



A Fortunate Place

Minutes Governance, Audit & Community Services Committee

16 JUNE 2021



Terms of Reference

1. Name

Governance, Audit and Community Services Committee

2. Members

Cr Julie Russell
Cr Allan Lansdell
Cr Fran Allan
Cr Wes Astbury
Cr Sarah Hyde
Cr John Mearns
Cr Nathan Astbury

3. Objectives

The following objectives are to be considered by the Governance, Audit and Community Services Committee;

- This Committee deals with issues relating to Governance, Audit and Community Services in the Shire of Wickpin and makes recommendations to the Ordinary Council meeting.
- The Governance, Audit and Community Services Committee has no delegated authority, therefore the Committee cannot on-delegate the powers and duties delegated to it;
- The Committee is to provide an independent oversight of the financial systems of the Shire of Wickpin on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the Shire of Wickpin's financial reporting and audit responsibilities.
- Support Council in its endeavours to provide effective corporate governance and fulfil its responsibilities in relation to directing and controlling the affairs of the Shire of Wickpin.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickpin;

1. as to the carrying out of its functions in relation to audits;
2. as to the development of a process to be used to select and appoint a person to be the auditor;
3. matters to be audited;
4. the scope of the audit;
5. its functions under Part 6 of the Act that relate to financial management; and
6. the carrying out of its functions relating to other audits and other matters related to financial management.

5. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

A decision of the Committee is to be made by simple majority.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

The Shire of Wickpin shall provide secretarial and administrative support to the Governance, Audit and Community Services Committee.

Council's Governance, Audit and Community Services Committee brief includes the following roles and responsibilities;

1. **Dog Act 1976**
2. **Cemeteries Act 1986**
3. **Litter Act 1979**
4. **Parts of the Local Government Act 1995 which control;**
 - a) Trespass of cattle and pounds;
 - b) Aged persons welfare, centres and housing;
 - c) Management, advisory and community committees;
 - d) The protection and security of Council properties and facilities;
 - e) Aquatic centres;
 - f) Parking facilities;
 - g) Social welfare.
5. **The Health Act 1911, as amended which includes;**
 - a) Disposal of refuse, sewerage and liquid waste;
 - b) Offensive trades;
 - c) Distribution and sale of foods and drugs to the public;
 - d) Insects and pests;
 - e) Itinerant vendors of food;
 - f) Immunization;
 - g) Health education;
 - h) Child health centres;
 - i) Infectious diseases;
 - j) Drainage pertinent to health;
 - k) Stables;
 - l) Noxious industries;
 - m) Stalls and stall holders;
 - n) Hawking;
 - o) Child minding.
6. **Environmental Protection Act (1986)**
7. **The Liquor Act 1970**
8. **Amendments, regulations, locals laws and enforcement of the above Acts**
9. **Prosecution for offences under the control of this Committee**
10. **Usage, sharing and hiring of Council controlled reserves and buildings**
11. **Ranger Services**
12. **Library Services**
13. **Civic Functions**
14. **Lease of land and buildings**
15. **Services for the aged and youth**
16. **Town Planning**
17. **Regulate use of land**
18. **Town Planning Scheme;**
 - a) Preparation;
 - b) Amendments;
 - c) Submissions to Council.
19. **Use of Land - Classification**
20. **Subdivisions**
21. **Amalgamations**
22. **Residential density codes**
23. **Applications to commerce development**
24. **Change of use**
25. **Re-zonings**
26. **Buildings;**
 - a) Plot ratios;
 - b) Setback;

- c) General character;
- d) Dimensions.
- 27. Location of;**
 - a) Parks and reserves;
 - b) Recreation grounds;
 - c) Public open space;
 - d) Community facilities;
 - e) Cultural facilities;
 - f) Parking areas and functions;
 - g) Civic developments;
 - h) Urban design.
- 28. Buildings - Statutory Control**
- 29. Building Code of Australia**
- 30. Private Swimming Pool Local Laws**
- 31. Buildings - part (xv) of the Local Government Act**
- 32. Signs and hoardings**
- 33. Fencing**
- 34. Buildings - Operations**
- 35. Lightings**
- 36. Maintenance of Council buildings**
- 37. Cleaning of Council buildings**
- 38. Construction of Council buildings**
- 39. Local Laws for building**
- 40. Any items referred by other Committees or Council**
- 41. The calling and consideration of tenders for Council buildings**
- 42. Review quarterly reports**
- 43. Budget process and overview**
- 44. The process of calling tenders and selecting the auditor**
- 45. Recommending the auditor to Council**
- 46. Managing the audit process from the Council perspective**
- 47. Meeting with the auditor at least once each year to discuss the process and/or outcomes of the audit**
- 48. Monitoring the administration's actions on, and responses to, any significant matters raised by the auditor in the report referred to in S7.9 of the Local Government Act 1995 and the Management Report**
- 49. Submitting a copy of the audit contract to the Department each time a new one is entered into or the contract is amended**
- 50. Submitting an annual report on the audit function to the Council and the Department**
- 51. Considering the completed Statutory Compliance Return and monitoring the administration's corrective action on matters of non-compliance**
- 52. Preparation and amendment of Principle Activities Plan**
- 53. The calling of tenders and consideration of tenders for administrative matters**
- 54. Elections**
- 55. Elector meeting.**

6. Appointment of Committee Members

The following guidelines are to be established when appointing members of the Governance, Audit and Community Services Committee;

- The Governance, Audit and Community Services Committee is to consist of three or more persons to exercise powers and discharge the duties conferred on it;
- Council calls for written nominations for members of the Governance, Audit and Community Services Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting by an absolute majority decision;
- At least three of the members, and the majority of the members, are to be elected members;
- If the Shire of Wickpin wishes to appoint one or more persons other than elected members to the Committee, it should ensure that they have the requisite knowledge and skills to provide benefit to the Committee.

