



AGENDA FOR THE  
AUDIT COMMITTEE MEETING  
TO BE HELD ON  
WEDNESDAY  
**18 FEBRUARY 2015**



**SHIRE OF MINGENEW**  
**AUDIT COMMITTEE MEETING NOTICE PAPER**  
**18 FEBRUARY 2015**

Madam President and Councillors,

An Audit Committee meeting is called for Wednesday **18 February 2015**, in the Council Chambers, Victoria Street, Mingenew, commencing at **3.45pm**.

**Martin Whitely**  
**Chief Executive Officer**  
18 February 2015

**MINGENEW SHIRE COUNCIL**

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**CHIEF EXECUTIVE OFFICER**

18 February 2015

## **SHIRE OF MINGENEW**

**AGENDA FOR AUDIT COMMITTEE MEETING TO BE HELD IN COUNCIL CHAMBERS ON THE  
18 February 2015 COMMENCING AT 3.45PM.**

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**
- 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**
- 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS /  
SUBMISSIONS**
- 5 APPLICATION FOR LEAVE OF ABSENCE**
- 6 DECLARATIONS OF INTEREST**
- 7 CONFIRMATION OF PREVIOUS MEETINGS MINUTES**

**That the Minutes of the Audit Committee Meeting of Council held on Wednesday 17<sup>th</sup>  
December 2014 be confirmed as a true and accurate record of proceedings.**

- 8 DISCLOSURES OF FINANCIAL AND OTHER INTERESTS**
- 9 OFFICERS REPORTS**
  - 9.1 CHIEF EXECUTIVE OFFICER**

Nil

## 9.2 FINANCE

### 9.2.1 2014 COMPLIANCE AUDIT RETURN

<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Department of Local Government and Communities
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	xxx
<b>Date:</b>	10 February 2014
<b>Author:</b>	Martin Whitely, Chief Executive Officer

#### SUMMARY

Council is requested to review and adopt the 2014 Compliance Audit Return for the period 1 January 2014 to 31 December 2014.

#### ATTACHMENT

A copy of the completed Compliance Audit Return is attached for Council consideration.

#### BACKGROUND

Every year local government is required to carry out a compliance audit for the period 1 January to 31 December.

Section 7.13 of the Local Government Act 1995 requires Council to complete the Compliance Audit Return in the form specified by the Department of Local Government and Communities and return by 31 March 2015.

#### COMMENT

The Compliance Audit Return identified a number of areas of non compliance. Most notably non compliance was greatest in the areas of Delegation of Power / Duty and Tenders for Providing Goods and Services. I have placed comments in all areas of non compliance and the actions to be implemented to rectify these issues.

All areas of non compliance within the 2014 Compliance Audit Return can be rectified by management implementing better governance strategies. The areas of non compliance identified in the return are currently being addressed by the CEO and Manager of Administration and Finance with the view to be compliant in all areas highlighted by the end of the 2014/15 financial year.

#### CONSULTATION

Nita Jane, Manager Administration & Finance

#### STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 7.13

Local Government (Audit) Regulations 1996

## **POLICY IMPLICATIONS**

In some areas of non compliance within the Compliance Return, such as the tender process, Council have an existing Purchasing Policy in place which has not been adhered. Had the Purchasing Policy been adhered to many of the areas of non compliance would have been eliminated. The CEO is to ensure in future that such policies are followed and where the CEO feels existing policies are inadequate or non existent then these matters will be brought to Council for discussion and resolution.

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Community Strategic Plan

### Outcome 4.5.1

Ensure compliance with local, town planning, building and health and all other relevant legislation

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION – ITEM 9.2.1**

**That Council adopt the 2014 Compliance Audit Return for the period 1 January 2014 to 31 December 2014 with the areas of non compliance to be addressed by the CEO as detailed in the Compliance Audit Return by 30 June 2015.**

- 10 URGENT BUSINESS INTRODUCED BY DECISIONS OF THE MEETING**
  - 10.1 ELECTED MEMBERS**
  - 10.2 STAFF**
- 11 CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)**
- 12 CLOSURE**