



# MINUTES

AUDIT AND RISK MANAGEMENT  
COMMITTEE MEETING  
**6:00pm Tuesday 8 March 2022**

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*Strengthening our community now to grow and prosper into the future*

## **TERMS OF REFERENCE**

### **Regulation 16 of the *Local Government (Audit) Regulations 1996* states that:**

An audit committee —

- a) is to provide guidance and assistance to the local government —
  - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
  - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b) may provide guidance and assistance to the local government as to —
  - i. matters to be audited; and
  - ii. the scope of audits; and
  - iii. its functions under Part 6 of the Act; and
  - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - i. report to the council the results of that review; and
  - ii. give a copy of the CEO's report to the council.

### **1.0 INTRODUCTION**

The Council of the Shire of Corrigin (hereinafter called the Council) hereby establishes a committee under the powers given in Section 5.8 and Section 7.1 A of the *Local Government Act 1995*, *Local Government Amendment Act 2004* and *Audit Regulations*, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee"). The Council appoints to the Committee those persons whose names appear in Section 4.0 below.

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, the *Local Government Amendment Act 2004* and the *Local Government (Audit) Amendment Regulations 2005*, local laws and policies of the Shire of Corrigin and this Instrument.

### **2.0 NAME**

The name of the Committee shall be the Audit and Risk Management Committee.

### **3.0 ROLE**

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

#### **4.0 OBJECTIVES OF THE COMMITTEE**

- 4.1 To provide guidance and assistance to the Council in:
- a) carrying out its audit functions under Part 7 of the *Local Government Act 1995*;
  - b) the development of a process to be used to select and appoint an auditor;
  - c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
  - d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
  - e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;
  - f) receiving and verifying the annual Local Government Statutory Compliance Return;
  - g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
    - i. risk management;
    - ii. internal control; and
    - iii. legislative compliance;
  - h) at least once every 3 years and report to Council the results of that review. Ref: Functions of Audit Committees (Audit Regulations).
- 4.2 To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:
- a) the community;
  - b) the workforce;
  - c) vehicles and plant;
  - d) buildings and similar property;
  - e) revenue streams;
  - f) legal liability;
  - g) electronically stored information;
  - h) environmental impact;
  - i) fraud; and
  - j) reputation.

#### **5.0 MEMBERSHIP**

The Committee shall consist of all Councillors. Additionally up to two independent consultants with expertise in financial or legal matters will be called upon as required to provide additional independent external advice to the Committee. The external independent persons will have senior business, legal or financial management/reporting knowledge and experience, and be conversant with the financial and other reporting requirements.

Appointments of external consultants shall be made by the CEO following a decision of Council and the allocation of sufficient funds to provide consultation fees using relevant professional fee schedules. No member of staff including the CEO is to be a member of the Committee, but the CEO may participate as Council's principal advisor, unless expressly excluded by resolution of the Committee.

## **6.0 PRESIDING MEMBER**

The President will take the role of Presiding Member and Deputy President the role of Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders (Local Law). The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if different from the President is to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

## **7.0 CONDUCT OF MEETINGS**

The Committee shall meet at least three times per year. A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in February to discuss the Statutory Compliance Return, in July to discuss the year's financial performance and to discuss the annual audit program and in November to discuss the Annual Financial Report. Additional meetings shall be convened at the discretion of the Presiding Member.

Any three members of the Committee collectively or the internal or external auditor themselves may request the Presiding Member to convene a meeting. From a time management point of view, urgent matters which may arise should be referred directly to Council through the bi-monthly meetings or to a Special Council meeting.

- 7.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.
- 7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.
- 7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.
- 7.5 Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.
- 7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

## **8.0 QUORUM**

Quorum for a meeting shall be at least 50% of the number of officers, whether vacant or not. A decision of the Committee does not have effect unless a simple majority has made it.

## **9.0 DELEGATED POWERS**

The Committee has no delegated powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only. The Audit and Risk Management Committee is a formally appointed committee of Council and is responsible to that body. The Audit and Risk Management Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

The following guidelines are to provide further direction from Council for the operation of the Committee:

### **9.1 The External Audit**

The Committee shall:

- Develop the process of appointment of the external auditor and recommend a suitable Auditor for appointment by Council. Prior to appointment, discuss the scope of the audit and any additional procedures required from the external auditor. Invite the external auditor to attend audit committee meetings to discuss the audit results and consider the implications of the external audit findings.
- Inquire of the auditor if there have been any significant disagreements with management and whether they have been resolved.
- Monitor management responses to the auditor's findings and recommendations.
- Review the progress by management in implementing audit recommendations and provide assistance on matters of conflict.
- Provide a report and recommendations to Council on the outcome of the external audit.

### **9.2 Co-ordination of Auditors**

The Committee shall:

- Oversee the work of the internal audit function to facilitate co-ordination with the external auditor.
- Meet periodically with the Chief Executive Officer, senior management staff and internal and external auditors to understand the organisation's control environment and processes.

