



Minutes

Audit Committee Meeting
Tuesday, 19 March 2024

NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe
Audit Committee Meeting

was held on
Tuesday, 19 March 2024
commencing at 4.00pm

Council Chambers
Ravensthorpe Cultural Precinct

Matthew Bird
Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.

INDEX OF AGENDA

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	7
2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE.....	7
3. DECLARATIONS OF INTEREST.....	8
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	8
5. REPORTS OF OFFICERS.....	9
5.1 EXECUTIVE SERVICES.....	9
5.1.1 2023 COMPLIANCE AUDIT RETURN.....	9
6. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS.....	12
7. CLOSURE.....	12

MINUTES

Mission Statement *To grow our community through the provision of leadership, services and infrastructure.*

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4pm.

The Shire President acknowledged the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

The Shire President advises visitors in adhering to both the *Local Government Act 1995*, and the Shire of Ravensthorpe Meeting Procedures Local Law 2022, it is an offence to record the proceedings of this meeting and visitors are to switch off any recording devices, including phones.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

ELECTED MEMBERS:

Cr Thomas Major (Shire President)
Cr Mark Mudie (Deputy Shire President)
Cr Rachel Gibson
Cr Robert Miloseski
Cr Rachel Livingston (Electronic Attendance)
Cr Graham Richardson

OFFICERS:

Matthew Bird (Chief Executive Officer)
Paul Spencer (Executive Manager Infrastructure Services)
Natalie Bell (Executive Manager Projects and Regulatory Services)
Les Mainwaring (Executive Manager Corporate Services)
Nadine Maloney (Communications and Marketing Officer)

VISITORS

Nil

APOLOGIES

Cr Sue Leighton

LEAVE OF ABSENCE

Nil.

3. DECLARATIONS OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MINUTES FROM PREVIOUS MEETINGS

AUDIT COMMITTEE MEETING HELD 19 DECEMBER 2023 (ATTACHMENT 4.1)

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

COMMITTEE DECISION:

Moved by Cr Mudie and seconded by Cr Richardson

Resolution: AC01/24

That the Minutes and associated attachments of the Audit Committee of the Shire of Ravensthorpe held on 19 December 2023 (Attachment 4.1) be confirmed as a true and correct record.

Carried 6/0

5. REPORTS OF OFFICERS

5.1 EXECUTIVE SERVICES

5.1.1 2023 COMPLIANCE AUDIT RETURN

File Reference:	GR AU1
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	12 March 2024
Disclosure of Interest:	Nil
Attachments:	5.1 Ravensthorpe Compliance Audit Return 2023
Previous Reference:	Nil

PURPOSE

1. This report seeks Audit Committee endorsement that recommends the adoption of the Local Government Compliance Audit Return for the 2023 calendar year period 1 January 2023 to 31 December 2023.

BACKGROUND

2. Section 7.13(i) of the Local Government Act 1995 requires that each local government completes a Compliance Audit Return for each calendar year for the period 1 January to 31 December.
3. The document is provided by the Department of Local Government, Sport and Cultural Industries (DLGSCI) in a prescribed manner and is designed to be a tool of self-assessment by local governments allowing identification of areas where compliance has been met or is not applicable for that particular year. It also provides guidance for improvement in instances of non-compliance.

COMMENT

4. The Compliance Audit Return for 2023 includes 94 compliance questions (95 last year), which requires Yes or No answers, however where an item has not occurred during the calendar year a response of not applicable (N/A) is provided. Any answers of No have been supported by management comment.

The areas of compliance this year have focused on commercial enterprises by local governments, delegation of powers, disclosures of interest, disposal of property, elections, finance, integrated planning and reporting, local government employees, official conduct, optional questions and tenders for providing goods and services.

The 2023 return has been completed in good faith to the best of available records and the knowledge of senior officers.

5. After the Compliance Audit return has been presented to Council, a certified copy of the return, signed by President and Chief Executive Officer, along with the relevant section of the minutes and any additional

information detailing the contents of the return are to be submitted to the DLGSCI by 31 March of each year.

CONSULTATION

6. Nil

STATUTORY ENVIRONMENT

7. Section 7.13 Local Government Act 1995
Regulations 14 & 15 Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

8. Nil

FINANCIAL IMPLICATIONS

9. Nil

RISK MANAGEMENT

10. The following risks have been identified as part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Governance (operational)	Possible	Minor	Medium	Policy/Procedures
Financial	Unlikely	Minor	Low	Controls

ALTERNATE OPTIONS

11. Nil

STRATEGIC ALIGNMENT

12. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
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Outcome 2: Community - This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off

Item	Objectives and Strategies
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Outcome 3: Built Environment - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
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Outcome 4: Natural Environment - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
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Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENT

13. Simple Majority

COMMITTEE DECISION

Moved by Cr Richardson and seconded by Cr Gibson

Resolution: AC02/24

That the Audit Committee recommends to Council that:

Council **ADOPT** the Compliance Audit Return for the period 1 January 2023 to 31 December 2023 and that a certified copy by the President and Chief Executive Officer be forwarded to the Department of Local Government, Sport and Cultural Industries within 14 days of adoption.

Carried: 6/0

6. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

7. CLOSURE

The Presiding Member declared the meeting closed at 4.22pm