



MINUTES

of the

SHIRE OF LAVERTON

AUDIT COMMITTEE MEETING

**held in the Council Chambers of the
Shire of Laverton at 9 MacPherson Place,
Laverton, on Thursday 22 February 2018
commencing at 4:50 pm**

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**MINUTES OF THE SHIRE OF LAVERTON AUDIT COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS, 9 MACPHERSON PLACE,
LAVERTON, ON THURSDAY 22 FEBRUARY 2018 AT 4:50PM**

1. DECLARATION OF OPENING

The Presiding Person opened the meeting at 4:50pm.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr P Hill	Presiding Person
Cr S Weldon	Member
Cr D Ross	Member
Cr R Prentice	Member
Cr R Weldon	Member (from 4:55pm)
Cr R Street	Member
Mr P Naylor	Chief Executive Officer
Ms R Smith	Acting Executive Manager Corporate & Community Services

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

2.4 VISITORS

Nil

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:

3.1 MINUTES OF AUDIT COMMITTEE MEETING HELD 23 NOVEMBER 2017 (FILE REF: 793)

ATTACHMENTS:

AC180222-3.1.A Minutes of Audit Committee Meeting held 23 November 2017

AC180222-01 OFFICER RECOMMENDATION/COMMITTEE DECISION

MOVED: Cr R Street SECONDED: Cr S Weldon

That the Minutes of the Audit Committee Meeting held on 23 November 2017 (Attachment AC180222-3.1.A), be confirmed as a true and accurate record.

SIMPLE MAJORITY	X	VOTES FOR	6	VOTES AGAINST	0
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4. REPORTS OF COMMITTEE AND OFFICERS

4.1 COMPLIANCE AUDIT RETURN 2017 (FILE REF: 568)

SUBMISSION TO:	Audit Committee Meeting, 22 February 2018
DISCLOSURE OF INTEREST:	The applicant has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Glenn Bone, Project Officer
SENIOR OFFICER:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION:

For the Audit Committee to consider the Compliance Audit Return for 2017.

ATTACHMENTS:

AC180222-4.1.A Completed Compliance Audit Return for 2017

APPLICANT'S SUBMISSION:

Not applicable.

BACKGROUND:

The Local Government Compliance Audit return for the period 1 January – 31 December 2017 must be completed and returned to the Executive Director, Department of Local Government and Communities, by 31 March 2018.

The Compliance Audit Return is to be:

- a) Reviewed by the Audit Committee;
- b) Presented to Council at a meeting of the Council;
- c) Adopted by Council (along with comments and amendments); and

The adoption is to be recorded in the minutes of the meeting at which it is adopted.

STATUTORY ENVIRONMENT:

Local Government (Audit) Regulations 1996

Regulation 14(1) – Requires a local government to carry out a compliance audit for the period 1 January to 31 December in each year.

Regulation 14(3A) – The local government's audit committee is to review the compliance audit return and is to report to council the results of that review.

Regulation 14(3) – After the audit committee has reported to council under subregulation (3A), the compliance audit is to be –

- a) presented to a meeting of the council;
- b) adopted by the council; and
- c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 – A certified copy of the return together with a copy of the relevant section of the minutes at which it was adopted, is to be submitted to the Executive Director by 31 March next following for the period to which the return relates.

POLICY IMPLICATIONS:

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications in respect to this report.

STRATEGIC IMPLICATIONS:

There are no strategic implications in respect to this report.

CONSULTATION:

This return has been completed by Project Officer, Glenn Bone, following liaison with relevant staff members.

COMMENT:

This year's Compliance Audit Return poses a total of 94 questions as compared to 89 for 2016.

Only one issue of non-compliance is noted in the Compliance Audit Return 2017. Specifically this relates to the section dealing with "Tenders for Providing Goods and Services". An explanation for this issue is set out below:

Tenders for Providing Goods and Services

Question 10: Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted?

COMMENT:

No evidence provided with some tenders in the first half of 2017 that tenderers were advised in writing. This shortcoming has since been rectified.

04:55pm Cr R Weldon joined the meeting.

VOTING REQUIREMENTS:

Simple majority decision of the Committee required.

AC180222-02 OFFICER RECOMMENDATION/COMMITTEE DECISION

MOVED: Cr D Ross SECONDED: Cr R Ryles

That the Audit Committee:

- 1. Advise Council that it has conducted a review of the Compliance Audit Return 2017 and notes one (1) issue of non compliance raised;**
- 2. Notes the explanation provided by the CEO to avoid any reoccurrence of this shortcoming in 2017; and**
- 3. Recommends that Council now adopt the attached Compliance Audit Return as the official return of Council for the period of 1 January – 31 December 2017 and the return be certified by the President and the Chief Executive Officer.**

SIMPLE MAJORITY VOTES FOR 7 VOTES AGAINST 0

5. CLOSURE OF MEETING

The Presiding Person declared the meeting closed at 4:57pm.

6. CERTIFICATION OF MINUTES

I, Patrick Hill, hereby certify that the Minutes of the Audit Committee Meeting held on 22 February 2018 are confirmed as a true and correct record, by resolution of the meeting of the Audit Committee held on

SIGNED: _____ **DATED:** _____