



AGENDA
AUDIT ADVISORY COMMITTEE MEETING

19 February 2025

Commencing at 5:30 pm
Council Chambers
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

SHIRE OF NARROGIN

NOTICE OF AUDIT ADVISORY COMMITTEE MEETING

Dear Elected Member

A meeting of the Audit Advisory Committee will be held on Wednesday, 19 February 2025, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 5:30 pm.

Dale Stewart
Chief Executive Officer

DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

Please note that meetings may be recorded for minute taking purposes.

CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	4
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	4
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	4
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	5
6. MATTERS WHICH REQUIRE DECISIONS	6
6.1 ANNUAL COMPLIANCE AUDIT RETURN 2024	6
7. CLOSURE OF MEETING	10

AUDIT ADVISORY COMMITTEE MEETING AGENDA

19 FEBRUARY 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member Mr Leigh Ballard declared the meeting open at 5: pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Mr L Ballard – Shire President
Cr G Broad – Deputy Shire President
Cr M Fisher
Cr C Bartron
Cr J Pomykala
Cr T Wiese
Cr R McNab

Guests

Staff

Mr D Stewart – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulatory Services
Mr T Evans – Executive Manager Technical & Rural Services
Mr I Graham – Executive Manager Corporate & Community Services
Mrs L Webb – Executive Support Coordinator

Apologies

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

That the minutes of the Audit Advisory Committee Meeting held 11 December 2024 be confirmed as an accurate record of the proceedings.

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. MATTERS WHICH REQUIRE DECISIONS

6.1 ANNUAL COMPLIANCE AUDIT RETURN 2024

File Reference	14.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	15 January 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments	
1. Compliance Audit Return 2024	

Summary

The completed annual Compliance Audit Return for calendar year 2024 is presented to the Audit Advisory Committee for consideration.

Background

It is a requirement of all Local Governments to complete the annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

Consultation

Consultation has been undertaken with:

- Chief Executive Officer;
- Executive Manager Corporate & Community Services;
- Manager Corporate Services; and
- Business Development and Innovation Officer.

Statutory Environment

The following statutory provisions apply:

- Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.
- Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy Implications

There are no known policy implications on this matter.

Sustainability & Climate Change Implications

Environmental – There are no known significant environmental implications associated with the adoption of the Compliance Audit Return.

Economic - There are no known significant economic implications associated with the adoption of the Compliance Audit Return.

Social - There are no known significant social implications associated with the adoption of the Compliance Audit Return.

Financial Implications

There are no known relevant financial implications.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Comment/Conclusion

The Compliance Audit Return for the 2024 calendar year has been completed and is submitted for review. Of the ninety-four (94) questions posed by the Department, there was one (1) instance of non-compliance. This relates to an officer with delegated authority to issue building permits, who fell under the requirements of section 5.74(b) of the Local Government Act 1995 (designated employee).

Under the Act, the officer was required to submit a Primary Return within three (3) months of commencing employment. However, the Administration later discovered that this had neither been requested nor submitted within the required timeframe. The oversight was subsequently rectified, with the officer providing both a Primary Return and an Annual Return. It is also noted that the officer has since left the organisation and had not exercised the delegation during their tenure.

While this constitutes a reportable non-compliance, no penalties apply to the organisation as a result.

As per the Local Government (Audit) Regulations, this item will be presented to the Audit Advisory Committee Meeting, scheduled for 19 February 2025. The Return has been recommended to Council by Officers.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That it be a recommendation to Council that:

That with respect to the Department of Local Government, Sport and Cultural Industries 'Compliance Audit Return for Calendar Year 2024, the Council adopt the return, noting one (1) matter of non-compliance, amongst the ninety-four (94) questions asked by the Department and request the Chief Executive Officer to lodge the return no later than 31 March 2025.

ATTACHMENTS:

1. CAR

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ____ pm.