



COUNCIL CALENDAR		
Date	Time	Meeting
3 March 2022	3.00pm	Audit and Risk Meeting
3 March 2022	3.30pm	Annual Electors Meeting

**MEETING GUESTS**

Nil

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# MINUTES

**Shire of Narembeen  
Audit and Risk Committee Meeting  
Thursday 3 March 2022, commencing at 3.00pm**

## 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 3.00pm.

## 2.0 Attendance & Apologies

### Attendance

#### **Councillors**

Cr Kellie Mortimore	Shire President, Presiding Person
Cr Scott Stirrat	Deputy Shire President
Cr Holly Cusack	Member
Cr Trevor Cole	Member
Cr Chris Bray	Member
Cr Michael Currie	Member
Cr Warren Milner	Member

#### **Staff**

David Blurton	Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services

### Apologies

Cr Amy Hardham	Member
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## 3.0 Declarations of Interest

*Nil*

## 4.0 Public Question Time & Deputations (15 min)

*Nil*

## 5.0 Minutes of Previous Meetings

### **5.1 Confirmation of Minutes of Audit Committee Meeting – 14 December 2021**

Confirmation of Minutes from the Shire of Narembeen Audit and Risk Committee Meeting held on 14 December 2021.

#### **RECOMMENDATION:**

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on 14 December 2021 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN 7388/22**

**MOTION** - Moved Cr. W Milner

Seconded Cr. C Bray

*That the minutes of the Shire of Narembeen Audit Committee Meeting held on 14 December 2021 be confirmed as a true and accurate record of the proceedings.*

**CARRIED 7/0**

## 6.0 REPORTS

### AGENDA ITEM: 6.1 - Compliance Audit Return 2021

<b>Subject:</b>	Compliance Audit Return 2021
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM129
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	14 January 2022
<b>Attachments:</b>	Compliance Audit Return 2021

### PURPOSE

Council to adopt the completed Compliance Audit Return 2021.

### BACKGROUND

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December.

This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government, Sport and Cultural Industries (the Department) covering the following business areas considered to be 'high risk'.

- Commercial Enterprises by Local Government
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrate Planning and Reporting
- Local Government Employees
- Official Conduct
- Tendering for Providing Goods and Services

A completed Compliance Audit Return must be submitted to the Department by 31 March of the reporting year.

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

#### 14. 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.

[Regulation 14 inserted: Gazette 23 Apr 1999 p. 1724-5; amended: Gazette 30 Dec 2011 p. 5580-1.]

#### 15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) 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, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
- (2) In this regulation —
- certified in relation to a compliance audit return means signed by —
- (a) the mayor or president; and
  - (b) the CEO.

[Regulation 15 inserted: Gazette 23 Apr 1999 p. 1725; amended: Gazette 26 Jun 2018 p. 2386.]

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

The Compliance Audit Return ensures legislative compliance and internal controls are suitable.

### **STRATEGIC PLAN REFERENCE**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **COMMENT**

There are no areas of non-compliance for 2021.

### **OFFICER RECOMMENDATION**

That Council

1. Approve the 2021 Compliance Audit Return for signature by Shire President and Chief Executive Officer, and
2. Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries

## AUDIT AND RISK COMMITTEE RECOMMENDATION

**MIN 7389/22 MOTION** - Moved Cr. W Milner

Seconded Cr. T Cole

*That Council*

- 1. Approve the 2021 Compliance Audit Return for signature by Shire President and Chief Executive Officer, and*
- 2. Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport and Cultural Industries*

**CARRIED 7/0**

### **7.0 Other Business**

*Nil*

### **8.0 Next Meeting**

To be advised.

### **9.0 Closure**

There being no further business the Chair declared the meeting closed at 3.01pm