



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Audit Committee Meeting

MINUTES

Thursday 21 March 2024

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Council Roles

Advocacy:

When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.

Executive/Strategic:

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Disclaimer

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

Shire of Perenjori

Minutes for the Shire of Perenjori Audit Committee Meeting held on Thursday 21 March 2024, at the Latham Community Centre, Latham WA 6616.

1. Declaration of Opening/Announcement of Visitors:

The Shire President declared the meeting open at 2.21 pm and welcomed those in attendance.

Acknowledgement of Traditional Custodians: -

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

The Shire of Perenjori would like to respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badimia people. It is a privilege to be standing on Badimia country.

2. Opening Prayer:

The Shire President read the opening prayer.

Acknowledgement of Pioneers: -

The Shire of Perenjori acknowledges the pioneers who settled this country, developed the land and turned it into the productive country that we know today.

3. Record of Attendance/Apologies/Leave of Absence:

3.1 Attendance:

Members:	Cr Jude Sutherland (Shire President)
	Cr Les Hepworth (Deputy President)
	Cr Andrew Fraser
	Cr Brian Campbell
	Cr Dael Sparkman
	Cr Daniel Bradford
Staff:	Paul Anderson (Chief Executive Officer)
	Nola Comerford (Manager Corporate Community Services)
	Marty Noordhof (Manager Infrastructure Services)
	Bianca Plug (Executive Assistant)
Distinguished Visitors:	Nil
Members of The Public:	Nil
Leave of Absence:	Cr Colin Bryant
Apologies:	Nil

4. Confirmation of Minutes of Previous Meetings:

4.1 Audit Committee Meeting Held on 14 December 2023

COMMITTEE DECISION

Audit Committee Resolution Number: 210324.1

Moved: Cr Fraser

Seconded: Cr Sparkman

That the Minutes of the Audit Committee Meeting held on the 14 December 2023, be confirmed as a true and correct subject to no corrections.

Motion put and carried 6/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Campbell, Cr Sparkman, Cr Bradford

Against: Nil

[Next Item](#)

5. Declaration of Interest:

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Nil

6. Reports:

6.1 ADOPTION OF COMPLIANCE AUDIT RETURN 2023

Applicant:	Shire of Perenjori
File:	ADM 0540
Report Date:	21 March 2024
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Bianca Plug – Executive Assistant
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	6.1.1 – Compliance Audit Return 2023

Summary

This report presents the 2023 Compliance Audit Return (CAR) to the Audit Committee for review before adoption at the Ordinary Meeting of Council on 21 March 2024, in preparation of submission to the Department of Local Government.

Background

In accordance with section 7.13(1) of the *Local Government Act 1995* and regulation 14 of the *Local Government (Audit) Regulations 1996*, the Shire is required to carry out a compliance audit for the period 1 January 2023 to 31 December 2023 and prepare a Compliance Audit Return (CAR) in a form approved by the Minister.

The 2023 CAR is provided to the Shire by the Department of Local Government, Sport and Cultural Industries (the Department) and the areas of compliance are restricted to those considered high risk.

The CAR is required to be reviewed by the Audit Committee and presented to Council for adoption. The CAR must be adopted, signed and provided to the Department by the 31 March of each year.

Statutory Environment

Section 7.13(1) of the *Local Government Act 1995*

Local Government (Audit) Regulations 1996 r. 14

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community
4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager of Corporate and Community Services

Ally Bryant – Finance Manager

Nexia Australia

Officer Comment

In the internal review of the 2023 Compliance Audit Return, there were no non-compliance areas identified.

COMMITTEE DECISION

Audit Committee Resolution Number: 210324.2

Moved: Cr Hepworth

Seconded: Cr Campbell

The Audit Committee recommends that Council:

- 1. Adopts the Compliance Audit Return for the period 1 January 2023 to 31 December 2023, as attached.**
- 2. Authorise the President and Chief Executive Officer to sign and submit the Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.**

Motion put and carried by absolute majority 6/0

For: Cr Sutherland, Cr Hepworth, Cr Fraser, Cr Campbell, Cr Sparkman, Cr Bradford

Against: Nil

7. Closure of Meeting:

The Shire President declared the meeting closed at 2.26 pm and thanked those in attendance.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 21 March 2024.

Signed: _____

Shire President

Date: _____