

Shire of Exmouth

AUDIT COMMITTEE MEETING

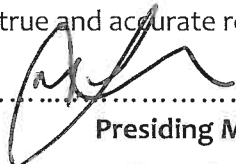
MINUTES



23 February 2021

CONFIRMATION OF MINUTES

I hereby certify that the Minutes and Attachments of the Audit Committee Meeting held on the 23 February 2021 are a true and accurate record of the proceedings contained therein.


.....
Presiding Member

02/12/2021
.....
Dated

INDEX OF MINUTES

| | | |
|-----|--|----------|
| 1. | DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS | 3 |
| 2. | RECORD OF ATTENDANCE AND APOLOGIES | 3 |
| 3. | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 3 |
| 4. | DECLARATIONS OF INTEREST | 3 |
| 5. | CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS | 3 |
| 6. | ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION | 4 |
| 7. | PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS..... | 4 |
| 8. | REPORTS OF OFFICERS..... | 5 |
| 8.1 | 2020 COMPLIANCE AUDIT RETURN | 5 |
| 9. | ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 8 |
| 10. | CLOSURE OF MEETING..... | 8 |

MINUTES

Our Vision To be a prosperous and sustainable community living in harmony with our natural environment.

Our Purpose To responsibly provide governance for the whole community in the best interest of current and future generations.

Our Strategic Objectives

- Diversify and grow our economy in a manner that provides year round employment opportunities
- To protect and value our unique natural and built environment as we grow our economy.
- To be a vibrant, passionate and safe community valuing our natural environment and unique heritage
- To provide open transparent, accountable leadership working in collaboration with our community.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding member declared the meeting open at 3.15pm.

The Presiding member acknowledged the aboriginal people both past and present, as the traditional custodians of the land on which we meet.

2. RECORD OF ATTENDANCE AND APOLOGIES

| | |
|-----------------------------|--------------------------------------|
| Councillor M (Mark) Lucas | Chairperson |
| Councillor G (Gary) Mounsey | |
| Mr G Coetzee | Executive Manager Corporate Services |
| Ms M Head | Minute Taker |

APOLOGIES

Councillor A (Anne) McCarrol Deputy Chairperson
 Mr C Woods Chief Executive Officer
 Councillor M (Matt) Niikkula

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

N/A

4. DECLARATIONS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes and associated attachments of the Audit Committee meeting of the Shire of Exmouth held on the 15 December 2020 be confirmed as a true and correct record of proceedings.

COUNCIL RESOLUTION

ITEM 7

Res No: 01-0221

That the Minutes and associated attachments of the Audit Committee meeting of the Shire of Exmouth held on the 15 December 2020 be confirmed as a true and correct record of proceedings.

MOVED: Cr Mounsey

SECONDED: Cr Lucas

CARRIED 2/0

6. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

8. REPORTS OF OFFICERS

8.1 2020 COMPLIANCE AUDIT RETURN

| | |
|-------------------------|---|
| File Reference: | FM.AD.1 |
| Reporting Officer: | Executive Secretary |
| Responsible Officer: | Chief Executive Officer |
| Date of Report: | 25 January 2021 |
| Applicant/Proponent: | Department of Local Government, Sport and Cultural Industries |
| Disclosure of Interest: | Nil |
| Attachment(s): | 1. 2020 Compliance Audit Return |

PURPOSE

1. That the Audit Committee review the Compliance Audit Return (CAR) for the calendar year 1 January 2020 to 31 December 2020.

