



Agenda for the Audit Committee Meeting

20th February 2019

COUNCIL CALENDAR		
Date	Time	Meeting
20 th February 2019	1.30pm	Audit Committee Meeting

MEETING GUESTS

Nil



Contents

1.0	OPENING & WELCOME	3
2.0	ATTENDANCE & APOLOGIES	3
3.0	DECLARATIONS OF INTEREST	3
4.0	PUBLIC QUESTION TIME & DEPUTATIONS (15 MIN)	3
5.0	MINUTES OF PREVIOUS MEETINGS	3
6.0	REPORTS.....	4
7.0	OTHER BUSINESS	8
8.0	NEXT MEETING	8
9.0	CLOSURE	8

AGENDA

**Shire of Narembeen
Audit Committee Meeting of Council
Wednesday 20th February 2019, commencing at 1.30pm**

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

3.0 Declarations of Interest

4.0 Public Question Time & Deputations (15 min)
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Nil

5.0 Minutes of Previous Meetings

5.1 Confirmation of Minutes of Audit Committee Meeting – 21st November 2018

See binder attachment

5.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Audit Committee Meeting held on Wednesday 21st November 2018.

RECOMMENDATION:

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Wednesday 21st November 2018 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Wednesday 21st November 2018 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.0 REPORTS

AGENDA ITEM: 6.1 - Compliance Audit Return 2018

Subject:	Compliance Audit Return 2018
Applicant:	Chief Executive Officer
File Ref:	ADM129
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	20 th February 2019
Attachments:	Compliance Audit Return 2018 (see binder attachment)

SUMMARY

Council to endorse the Compliance Audit Return for the period 1 January 2018 – 31 December 2018.

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 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;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

COMMENT

Council's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government. A completed return for the year ended 31 December 2018 is due to the Department by the 31 March 2019.

Please note that the audit committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2019. The CAR will be presented to both the Audit committee and the Council on the same day being the 20 February 2019.

No area of non-compliance has been identified in the return.

The Compliance Audit Return is attached for Council's consideration. Note the report was prepared by the CEO.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Note the comments of the Audit Committee;
2. Approve the 2018 Compliance Audit Return; and
3. Endorse the return for submission to the Department of Local Government, Sport and Cultural Industries.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 6.2 - Annual Compliance Calendar

Subject:	Annual Compliance Calendar
Applicant:	Sheree Thomas
File Ref:	ADM129
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas, CEDO
Date:	12 th February 2018
Attachments:	Annual Compliance Calendar (see binder attachment)

SUMMARY

For the information of Council.

BACKGROUND

The Annual Compliance Calendar was created in 2018 by the CEO and EMCS to assist in keeping track of all statutory requirements throughout the year.

COMMENT

As the statutory requirements of local government continue to increase, staff must ensure they find ways to complete new tasks without increase in expenses. The Risk Management Report, one example of more regulations with no more funding to cover it, is required to be presented to Council at least once every two year.

In 2018, Senior Staff produced a compliance calendar to use as a reference and check that statutory requirements of administration are being met.

It was felt that the compliance calendar greatly assisted staff to keep on top of critical dates, regulations and reporting and will continue to be a useful tool in 2019.

CONSULTATION

Chief Executive Officer
Administration Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.7 We link the public service organisations to the community so that they are used, they remain, they are relevant and help to achieve our goals for the community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

The Committee note the Annual Compliance Calendar as presented.

COMMITTEE RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

7.0 Other Business

8.0 Next Meeting

9.0 Closure

There being no further business the Chair declared the meeting closed at _____.