



Shire of
Peppermint Grove

AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING

AGENDA

*This meeting is not open to the public.
All recommendations of this committee are referred to council.*

**TO BE HELD ON THE
12th MARCH 2024 AT 5.15PM**



Shire of Peppermint Grove

NOTICE OF MEETING

Dear Committee Member

It is advised that the **AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE Meeting** will be held in the Council Chamber of the **Shire of Peppermint Grove**, 1 Leake Street, Peppermint Grove, on 12th March 2024 at 5.15pm.

MEETING AGENDA ATTACHED

Yours faithfully

A handwritten signature in black ink, appearing to read 'Don Burnett', is positioned below the text 'Yours faithfully'.

Mr Don Burnett
CHIEF EXECUTIVE OFFICER
7th March 2024



Shire of Peppermint Grove

AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING AGENDA

12 March 2024

1 DECLARATION OF OFFICIAL OPENING

At _____ pm, the Presiding Member declared the meeting open.

2 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Deputy Shire President (Presiding Member)
Elected Member
Elected Member
Elected Member

Cr P Dawkins
Cr P Macintosh
Cr J Mahony
Cr C Hohnen

Chief Executive Officer
Manager Corporate and Community Services

Mr D Burnett
Mr J Clapham

2.2 GUESTS

Nil

2.3 APOLOGIES

Nil

2.4 LEAVES OF ABSENCE

3 DECLARATIONS OF INTEREST

- 3.1 FINANCIAL INTEREST
- 3.2 PROXIMITY INTEREST
- 3.3 IMPARTIALITY INTEREST
- 3.4 INTEREST THAT MAY CAUSE A CONFLICT
- 3.5 STATEMENT OF GIFTS AND HOSPITALITY
- 4 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)
- 5 CONFIRMATION OF MINUTES
- 5.1 AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING
12th DECEMBER 2023

OFFICER RECOMMENDATION – ITEM 5.1

Moved:

Seconded:

That the Minutes of the Audit Committee meeting of the Shire of Peppermint Grove held in the Council Chambers on 12th December 2023 be confirmed as a true and accurate record, subject to noting the election of the Committee Presiding Member.

6.OFFICER REPORTS

6.1 2023 Compliance Audit Return

ATTACHMENT DETAILS

Attachment No	Details
Attachment 6.1.1	Compliance Audit Return for 2023

Voting Requirement	Simple Majority
Subject Index	Financial management Audit
Disclosure of any Interest	Nil
Responsible Officer	J Clapham, Manager Corporate & Community Services
Authorising Officer	D Burnett, Chief Executive Officer

PURPOSE OF REPORT

The purpose of this report is to present to Council the 2023 Compliance Audit Return (CAR) for endorsement.

SUMMARY AND KEY ISSUES

The Compliance Audit Return comprises of a number of questions in regard to the Shire's compliance with regulation. There were no identified areas of non-compliance.

BACKGROUND

Completion of the Compliance Audit Return is a Statutory requirement and requires endorsement by the Audit Committee and adoption by Council.

Following the CAR being presented to Council, a certified copy of the return (signed by the Shire President and CEO), along with the relevant section of the minutes and any additional information be submitted to the Director General of the Department of Local Government no later than the 31 March 2023.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government (Audit) Regulations 1996- Clause 14

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.*

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The 2023 CAR consisted of a number of questions within the following compliance areas:-

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services
- Integrated Planning and Reporting
- Optional questions

There were no matters of non-compliance.

OFFICER RECOMMENDATION/S – ITEM NO 6.1

That Council endorses the 2023 Compliance Audit Return.