

(Page 9 No.1) Admin Reg 19C: The existing Shire of Lake Grace Strategic Community Plan was adopted by absolute majority of Council on 28 June 2017, and the overdue major review including community consultations was carried out in 2023. The final draft of the new SCP was adopted by Council on 21 February 2024.

Other / Optional Questions

(Page 11 No.7) Local Government Act s5.127: A report on Councillor training undertaken for the 2022/23 year was prepared as required, however the during the cutover process to the new Shire website a report from a prior year was retrieved and made available for public access in error. This has now been corrected.

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

Mrs Tegan Hall – Manager Corporate Services

Mr Craig Elefsen – Manager Infrastructure Services

Shire Administration, Infrastructure & Finance staff

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.3	Provide strategic leadership and governance
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION/RESOLUTION

RESOLUTION

Moved: Cr Lloyd

Seconded: Cr Hyde

That the Audit Committee recommends to Council that it:

1. Adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2023 to 31 December 2023 for the Shire of Lake Grace; and
2. Instructs the CEO to submit the certified 2023 Compliance Audit Return to the Department of Local Government, Sport & Cultural Industries by 31 March 2024.

CARRIED 4/0

12.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 3.05pm.

13.0 CERTIFICATION

I, Stephen Gordon Hunt, certify that the minutes of the Meeting held on Wednesday 27 March 2024 as shown were confirmed as a true record of the meeting.

Signature

Date