SHIRE OF LAVERTON

MINUTES

AUDIT COMMITTEE MEETING

HELD 22 MARCH 2012

CONTENTS

1. DECLARATION OF OPENING

2. RECORD OF ATTENDANCE

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes – 14 December 2011 (File Ref: 81)

4. REPORTS OF COMMITTEE AND OFFICERS

4.1 Statutory Compliance Audit Return for 2011 (File Ref: 568)

5. CLOSURE OF MEETING

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS, MACPHERSON PLACE, LAVERTON ON THURSDAY 22 MARCH 2012, COMMENCING AT 3.30PM.

1. DECLARATION OF OPENING

The Chairman, Cr Rob Wedge declared the meeting open at 3.43pm

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr R Wedge	Chairman
Cr P Hill	Councillor
Cr S Weldon	Councillor
Cr L Hawkins	Councillor
Ms B Fuamatu	Councillor – from 3.47pm
Mr S Deckert	Chief Executive Officer
Ms D Prior	Exec. Mgr Corp. & Comm. Services
Mr G Bone	Project Officer

2.2 APOLOGIES

Cr R Ryles	Councillor

2.3 LEAVE OF ABSENCE

Nil

2.4 VISITORS

Nil

3. CONFIRMATION OF MINUTES

3.1 CONFIRMATION OF MINUTES – 14 DECEMBER 2011 File Ref: 81

VOTING REQUIREMENTS
Simple Majority decision required

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Hawkins , seconded Cr Weldon

That the Minutes of the Audit Committee Meeting held on 14 December 2011 be confirmed as a true and accurate record.

CARRIED 4/0

4. REPORTS OF COMMITTEES AND OFFICERS

4.1 STATUTORY COMPLIANCE AUDIT RETURN 2011 FILE REF: 568

SUBMISSION TO: Audit Committee Meeting, 22 March 2012

REPORTING OFFICER: Glenn Bone, Project Officer

DISCLOSURE OF INTEREST: The author has no financial interests in this matter.

OWNER/APPLICANT: Department of Local Government.

AUTHOR: Glenn Bone, Project Officer

SIGNATURE OF AUTHOR:

SENIOR OFFICER: Steven Deckert, Chief Executive Officer

SIGNATURE OF SENIOR OFFICER:

MATTER FOR CONSIDERATION:
For Council to consider the Compliance Audit Return 2011

ATTACHMENTS:
Attachment 4.1 - Completed Compliance Audit Return for 2011

APPLICANT'S SUBMISSION: Nil

BACKGROUND:
The Local Government Compliance Audit Return for the period 1 January – 31 December 2011 must be completed and returned to the Executive Director, Department of Local Government by 31 March 2012.
The Compliance Audit Return is to be:

a) Reviewed by the Audit Committee
b) Presented to Council at a meeting of the Council;
c) Adopted by the Council (along with comments and amendments);
d) The adoption recorded in the minutes of the meeting at which it is adopted.

The foregoing includes a procedural change to previous requirements. The Local Government (Audit) Regulations 1996 were amended on 30 December 2011 to include a requirement that a local government's audit committee is to review the compliance return.

STATUTORY ENVIRONMENT:
Local Government (Audit) Regulations 1996
Regulation 14 (1) – requires a local government to carry out a compliance audit for the period 1 January to 31 December in each year.

Regulation14(3A) – The local government's audit committee is to review the compliance audit return and is to report to Council the results of that review.
Regulation14(3) – After the audit committee has reported to the council under subregulation (3A), the compliance audit retunr is to be –

(a) presented to a meeting of the council; and
(b) adopted by the Council
(c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 – a certified copy of the return together with a copy of the relevant section of the minutes at which it was adopted, is to be submitted to the Executive Director by 31 March next following for the period to which the return relates.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

CONSULTATION:
This return has been completed by Project Officer Glenn Bone following liaison with relevant staff members.

COMMENT:
This years' Compliance Audit Return poses a total of just 78 questions as compared to 283 in the previous year. Much of the difference relates to categories that have not been tested this year (eg. executive functions, local laws and meeting process), or categories where substantially less questions have been raised than in the past.

No issues of non-compliance were noted.

VOTING REQUIREMENTS
Simple majority required.

OFFICER RECOMMENDATION

Moved Cr Hawkins, seconded Cr Hill

That the audit committee advise council:

1. **That it has conducted a review of the Compliance Audit Return 2011 and in so doing, records its satisfaction as to the results of the Return; and**
2. **That it recommends Council now adopt the attached Compliance Audit Return as the official return of Council for the period 1 January – 31 December 2011 and the return be certified by the President and the Chief Executive Officer.**

CARRIED 5/0

5. CLOSURE OF MEETING

There being no further business, the Chairman declared the Meeting closed at 3.49pm.

6. CERTIFICATION BY CHAIRMAN

I _____ hereby certify that the minutes of the Audit Committee Meeting held 22 March 2012 are confirmed as a true and correct record.

Signed ……. Dated……2012