



# **MINUTES**

**Of the  
Audit Committee Meeting held on Wednesday 9  
February 2022,  
in Council Chambers, at  
Lot 66 Railway Street, Trayning  
Commencing at 2:30 pm.**

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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 15 February 2022.



Leanne Parola  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on .....

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 2:31pm.

## 2 RECORD OF ATTENDANCE

### MEMBERS:

Cr Melanie Brown (Chairperson)  
Cr Peter Barnes  
Cr Mark Leslie  
Cr Michelle McHugh  
Cr Freda Tarr via zoom – 2:32pm

### STAFF:

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

### APOLOGIES:

Cr Geoff Waters (Deputy President)  
Cr Clayton Marchant

The change to the February Meeting date has meant that Councillor Tarr is away on leave and will be unable to attend the meeting in person. Regulation 14A of the Local Government (Administration) Regulations 1996 allows the attendance of members at committee meetings via telephone or other electronic means if Council agrees.

Councillor Tarr has confirmed that she will be more than 150 km from Trayning at a suitable place in accordance with Regulation 14A of the Local Government (Administration) Regulations 1996.

### Officer Recommendation/Committee Decision

<b>Moved Cr ML McHugh</b>	<b>Seconded Cr PM Barnes</b>
That approval be given for Councillor Tarr to attend the Audit Committee Meeting to be held 9 February 2022 by electronic means.	
<b>Resolution 02-2022.01</b>	<b>Carried 4/0</b>

## 3 MINUTES OF MEETINGS

### Background

The Audit Committee Minutes of the previous meeting held 15 December 2021, have been circulated to all Councillors.

**Officer Recommendation/Committee Decision**

**Moved Cr ML McHugh**

**Seconded Cr ME Leslie**

That the minutes of the Audit Committee Meeting held on 15 December 2021 are a true and correct record of the proceedings.

**Resolution 02-2022.02**

**Carried 5/0**

#### 4 BUSINESS AS NOTIFIED

##### 4.1 Compliance Audit Return 2021

Date of Report:	17 January 2022
Proponent:	Chief Executive Officer
File Ref:	4.3.1.2 Compliance Audit Report
Officer's Disclosure of Interest:	Nil
Attachments:	Compliance Audit Return 2021
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To review the Compliance Audit Return 2021 and to report to the Council the results of that review.

#### **Background**

A copy of the 2021 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

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

##### Employee Code of Conduct

The CEO did not publish an up to date employee code of conduct on the website in 2021. This has now been rectified.

##### Receipt of Auditors Report

The auditor's report for the financial year ended 30 June 2021 was not provided by the Office of the Auditor General in time for it to be received by the local government. It was

presented to the Audit Committee on 15 December 2021 and will be presented to Council at its Ordinary Meeting to be held 16 February 2022.

Review of Risk Management, Internal Control and Legislative Compliance

The CEO did not review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021.

A review will be completed in 2022.

**Officer Recommendation/Committee Decision**

<b>Moved Cr FA Tarr</b>	<b>Seconded Cr PM Barnes</b>
That the Audit Committee:	
1) Receive the Compliance Audit Report 2021 as presented by the Chief Executive Officer,	
2) Accept the Review of the Compliance Audit Return as contained within this report, and	
3) Present this report to Council for endorsement	
<b>Resolution 02-2022.03</b>	<b>Carried 5/0</b>

**5 URGENT BUSINESS BY DECISION OF MEETING**

Nil

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

Nil

**7 NEXT MEETING**

As required.

**8 CLOSURE**

There being no further business, Councillor Brown closed the meeting at 2:35pm.