



Shire of
Peppermint Grove

**AUDIT GOVERNANCE AND RISK
MANAGEMENT COMMITTEE
MEETING**

MINUTES

HELD ON THE

12th MARCH 2024 AT 5.15PM



Shire of Peppermint Grove

AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

12TH March 2024

- 1. DECLARATION OF OFFICIAL OPENING**
- 2. RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE**
 - 2.1. ATTENDANCE**
 - 2.2. APOLOGIES**
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- 3. DECLARATIONS OF INTEREST**
 - 3.1 FINANCIAL INTEREST**
 - 3.2 PROXIMITY INTEREST**
 - 3.3 IMPARTIALITY INTEREST**
- 4 INTEREST THAT MAY CAUSE A CONFLICT**
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- 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**
- 6 CONFIRMATION OF MINUTES**

6.1 AUDIT COMMITTEE MEETING 12TH DECEMBER 2024

7 OFFICERS REPORTS

7.1 2023 COMPLIANCE AUDIT RETURN

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Shire of Peppermint Grove

AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

12th March 2024

1.0 DECLARATION OF OFFICIAL OPENING

At 5.15 pm, the Presiding Member declared the meeting open.

2.0 RECORDING OF ATTENDANCE, APOLOGIES AND LEAVES OF ABSENCE

2.1 ATTENDANCE

Deputy Shire President (Presiding Member)	Cr P Dawkins
Elected Member	Cr P Macintosh
Elected Member	Cr J Mahony

Chief Executive Officer	Mr D Burnett
Manager Corporate and Community Services	Mr J Clapham

2.2 GUESTS

Nil

2.3 APOLOGIES

Elected Member	Cr C Hohnen
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2.4 LEAVES OF ABSENCE

Nil

3.0 DECLARATIONS OF INTEREST

3.1 FINANCIAL INTEREST

Nil

3.2 PROXIMITY INTEREST

Nil

3.3 IMPARTIALITY INTEREST

Nil

3.4 INTEREST THAT MAY CAUSE A CONFLICT

Nil

3.5 STATEMENT OF GIFTS AND HOSPITALITY

Nil

4.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil

5.0 CONFIRMATION OF MINUTES

**5.1 AUDIT GOVERNANCE AND RISK MANAGEMENT COMMITTEE MEETING
12th DECEMBER 2023.**

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION – ITEM 5.1

Moved: Cr Macintosh

Seconded: Cr Dawkins

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.

CARRIED

3/0

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/COMMITTEE RECOMMENDATION – ITEM NO 6.1

Moved: Cr Macintosh

Seconded: Cr Mahony

That Council endorses the 2023 Compliance Audit Return.

CARRIED

3/0

7.0 CLOSURE OF MEETING

At 5.25pm, there being no further business the meeting closed.