



Norseman Woodlands to Eucla Coast

**Unconfirmed Minutes
Audit Committee Meeting
18 March 2025**

NOTICE OF MEETING

The next Audit Committee Meeting will be held on 18 March 2025 in the Council Chamber at the Shire Administration office– commencing at 4.30pm (AWST) to consider and resolve on the matters set out in the attached agenda.

A handwritten signature in black ink, appearing to read "Peter Fitchat", is written over a light blue horizontal line.

Peter Fitchat
Chief Executive Officer

14 March 2025

UNCONFIRMED MINUTES for the Audit Committee Meeting
held in the Council Chamber at the Shire Administration office– commencing at 4.30pm
(AWST)

Notes to Agenda

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1. Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at: 4.30pm

This Meeting will be video recorded to assist in the preparation of the minutes of the meeting.

1.1 Acknowledgment of Country

The Shire of Dundas recognises the Ngadju and Mirning as traditional custodians in the Shire of Dundas and pay our respects to their Elders past and present.

1.2 Attendance at meetings by electronic means

2. Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.

Financial Interests:

None declared.

Proximity Interests:

None declared.

Impartiality Interests:

None declared.

Gifts Received by Councillors: None declared.

As per the Shire of Dundas Code of Conduct section 3.4 Gifts, adopted by the Council on 21 October 2014 and reference to Regulation 34B of the Local Government (Administration) 1996.

3. Record of Attendance of Councillors / Officers and Apologies.

Cr Laurene G Bonza
Cr Sharon M Warner
Cr JE Patrick Hogan
Cr John Maloney
Cr Sharon Brown
Cr Chantelle McLeod

Shire President
Deputy Shire President

Peter Fitchat
Panai Turner
Barry Hemopo
Hannah Turner

Chief Executive Officer
Deputy Chief Executive Officer
Manager of Works and Services
Executive Assistant

Apologies

4. Confirmation of Minutes of Previous Meeting.

Minutes of the Audit Committee Meeting held on 1 February 2024 be confirmed as a true and accurate record.

Voting Requirements

Simply Majority

Moved: Cr. C McLeod
Seconded: Cr. JEP Hogan

Recommendation

That the minutes of the Audit Committee Meeting held on 1 February 2024 be confirmed as a true and accurate record.

Carried: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. JEP Hogan, Cr. J Maloney, Cr. S Brown, Cr. C McLeod

Against: 0

Resolution

That the minutes of the Audit Committee Meeting held on 1 February 2024 be confirmed as a true and accurate record.

5. Reports

Agenda Reference and Subject	
5.1 – Compliance Audit Return 2024	
Location / Address	88-92 Prinsep Street, Norseman
File Reference	LS.CM
Author	Chief Executive Officer – Peter Fitchat
Date of Report	5 February 2025
Disclosure of Interest	Nil

Background

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (1st January to 31st December) as published by the Department for Local Government, Sport and Cultural Industries. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

This year, the CAR was reviewed and completed by Moore Australia WA. Tanya Browning, Director Local Government Advisory, from Moore Australia attended the Shire offices from 20th – 21st February 2025, during which time information to complete the CAR was gathered through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register

- Complaints Register
- Delegations Register
- Council's Website

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regard to compliance with the *Local Government Act 1995* and provides the Audit Committee the opportunity to report to Council any cases of non-compliance or where full compliance was not achieved.

This process also provides opportunity for the Audit Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

The Audit Committee are to review the CAR and report to the Council results of the review prior to consideration and adoption by Council.

A summary of matters noted during the completion of the 2024 CAR in relation to instances of non-compliance notes where actions have already been implemented to address some of these matters and notes general improvement opportunities to systems and processes which were identified through the completion of the CAR. These improvements will assist the Shire in its risk management activities and endeavours towards continual improvement of administrative and compliance functions.

Statutory Environment

Regulation 14 of the *Local Government (Audit) Regulations 1996* provides that:

- (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 sub regulation (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.

Regulation 14 of the *Local Government (Audit) Regulations 1996* details the requirements regarding certifying the CAR and issuing to the Departmental CEO

Section 7.13(1)(i) of the *Local Government Act 1995* refers to the provisions within regulations regarding audits.

Policy Implications

There are no policy implications resulting from the recommendation of this report.

Financial Implications

There are no financial implications resulting from the recommendation of this report.

Strategic Implications

Strategic references within the Strategic Community Plan demonstrate connections between services and the desired outcomes and community vision for the Shire, particularly in relation to strategy 5.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations and 5.1.4 Risk is managed through planning and timely reporting of Senior Officers to Council.

Risk Management

This item has been evaluated against the Shire of Dundas's Internal Audit and Risk Management Policy. The perceived level of risk is high prior to treatment, receipt of the report by the committee (and subsequently Council) as well as the progression of risk management activities may reduce the risk to low. A schedule of improvement actions highlighted in the summary of matters noted will be reviewed in the April workshop.

Voting Requirements

Simple Majority

Moved: Cr. S Warner
Seconded: Cr. C McLeod

Officer Recommendation

That the Audit Committee resolve to:

1. **Accept the draft 2024 Compliance Audit Return responses as attached to this report to be finalised for presentation to Council;**
2. **Recommend the adoption of the finalised 2024 Compliance Audit Return responses; and**
3. **Recommend to Council that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.**

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. JEP Hogan, Cr. J Maloney, Cr. S Brown, Cr. C McLeod

Against: 0

Resolution

That the Audit Committee resolve to:

1. **Accept the draft 2024 Compliance Audit Return responses as attached to this report to be finalised for presentation to Council;**
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6. Next Meeting

The next meeting of the Audit Committee will be called as required.

There being no further business the Shire President will declare the meeting closed at: 4.40pm