



# MINUTES

of the  
**Audit Committee Meeting held on Wednesday 17  
February 2021,  
in Council Chambers, at  
Lot 66 Railway Street, Trayning  
Commencing at 3.00pm.**

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Signed



Leanne Parola  
Chief Executive Officer

## PREFACE

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The "Confirmed" Minutes are then signed off by the Presiding Person.

## UNCONFIRMED MINUTES

These minutes were approved for distribution on 17 February 2021.



Leanne Parola  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 17 February 2021

Signed: 

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

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## **1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr MA Brown, welcomed all Members, Staff declaring the meeting open at 3:01pm.

## **2 RECORD OF ATTENDANCE**

### MEMBERS:

Cr Melanie Brown (Chairperson)  
Cr Geoff Waters (Deputy President)  
Cr Michelle McHugh  
Cr Freda Tarr  
Cr Jim Wilkins  
Cr Clayton Marchant

### STAFF:

Mrs Leanne Parola (Chief Executive Officer)  
Miss Belinda Taylor (Manager of Corporate Services)

### AUDITORS:

## **3 MINUTES OF MEETINGS**

### **Background**

The Audit Committee Minutes of the previous meeting held 19 February 2020, have been circulated to all Councillors.

### **Officer Recommendation**

**Moved Cr CL Marchant**

**Seconded Cr GF Waters**

That the minutes of the Audit Committee Meeting held on 19 February 2020 are a true and correct record of the proceedings.

**Resolution 02-2021.01**

**Carried 6/0**

## **4 BUSINESS AS NOTIFIED**

#### **4.1 Compliance Audit Return 2020**

Date of Report:	12 February 2021
Proponent:	Chief Executive Officer
File Ref:	4.3.1.2 Compliance Audit Report
Officer's Disclosure of Interest:	Nil
Attachments:	Compliance Audit Return 2020
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To review the Compliance Audit Return 2020 and to report to the Council the results of that review.

#### **Background**

A copy of the 2020 Compliance Audit Return has been completed by staff and is attached.

#### **Consultation**

Nil

#### **Statutory Environment**

*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.*

*15. Certified copy of compliance audit return and other documents to be given to Departmental CEO*

*(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 Departmental CEO 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.*

#### **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Officer's Comment**

The Shire did not comply with the legislative requirements with regards to the following matters:

### **Attendance of Council Members and CEO at Events**

Section 5.90A(2) of the Local Government Act 1995 requires a local government to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

The Shire of Trayning did not prepare or adopt a policy in this regard during 2020. Staff have prepared a draft policy which meets the statutory requirements for consideration by Council at its Ordinary Meeting to be held on 17 February 2021 and will publish it on the website when adopted.

### **Electoral Gift Register**

Regulation 30G of the Local Government (Elections) Regulations 1997 require the CEO to establish and maintain an electoral gift register. It requires any disclosure of gift forms relating to an unsuccessful candidate or a successful candidate who has completed the term of office resulting from an election, to be removed. An up to date copy of the electoral gifts register must also be published on the local government's official website.

There were a number of disclosure of gift forms in the electoral gift register that should have been removed and an electronic copy of the register was not available on the Shire's website. These two non-compliance matters have now been rectified.

## **Officer's Recommendation**

<b>Moved Cr JJ Wilkins</b>	<b>Seconded Cr GF Waters</b>
That the Audit Committee:	
<ul style="list-style-type: none"><li>• Receive the Compliance Audit Report 2020 as presented by the Chief Executive Officer,</li><li>• Accept the Review of the Compliance Audit Return as contained within this report, and</li><li>• Present this report to Council for endorsement</li></ul>	
<b>Resolution 02-2021.02</b>	<b>Carried 6/0</b>

## **5 URGENT BUSINESS BY DECISION OF MEETING**

## **6 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

## **7 NEXT MEETING**

As required.

## **8 CLOSURE**

Being no further business the meeting was closed at 3:04pm.