



SHIRE OF LAVERTON

MINUTES

AUDIT COMMITTEE MEETING

HELD 21 FEBRUARY 2013

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**MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS,
MACPHERSON PLACE, LAVERTON ON THURSDAY 21 FEBRUARY 2013,
COMMENCING AT 4.30PM.**

1. DECLARATION OF OPENING

Cr Rob Wedge declared the meeting open at 4.35pm.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr R Wedge	Chairman
Cr R Ryles	Councillor
Cr P Hill	Councillor
Cr L Hawkins	Councillor
Mr S Deckert	Chief Executive Officer
Ms D Prior	Exec. Mgr Corp. & Comm. Services
Ms L Barnes	Executive Assistant
Mr G Bone	Project Officer

2.2 APOLOGIES

Cr S Weldon	Councillor
Cr B Fuamatu	Councillor

2.3 LEAVE OF ABSENCE

Nil.

2.4 VISITORS

Nil.

3. CONFIRMATION OF MINUTES

3.1 CONFIRMATION OF MINUTES – 22 NOVEMBER 2012	File Ref: 81
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OFFICER RECOMMENDATION

Moved Cr P Hill, Seconded Cr L Hawkins.

That the Minutes of the Audit Committee Meeting held on 22 November 2012 be confirmed as a true and accurate record.

CARRIED 4/0

4. REPORTS OF COMMITTEES AND OFFICERS

AC0201 4.1 STATUTORY COMPLIANCE AUDIT RETURN 2012 File Ref: 573

SUBMISSION TO: Audit Committee Meeting, 21 February 2013.

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.

SENIOR OFFICER: Steven Deckert, Chief Executive Officer.

MATTER FOR CONSIDERATION:

For the Audit Committee to consider the Compliance Audit Return 2012.

ATTACHMENTS:

Attachment 4.1 - Completed Compliance Audit Return for 2012.

APPLICANT'S SUBMISSION: Nil.

BACKGROUND:

The Local Government Compliance Audit Return for the period 1 January – 31 December 2012 must be completed and returned to the Executive Director, Department of Local Government by 31 March 2013.

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.

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.

Regulation 14(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.

Regulation 14(3) – After the audit committee has reported to the council under subregulation (3A), the compliance audit return 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 year's Compliance Audit Return poses a total of the same 78 questions as were raised in 2011.

Three issues of non-compliance were noted in the Compliance Audit Return 2012. These related to questions 5-7 in the Disclosure of Interest section and concerned the non-completion within the statutory period for Primary and Annual returns by both elected members of staff. Whilst most of the required documentation has already been completed, it is anticipated all the material will be in place by the end of February 2013.

VOTING REQUIREMENTS:

Simple majority decision required.

AC0201 COUNCIL'S DECISION/OFFICER'S RECOMMENDATION:

Moved Cr P Hill, Seconded Cr L Hawkins.

That the Audit Committee advise Council:

- 1. That it has conducted a review of the Compliance Audit Return 2012 and in so doing notes the results of the Return;**
- 2. Notes the areas of non-compliance at items 5, 6 & 7 in the Disclosure of Interests section and that they have now been addressed; and**
- 3. That it recommends Council now adopt the attached Compliance Audit Return as the official return of Council for the period 1 January – 31 December 2012 and the return be certified by the President and the Chief Executive Officer.**

CARRIED 4/0

5. CLOSURE OF MEETING

There being no further business, the Chairman declared the Meeting closed at 4.44pm.

6. CERTIFICATION BY CHAIRMAN

I _____ hereby certify that the minutes of the Audit Committee Meeting held 21 February 2013 are confirmed as a true and correct record.

Signed Dated.....2013