



Shire of  
Serpentine  
Jarrahdale

# **Minutes Audit Committee Meeting**

**12 March 2014**

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS, 6 PATERSON STREET, MUNDIJONG ON WEDNESDAY 12 MARCH 2014. THE PRESIDING MEMBER DECLARED THE MEETING OPEN AT 6.03PM AND WELCOMED COUNCILLORS AND STAFF.

## 1. ATTENDANCES AND APOLOGIES:

### In Attendance:

**Councillors:** K Ellis ..... Presiding Member  
S Piipponen  
J Erren  
J Rossiter  
Cr S Hawkins ..... Deputy

**Officers:** Mr R Gorbunow ..... Chief Executive Officer  
Mr B Gleeson..... Director Planning  
Mr A Hart ..... Director Corporate and Community  
Ms K Cornish..... Governance Officer / Minute Secretary

**Apologies:** Mr G Allan ..... Director Engineering

**Absent:** Cr B Urban

**Observer:** Nil

Members of the Public - Nil

Members of the Press - Nil

## 2. PUBLIC QUESTION TIME:

Nil

## 3. PUBLIC STATEMENT TIME:

Nil

## 4. PETITIONS, AND DEPUTATIONS:

Nil

## 5. PRESIDING MEMBER'S REPORT:

Nil

## 6. DECLARATIONS OF COUNCILLORS AND OFFICER'S INTEREST:

Nil

## 7. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN:

AC002/03/14	Compliance Audit Return 2013(SJ1477)
Author:	Karen Cornish – Governance Officer
Senior Officer/s:	Richard Gorbunow –Chief Executive Officer
Date of Report:	4 March 2014
Disclosure of Officers Interest:	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

### Introduction:

The Department of Local Government requires an annual Compliance Audit Return (CAR) to be completed by local governments and submitted by 31 March each year. The aim of the CAR is to highlight any issues of non-compliance by the local government.

A consultant was appointed to undertake an independent audit on all the compliance areas of the return. It is recommended that Council consider the consultant's report and the compliance return for 2013 before endorsing it for submission to the Department of Local Government.

### Background:

The previous annual CAR was presented to Council for endorsement as AC001/03/13 on the 11 March 2013.

The Shire's audit committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department of Local Government by 31 March 2014.

### Community / Stakeholder Consultation:

No community consultation was required.

### Comment:

The Compliance Return focuses on;

- a) Commercial Enterprises by Local Governments,
- b) Delegation of Power/Duty
- c) Disclosure of Interest
- d) Disposal of Property
- e) Finance
- f) Local Government Employees
- g) Official Conduct
- h) Tenders for Providing Goods and Services

### Attachments:

- [AC002.1/03/14](#) Consultant's Report (IN14/4549)
- [AC002.2/03/13](#) Draft Compliance Audit Return 2013 (E14/1090)

### Alignment with our Strategic Community Plan:

The proposal aligns with the following specific objectives outlined in the Strategic Community Plan:

Objective 1.2	Progressive Organisation
Key Action 1.2.6	Comply with all legislative and statutory requirements.

### **Statutory Environment:**

In accordance with Section 7.13 (i) of the Local Government Act 1995 and Regulations 13, 14 and 15 of the Local Government (Audit) Regulations 1996, a Local Government is to carry out a compliance audit for the period ended 1 January to 31 December in each year. After carrying out the compliance audit, the Local Government is to prepare a compliance audit return in a form approved by the Minister.

A compliance return is to be:

1. Presented to the Council at a meeting of the Council,
2. Adopted by the Council, and
3. Recorded in the minutes of the meeting which it is adopted.

After the compliance return has been presented to Council it is to be submitted to the Executive Director of the Department of Local Government and Communities by 31 March next following the period to which the return relates.

### **Financial Implications:**

There are no financial implications to be considered as part of this recommendation.

**Voting Requirements:** ABSOLUTE MAJORITY

### **AC002/03/14 Committee Recommendation / Officer Recommendation:**

**Moved Cr Piipponen seconded Cr Erren**

**That Council:**

1. **Adopts the completed Local Government Compliance Audit Return for the period 1 January 2013 to 31 December 2013 and the President and Chief Executive Officer be authorised to sign the joint certification and return to the Director General as required.**
2. **Notes the non-compliance matters and requests that the Chief Executive Officer ensure the areas of non compliance are addressed.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

### **8. URGENT BUSINESS:**

Nil

### **9. COUNCILLORS QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN:**

Nil

### **10. CLOSURE:**

There being no further business the meeting closed at 6.05pm.

I certify that these minutes were confirmed at the  
Ordinary Council Meeting held on 24 March 2014.

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Presiding Member

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Date