



## Shire of Cunderdin

### Audit Committee Meeting Minutes

Dear Council Member,

A Meeting of the Shire of Cunderdin Audit Committee was held Wednesday 12<sup>th</sup> March 2025 in the Cunderdin Shire Council Chambers, Lundy Ave, Cunderdin WA 6407, at 5pm.

Stuart Hobley  
**Chief Executive Officer**  
12<sup>th</sup> March 2025

## Table of Contents

|           |  |          |
|-----------|--|----------|
| <b>1.</b> | <b>Declaration of opening.....</b>   | <b>3</b> |
| <b>2.</b> | <b>Record of Attendance, Apologies and Approved Leave of Absence .....</b> | <b>3</b> |
| <b>3.</b> | <b>Public Question Time .....</b>  | <b>3</b> |
| <b>4.</b> | <b>Confirmation of the Minutes of Previous Meetings .....</b>              | <b>4</b> |
|           | 4.1 Confirmation of Minutes of Previous Meetings.....                      | 4        |
| <b>5.</b> | <b>Finance and Administration.....</b>                                     | <b>5</b> |
|           | 5.1 Compliance Audit Return .....  | 5        |
| <b>6.</b> | <b>Closure of meeting.....</b>   | <b>7</b> |

## MINUTES

### 1. Declaration of opening

The Shire President declared the meeting open at 5.02pm.

The Shire of Cunderdin disclaimer was read aloud.

The *Local Government Act 1995* Part 5 Division 2 Section 5.25 and *Local Government (Administration) Regulations 1996* Regulation 13.

“No responsibility whatsoever is implied or accepted by the Shire of Cunderdin for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council’s decisions, which will be provided within ten working days of this meeting”.

### 2. Record of Attendance, Apologies and Approved Leave of Absence

#### Record of attendances

##### Councillors

|                       |                 |
|-----------------------|-----------------|
| Cr AE (Alison) Harris | Shire President |
| Cr TE (Todd) Harris   |                 |
| Cr NW (Norm) Jenzen   |                 |
| Cr H (Holly) Godfrey  |                 |

##### Apologies

|                       |                        |
|-----------------------|------------------------|
| Cr A (Anthony) Smith  | Deputy Shire President |
| Cr B (Bernie) Daly    |                        |
| Cr N (Natalie) Snooke |                        |

##### On Leave of Absence

Nil.

##### Staff

|                  |                                       |
|------------------|---------------------------------------|
| Stuart Hobley    | Chief Executive Officer               |
| Hayley Byrnes    | Deputy Chief Executive Officer        |
| Samantha Pimlott | Governance and Administration Officer |

##### Guests of Council

Nil.

##### Members of the Public

Nil.

### 3. Public Question Time

Nil.

#### **4. Confirmation of the Minutes of Previous Meetings**

##### **4.1 Confirmation of Minutes of Previous Meetings**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Cunderdin   |
| <b>Applicant:</b>              | Chief Executive Officer   |
| <b>Date:</b>                   | 25 <sup>th</sup> February 2025  |
| <b>Author:</b>                 | Hayley Byrnes   |
| <b>Item Approved by:</b>       | Stuart Hobley, Chief Executive Officer  |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | Nil   |
| <b>Attachment/s:</b>           | Attachment 4.1 - Audit Committee Meeting Minutes 18 <sup>th</sup> December 2024 |

##### **Proposal**

To confirm the minutes of the meeting held on Wednesday 18<sup>th</sup> December 2024.

##### **Background**

The minutes have been circulated to all Committee members.

##### **Statutory Environment**

Section 5.22 (2) of the *Local Government Act 1995* Section 5.22 (2) requires minutes of all council and committee meetings to be submitted to the next meeting of the council or the committee, as the case requires, for confirmation.

##### **Financial Implications**

Nil.

##### **Resolution 4.1**

That the minutes of the Audit Committee meeting held on Wednesday 18<sup>th</sup> December 2024 be confirmed.

Moved: Cr TE (Todd) Harris

Seconded: Cr NW (Norm) Jenzen

Vote – Simple majority

Carried: 4/0

## 5. Finance and Administration

### 5.1 Compliance Audit Return

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Cunderdin                              |
| <b>Applicant:</b>              | Governance & Administration Officer             |
| <b>Date:</b>                   | 25 <sup>th</sup> February 2025                  |
| <b>Author:</b>                 | Samantha Pimlott                                |
| <b>Item Approved by:</b>       | Stuart Hobley, Chief Executive Officer          |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | Nil   |
| <b>Attachment/s:</b>           | Attachment 5.1.1 - 2024 Compliance Audit Return |

#### Proposal/Summary

The Audit Committee to receive and endorse the 2024 Compliance Audit Return as presented in Attachment 5.1.1 - 2024 Compliance Audit Return

#### Background

Each year, Council is required to complete and submit a Local Government Compliance Audit Return (CAR) for the period 1 January to 31 December. Completing the Return is a statutory requirement under the provisions of the *Local Government Act 1995*, and associated Regulations.

It is a requirement for the CAR to be:

- a. Submitted to the Audit Committee for review and report presented to Council.
- b. Presented to the Council at a meeting of the Council.
- c. Adopted by the Council; and
- d. Recorded in the minutes of the meeting at which it is adopted.

#### Comment

The Compliance Audit Return (CAR) for the Shire of Cunderdin for period 1 January 2024 to 31 December 2024 has been completed and a copy circulated to Councillors with the Audit Committee Meeting Agenda.

The CAR is to be submitted to the Department of Local Government by 31 March each year.

There were no compliance issues identified during completion of the CAR.

#### Consultation

Stuart Hobley, Chief Executive Officer  
Hayley Byrnes, Deputy Chief Executive Officer  
Samantha Pimlott, Governance & Administration Officer

#### Statutory Implications

##### ***Local Government Act 1995***

##### 7.13. Regulations as to audits

- 1) Regulations may make provision —
  - i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
    - i) of a financial nature or not; or
    - ii) under this Act or another written law.

### ***Local Government (Audit) Regulations 1996***

r13 Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

r15 Compliance audits by local governments

- 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 subregulation (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.

r15. Compliance audit return, certified copy of etc. to be given to Executive Director

- 2) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - b) any additional information explaining or qualifying the compliance audit,
  - c) is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- 3) In this regulation — certified in relation to a compliance audit return means signed by —
  - a) the mayor or president; and
  - b) the CEO.

### **Policy Implications**

#### **1.13 Legislative Compliance**

The Shire of Cunderdin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that this expectation is met.

### **Financial Implications**

Nil.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan 2022 -2032

#### **5. Civic Leadership**

5.3 Implement systems and processes that meet legislative and audit obligations.

External Audits and Reviews confirm compliance with relevant legislation.

**Resolution 5.1**

That the Audit Committee:

1. Receives the Shire of Cunderdin Compliance Audit Return for the period 1 January 2024 to 31 December 2024, as prepared and,
2. Recommends to Council that the Shire of Cunderdin Compliance Audit Return 2024, as prepared, be signed by the President and Chief Executive Officer and submitted to the Department of Local Government.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr HN (Holly) Godfrey

Vote – Simple majority

Carried: 4/0

**6. Closure of meeting**

There being no further business the Shire President declared the meeting closed at 5.05pm.