



<b>COUNCIL CALENDAR</b>		
<b>Date</b>	<b>Time</b>	<b>Meeting</b>
21 March 2023	2.00pm	Audit and Risk Meeting
21 March 2023	2:30pm	Council Forum
21 March 2023	5:00pm	Ordinary Council Meeting

**MEETING GUESTS**

Nil

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# MINUTES

**Shire of Narembeen  
Audit and Risk Committee Meeting  
Thursday 21 March 2023, commencing at 2.00pm**

## 1.0 Opening & Welcome

Presiding Person, Cr Scott Stirrat welcomed everyone to the meeting and declared the meeting open at 2:02pm

## 2.0 Attendance & Apologies

### Attendance

#### **Councillors**

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

#### **Staff**

Paul Sheedy	Acting Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)

### Apologies

Cr Kellie Mortimore  
Cr Amy Hardham

## 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 – 19 July 2022

#### 5.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Audit and Risk Committee Meeting held on 19 July 2022.

## RECOMMENDATION:

That the minutes of the Shire of Narembreen Audit Committee Meeting held on 19 July 2022 be confirmed as a true and accurate record of the proceedings.

## COUNCIL RESOLUTION

**MIN 7556/23**

**MOTION - Moved Cr. Cole**

Seconded Cr. Currie

**CARRIED 5 / 0**

*Cr Cusack entered the meeting at 2:10pm*

## 6.0 REPORTS

### AGENDA ITEM: 6.1 - Compliance Audit Return 2022

<b>Subject:</b>	Compliance Audit Return 2022
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM129
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Date:</b>	13 March 2023
<b>Attachments:</b>	Compliance Audit Return 2022

## PURPOSE

Committee to review and promote to Council for endorsement the Compliance Audit Return for the year ended 31 December 2022.

## BACKGROUND

All local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December 2022.

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

Management notes the following area of non-compliance, as per subsection *Finance*, question 3.

In accordance with section 7.9(1) of the Local Government Act 1995, Council did not receive and adopt the Annual Report for the year ended 30 June 2022 by 31 December 2022

## OFFICER RECOMMENDATION/ AUDIT COMMITTEE RECOMMENDATION

That the Audit and Risk Committee recommend that Council endorse the 2022 Compliance Audit Return, as attached.

**MIN 7557/23**

**MOTION** - Moved Cr. Bray

Seconded Cr. Milner

**CARRIED 6 / 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 2:12pm.