



A Fortunate Place

Minutes

Governance, Audit & Community Services Committee
Council Chambers, Wickepin

16 DECEMBER 2020



Notice of a Governance, Audit and Community Services Committee Meeting

Please note that the next Governance, Audit and Community Services Committee Meeting of the Shire of Wickepin will be held on 16 December 2020 at Council Chambers, Wickepin, commencing at 11.30am.

Certification: I have perused this agenda and am aware of all recommendations made to Council and support each as presented.

Mark Hook
Chief Executive Officer

10 December 2020

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Terms of Reference

1. Name

Governance, Audit and Community Services Committee

2. Members

Cr Steven Martin
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 Wickepin 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 Wickepin 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 Wickepin'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 Wickepin.

4. Function of the Committee

To provide guidance and assistance to the Shire of Wickepin;

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 others 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 Wickepin 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 Wickepin 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)....	10
2.	PUBLIC QUESTION TIME	10
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....	10
4.	PETITIONS, MEMORIALS AND DEPUTATIONS	10
5.	DECLARATIONS OF COUNCILLOR’S AND OFFICER’S INTEREST.....	10
6.	CONFIRMATION OF MINUTES – GOVERNANCE, AUDIT AND COMMUNITY SERVICES –	
19 FEBRUARY 2020		10
7.	STATUS REPORT	11
8.	NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	11
9.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS	11
9.1 –	2019/2020 ANNUAL REPORT	12
10.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING	13
11.	REPORTS & INFORMATION.....	14
12.	URGENT BUSINESS	14
13.	CLOSURE.....	14

<p align="center">Minutes of a Governance, Audit and Community Services Committee Meeting held in Council Chambers, Wickepin, Wednesday 16 December 2020</p>

The Chairperson declared the meeting open at 11.55am.

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

Cr W Astbury	Member
Cr A Lansdell	Member
Cr F Allan	Member
Cr N Astbury	Member
Cr John Mearns	Member

Marius van der Merwe	Auditor, Butler Settineri
Ms Carly Meagher	Office of Auditor General (via teleconference)

Mark Hook	Chief Executive Officer
Erika Clement	Deputy Chief Executive Officer
Mrs Melissa Martin	Executive Support Officer

Apologies

Cr S Hyde	Member
Cr J Russell	Member
Cr S Martin	Member

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 Officer's Interest**
- 6. Confirmation of Minutes – Governance, Audit and Community Services – 19 February 2020**

Moved Cr Fran Allan / Seconded Cr Nathan Astbury

That the minutes of the Governance, Audit and Community Services Committee held on 19 February 2020 be confirmed as a true and correct record.

Carried 5/0

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 – 2019/2020 Annual Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement, Deputy Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Erika Clement, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 December 2020

Enclosure/Attachments:

- Annual Audit Report for the year ended 30 June 2020
- Annual Audit Completion Report for the year ended 30 June 2020

Summary:

The Governance, Audit and Community Services committee is being requested to adopt the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2020.

Background:

Council has received the Annual Audit Report for 2019/2020 from Office of Auditor General; a copy will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

Comments:

The Shire of Wickepin has received the audit report from Office of Auditor General. Mr Marius van der Merwe Auditor, Butler Settineri and Ms Carly Meagher, Office of Auditor General, will be in attendance to present the 2019/2020 Audit Report.

Statutory Environment:

Local Government (Financial Management) Regulations 1996
Part 4

Financial reports — s. 6.4

- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

12.25pm Marius van der Merwe and Carly Meagher left the meeting.

Recommendations:

That the Governance, Audit and Community Services committee adopts the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2020.

Voting Requirements: Absolute majority.

Moved Cr Nathan Astbury / Seconded Cr John Mearns

That the Governance, Audit and Community Services committee adopts the Annual Audit and Management Reports provided by Office of Auditor General for the year ended 30 June 2020.

Carried 5/0 by Absolute Majority

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 12.32pm.

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

Actions Requested from meeting

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