



# MINUTES

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Audit Committee Meeting  
Tuesday, 20 March 2018 at 6.20pm



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**MINUTES OF THE ORDINARY MEETING OF THE AUDIT COMMITTEE HELD IN THE UPSTAIRS MEETING AREA, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 20 MARCH 2018**

**1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENT OF VISITORS**

The Presiding Member opened the meeting at 6.00pm.

**2. ACKNOWLEDGEMENT OF COUNTRY**

*"On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place."*

**3. RECORD OF ATTENDANCE**

**3.1 Attendance**

The following members were in attendance:

Cr M McPhail	Presiding Member
Mayor J O'Neill	
Cr A McPhail	
Cr T Natale	
Cr T Watkins	
Cr A White	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr D Taylor	Executive Manager Corporate & Community Services
Ms J May	Minute Secretary

There were no members of the gallery in attendance

**3.2 Apologies**

Nil

**3.3 Leave of Absence**

Nil.

**4. DISCLOSURES OF INTEREST**

**4.1 Financial**

Nil.

**4.2 Proximity**

Nil.

**4.3 Impartiality**

Nil.

**5. PUBLIC QUESTION TIME**

**5.1 Responses to previous questions from members of the public taken on notice**

Nil.

**5.2 Public Question Time**



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- Nil.
6. **PRESENTATIONS/DEPUTATIONS**
- 6.1 **Presentations**  
Nil.
- 6.2 **Deputations**  
Nil.
7. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
- 7.1 **Audit Committee (6 December 2017)**

**7.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A010318**

Moved Cr White, seconded Cr Natale

That the minutes of the Audit Committee meeting held on Tuesday 6 December 2017 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

8. **ANNOUNCEMENTS BY THE PRESIDING MEMBER**  
Nil.

## 9. REPORTS

### 9.1 Compliance Audit Return 2017

<b>Applicant</b>	Town of East Fremantle
<b>File ref</b>	A/DLG1
<b>Prepared by</b>	Gary Tuffin, Chief Executive Officer
<b>Supervised by</b>	Gary Tuffin, Chief Executive Officer
<b>Date of Meeting</b>	20 March 2018
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	1. Compliance Audit Return 2017

#### **Purpose**

To facilitate the adoption of the Compliance Audit Return 2017 for submission to the Department of Local Government and Communities by 31 March 2018.

#### **Executive Summary**

The statutory Compliance Audit Return runs on a calendar year basis and is for the period 1 January to 31 December 2017.

The statutory Compliance Audit Return has been completed by self-assessment by the Chief Executive Officer.

#### **Background**

In 2017 the Department of Local Government and Communities (DLGC) has included 94 compliance audit questions, which require Yes or No answers, however where an item has not occurred during the calendar year a response of not applicable (N/A) will be provided.

The Compliance Audit Return is to be:

1. reviewed by the Audit Committee
2. presented to an Ordinary Meeting of Council,
3. adopted by Council; and
4. recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return (CAR) has been presented to Council, a certified copy of the return signed by the Mayor 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 DLGC by 31 March 2017.

#### **Statutory Environment**

Section 7.13(i) of the Local Government Act 1995 requires that each local government carry out a compliance audit for the period 1 January to 31 December each year.  
Sections 14 & 15 of the Local Government (Audit) Regulations 1996

#### **Policy Implications**

There are no policy implications.

#### **Financial Implications**

There are no financial implications.

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**Strategic Implications**

The Town of East Fremantle Strategic Community Plan 2017 – 2027 states as follows:

***STRATEGIC PRIORITY 5: Leadership and Governance***

*A proactive, approachable Council which values community consultation, transparency and accountability.*

*5.1 Strengthen organisational accountability and transparency.*

**Site Inspection**

N/A

**Comment**

The statutory Compliance Audit Return has been completed and all compliance matters in 2017 were either marked as Yes or N/A and there were no matters of non-compliance reported for this period.

**9.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION 020318**

**Moved Mayor O'Neill, seconded Cr White**

**That Council adopt the Compliance Audit Return for the period 1 January to 31 December 2017.**

**(CARRIED UNANIMOUSLY)**



10. MATTERS BEHIND CLOSED DOORS

11. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 6.10pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Audit Committee** of the Town of East Fremantle, held on **20 March 2018**, Minute Book reference **1 to 11** were confirmed at the meeting of the Committee on*

*7 NOVEMBER 2018*

  
Presiding Member