BACKGROUND

2. Each year the Department of Local Government, Sport and Cultural Industries (the Department) requires Councils to conduct an annual assessment of their compliance with key components of the Local Government Act 1995 (the Act) and associated Regulations.
3. The 2020 CAR is to be provided to the Department by 31 March 2021.
4. 92 questions are contained within the 2020 CAR plus an additional 10 Optional Questions. A copy of the reviewed CAR is available at Attachment 1.
5. On an annual basis respective Western Australia Local Governments are required under legislation to complete an annual Compliance Audit Return that largely represents a self-audit of the Shires compliance.
6. Each Local Government must complete a CAR for the period 1 January to 31 December against the checklist of statutory compliance issues included in the 2020 return.
7. Once completed, the CAR is to be:
 - presented at a meeting of the Audit Committee;
 - presented to Council at an Ordinary Council Meeting;
 - adopted by the Council; and
 - the adoption recorded in the minutes of the meeting at which it is adopted.
8. After the CAR has been presented to the Council at the February Ordinary Council Meeting, a certified copy of the Return along with the relevant section of the minutes and any additional information is to be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2021.

COMMENT

9. The 2020 CAR was undertaken in house and reviewed by the Executive Management Team.
10. To ensure a thorough audit has been undertaken, and where applicable the Shire has evidenced each of its responses by citing reference to relevant internal and external documents.
11. The table below provides a summary of the audit categories which represents 98.46% compliance (of those questions relevant to Shire of Exmouth) with the statutory requirements of the *Local Government Act 1995* and subsidiary legislation.

| Category | Questions | Compliant | Not compliant | Not Applicable |
|--|------------|-----------|---------------|----------------|
| Commercial Enterprises by Local Government | 5 | - | - | 5 |
| Delegation of Power/Duty | 13 | 13 | - | - |
| Disclosure of Interest | 21 | 18 | - | 3 |
| Disposal of Property | 2 | - | - | 2 |
| Elections | 3 | 1 | 1* | 1 |
| Finance | 11 | 9 | - | 2 |
| Integrated Planning and Reporting | 3 | 3 | - | - |
| Local Government Employees | 6 | - | - | 6 |
| Official Conduct | 4 | - | - | 4 |
| Optional Questions | 10 | 8 | - | 2 |
| Tenders for providing Goods & Services | 24 | 12 | - | 12 |
| | 102 | 64 | 1 | 37 |

12. One minor breach was identified under the Elections category as detailed below:

- **Question 1 - Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Election Regulations 30G(6)?*

The electoral gift register was not available on the Shire's website, however has always been available in hard copy form to the public via the Executive Secretary. The register has since been uploaded onto the website and can be located under the Council Registers page.

CONSULTATION

17. Managers
18. Executive Managers
19. Chief Executive Officer

STATUTORY ENVIRONMENT

20. Pursuant to Regulations 14 & 15 of the *Local Government (Audit) Regulations 1996* requires the 2020 Compliance Audit Return to be completed and returned by the 31 March 2021.

POLICY IMPLICATIONS

21. Nil

FINANCIAL IMPLICATIONS

22. Nil

STRATEGIC IMPLICATIONS

23. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2018-2022

Leadership: To provide open transparent, accountable leadership working in collaboration with our community.

- 4.1 To provide proactive, collaborative and transparent leadership
- 4.2 A local government that is respected and accountable.
- 4.3 To be a champion for our community

VOTING REQUIREMENTS

24. Simple Majority

OFFICERS RECOMMENDATION

ITEM 8.1

That the Audit Committee recommend that Council resolve to:

1. Adopt the statutory Compliance Audit Return for the Shire of Exmouth for the period 1 January 2020 to 31 December 2020.
2. Authorise the Chief Executive Officer to submit the return to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.

AUDIT COMMITTEE RECOMMENDATION

ITEM 8.1

Cr Mounsey **MOVED** an amended motion:

3. Engage an external consultant to review the Compliance Audit Return at least every three years.

SECONDED: Cr Lucas

Res No: 02-0221

That the Audit Committee recommend that Council resolve to:

- 1. Adopt the statutory Compliance Audit Return for the Shire of Exmouth for the period 1 January 2020 to 31 December 2020.**
- 2. Authorise the Chief Executive Officer to submit the return to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.**
- 3. Engage an external consultant to review the Compliance Audit Return at least every three years.**

CARRIED 2/0

9. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10. CLOSURE OF MEETING

The presiding member declared the meeting closed at 3.30pm