



**MEETING MINUTES OF THE AUDIT AND FINANCE COMMITTEE OF THE SHIRE OF BOYUP
BROOK TO BE HELD IN THE COUNCIL CHAMBERS, ABEL STREET, BOYUP BROOK ON
19 MARCH 2020 AT 5:00 PM**

1 RECORD OF ATTENDANCE / APOLOGIES

Committee

Cr G Aird
Cr K Moir
Cr H O'Connell
Cr R Walker
Cr E Rear
Cr S Alexander

Staff

Mr C Smith – CEO
Mr P Dittrich – Manager Governance
Mrs M Lane – Executive Assistant

2 CONFIRMATION OF MINUTES

MOVED: Cr Walker

SECONDED: Cr Moir

That the minutes of the Audit and Finance Committee meeting held on 27 November 2019 be confirmed as an accurate record.

CARRIED 6/0

RES 22/20

3 REPORTS

3.1 Annual Compliance Audit Return 2019

Location:	<i>Shire of Boyup Brook</i>
Applicant:	<i>Shire of Boyup Brook</i>
File:	<i>FM/9/004</i>
Disclosure of Officer Interest:	<i>Nil</i>
Date:	<i>13 March 2020</i>
Author:	<i>Peter Dittrich – Manager Governance</i>
Authorizing Officer:	<i>Christopher Smith – Chief Executive Officer</i>
Attachments:	<i>Yes: Shire of Boyup Brook Compliance Audit Return 2019 Report</i>

SUMMARY

The purpose of this report is for the Audit and Finance Committee to review the 2019 compliance audit return (CAR), as attached and in the form approved by the Minister, and to report to Council the findings of that review.

BACKGROUND

Section 14 of the *Local Government (Audit) Regulations 1996* (the Regulations), requires local governments to carry out a compliance audit for the period 1st January to 31st December in each year (refer attached). Section 13 of the Regulations outlines the sections of the Act & Regulations that are subject to audit. Further, Section 14 requires local government audit committees to review the CAR prepared by the local government and report the findings to Council.

The Department of Local Government Sport Cultural Industries provided the electronic compliance form, approved by the Minister, for completion and presentation to Council for adoption. An important objective of the CAR process is to assist the shire with developing and enhancing its internal control processes.

COMMENT

The Chief Executive Officer in conjunction with the Manager Governance and the Executive assistance have under taken the review of the Compliance Audit Return and the findings are attached.

CONSULTATION

The Shire President, Administration, Corporate Services and Works and Services staff.

STATUTORY OBLIGATIONS

Local Government (Audit) Regulations 1996 - Sections 13, 14 and 15 as attached.

POLICY IMPLICATIONS - Nil

BUDGET/FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

There are no Strategic implications relating to the Compliance Return.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple Majority

COMMITTEE DECISION AND OFFICER RECOMMENDATION

MOVED: Cr O'Connell

SECONDED: Cr Rear

That the Audit and Finance Committee report to Council that it has reviewed the 2019 Compliance Audit Return and has noted non-compliance or partial non-compliance matters identified by the Chief executive Officer.

That the Audit and Finance Committee recommends Council adopts the 2019 Annual Compliance Return, and that the Shire President and CEO certify the return for submission to the Executive Director (*Department of Local Government Sport and Cultural Industries*) by 31 March 2020.

CARRIED 6/0

RES 23/20

4

CLOSURE OF MEETING

There being no further business the Presiding Member thanked all for their attendance and declared the meeting closed at 5:13 pm.