- The CEO is not to be a member of the Committee and may not nominate a person to be a member or have a person to represent him/her as a member of the Committee;
- An employee is not to be a member of the Committee;

7. Appointment of Committee Chair

A chairperson is appointed at the first Governance, Audit and Community Services Committee Meeting at the beginning of each year by the committee members.

8. Meeting Frequency

The Governance, Audit and Community Services Committee meet on the meeting dates for 2021 are as follows:

Committee	Day	Date	Time
Governance	Wednesday	February 17, 2021	1.30pm
Governance	Wednesday	June 16, 2021	1.30pm
Governance	Wednesday	November 17, 2021	1.30pm
Governance	Wednesday	December 15, 2021	1.30pm

9. Related Policies/Bylaws:

Nil.

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	9
2.	PUBLIC QUESTION TIME	9
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....	9
4.	PETITIONS, MEMORIALS AND DEPUTATIONS.....	9
5.	DECLARATIONS OF COUNCILLOR’S AND OFFICERS INTEREST	9
6.	CONFIRMATION OF MINUTES – GOVERNANCE, AUDIT AND COMMUNITY SERVICES – 17 FEBRUARY 2021.....	9
7.	STATUS REPORT	9
8.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	10
9.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	10
9.1 –	AUDIT PLANNING SUMMARY	11
10.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	13
11.	REPORTS & INFORMATION.....	13
12.	URGENT BUSINESS	13
13.	CLOSURE	13

Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickpin, Wednesday 16 June 2021
--

As there was no Chairperson Cr Julie Russell declared the meeting open at 12.58pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr S Hyde	Member
Cr J Russell	Member
Cr J Mearns	Member

Jordan Langford Smith	Office of Auditor General (via teleconference)
Melanie Blain	AMD Chartered Accountants (via teleconference)

Mark Hook	Chief Executive Officer
Erika Clement	Deputy Chief Executive Officer
Lara Marchei	Executive Support Officer

Apologies

Cr W Astbury	Chairperson
--------------	-------------

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Councillor's and Officers Interest

6. Confirmation of Minutes – Governance, Audit and Community Services – 17 February 2021.

Moved Cr N Astbury / Seconded Cr S Hyde

That the minutes of the Governance, Audit and Community Services Committee held on 17 February 2021 be confirmed as a true and correct record.

Carried 6/0

7. Status Report

Subject/Action	Date	Officer	Progress	Status	Comment

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

9.1 – Audit Planning Summary

Submission To:	Governance, Audit & Community Services Committee
Location/Address:	Whole Shire
Name of Applicant:	Erika Clement, Deputy Chief Executive Officer
File Reference:	FM.AUD.1200
Author:	Erika Clement, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 June 2021

Enclosure/Attachments:

1. Audit Planning Summary

Summary:

The Governance, Audit and Community Services Committee is being requested to receive the Audit Planning Summary provided by AMD Chartered Accounts on behalf of Office of the Auditor General for Western Australia.

Background:

The Governance, Audit and Community Services Committee has received the Audit Planning Summary provided by AMD Chartered Accounts on behalf of Office of the Auditor General for Western Australia.

The purpose of this Audit Planning Summary is to provide the Governance, Audit & Community Services Committee and Executive Management the proposed approach to the audit of the financial report of the Shire of Wickepin for the year ending 30 June 2021.

Specifically, this Audit Planning Summary includes:

- Introduction
- Terms of Engagement and Appointment Our Audit Approach
- Significant Risks and Other Audit Issues
- Audit Emphasis and Significant Account Balances Management Representation Letter
- Related Entities Reporting Protocols Proposed Audit Schedule
- Audit Evidence - Specific Audit Requirements Your Audit Team

Comments:

The Shire of Wickepin has received the Audit Planning Summary from Office of Auditor General Jordan Landford Smith and AMD Chartered Accountant Tim Partridge who will be in attendance via teleconference to present the Report.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

Local Government (Audit) Regulations 1996

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the Governance, Audit and Community Services Committee accept the Audit Planning Summary.

Voting Requirements: Simple majority

Moved Cr N Astbury / Seconded Cr F Allan

That the Governance, Audit and Community Services Committee accept the Audit Planning Summary.

Carried 6/0

Jordan Langford Smith and Melanie Blain left the meeting at 1.16pm.

10. Notice of Motions for the Following Meeting**11. Reports & Information**

11.1 Other matters raised by members

12. Urgent Business**13. Closure**

There being no further business the Chairperson declared the meeting closed at 1.17pm.

The next Governance, Audit and Community Services Meeting will be held on Wednesday 17 November 2021.

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>