### **9.3 Duties and Responsibilities**

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
  - internal controls over significant areas of risk, including non-financial management control systems;
  - internal controls over revenue, expenditure, assets and liability processes;
  - the efficiency, effectiveness and economy of significant Council programs; and
  - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
- iii. Review the level of resources allocated to internal audit and the scope of its authority.
- iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
- v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- vi. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.
- vii. Review management's response to, and actions taken as a result of the issues raised.
- viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
- x. Review Council's draft annual financial report, focusing on:
  - accounting policies and practices;
  - changes to accounting policies and practices;

- the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements;
  - significant variances from prior years.
- xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
- xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- xiv. Review tendering arrangements and advise Council.
- xv. Review the annual performance statement and recommend its adoption to Council.
- xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
- xviii. Monitor the progress of any major lawsuits facing the Council.
- xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
- xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
- xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.
- xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
- The Community;
  - The Workforce;
  - Vehicles and Plant;
  - Buildings and Similar Property;
  - Revenue Streams;
  - Legal Liability;
  - Electronically Stored Information;
  - Environmental Impact;
  - Fraud; and
  - Reputation.
- xxiv. Review reports on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:
- Risk management;
  - Internal control; and
  - Legislative compliance and report to Council.

#### **9.4 Reporting Powers**

The Committee:

- Shall report to Council and provide recommendations on matters pertaining to its terms of reference by assisting elected members in the discharge of their responsibilities for oversight and corporate governance of the local government.
- Does not have executive powers or authority to implement actions in areas that management has responsibility.
- Is independent of the roles of the Chief Executive Officer and his senior staff as it does not have any management functions.
- Does not have any role pertaining to matters normally addressed by the Local Emergency Management Committee and Council in relation to financial management responsibilities in relation to budgets, financial decisions and expenditure priorities.
- Is a separate activity and does not have any role in relation to day-to-day financial management issues or any executive role or power.
- Shall after every meeting forward the minutes of that meeting to the next Ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- Shall report annually to the Council summarising the activities of the Committee during the previous financial year.

#### **10.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- a) in accordance with the *Local Government Act 1995*; or
- b) at the direction of the Council.

#### **11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

This document may be altered at any time by the Council.

#### **12.0 COMMITTEE DECISIONS**

The Committee recommendations are advisory only and shall not be binding on Council

## **1 DECLARATION OF OPENING**

The President, Cr Des Hickey opened the meeting at 6.02pm

## **2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

Shire President

Cr. D Hickey  
Cr. M Weguelin  
Cr. S Jacobs  
Cr. S Coppen  
Cr. C Steele  
Cr. B Fare

Chief Executive Officer

N A Manton

Deputy Chief Executive Officer

K A Caley

Via telephone

Office of Auditor General Director Financial Audit  
Auditor Director, AMD

S Hoar  
M Cavallo

### **APOLOGIES**

Cr. M Dickinson

The President invited Ms Maria Cavallo, Director, AMD and Mr Steven Hoar, Office of Auditor General, Director Financial Audit to provide an overview of audit process and requirements.

At the conclusion of the presentation Cr Hickey thanked the auditors for their attendance at the meeting via telephone.

S Hoar and M Cavallo left meeting at 6.15pm

## **3 DECLARATIONS OF INTEREST**

## **4 CONFIRMATION AND RECEIPT OF MINUTES**

### **4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

Minutes of the Audit and Risk Management Committee meeting held on Monday 29 November 2021 (Attachment 4.1).

#### **COMMITTEE'S RESOLUTION**

**Moved: Cr Coppen                      Seconded: Cr Jacobs**

*That the minutes of the Audit and Risk Management Committee meeting held on Monday 29 November 2021 (Attachment 4.1) be confirmed as a true and correct record.*

**Carried 6/0**

## **5 MATTERS ARISING FROM MINUTES**



## **6 REPORTS**

The CEO provided a report and update on the following issues:

**Rotary Park Redevelopment** - request for extension of deadline for completion and expenditure of grant funding

**CREC** - legal proceedings in Supreme Court between Perkins and Askin

**Recent bushfires** - process for authorising emergency expenditure if required

**COVID 19-** vaccination rate and likely impact on service delivery if staff contract COVID.

## **7 MATTERS REQUIRING A COMMITTEE DECISION**

### **7.1 COMPLIANCE AUDIT RETURN**

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Corrigin                       |
| Date:                   | 3/03/2022                               |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer |
| Disclosure of Interest: | NIL                                     |
| File Ref:               | CM.0001                                 |
| Attachment Ref:         | Nil                                     |

#### **SUMMARY**

The purpose of this report is to provide the Audit and Risk Management Committee with the 2021 Compliance Audit Return for the period 1 January 2021 to 31 December 2021. The Audit Committee is requested to review the 2021 Compliance Audit Return and recommend it be endorsed by Council.

#### **BACKGROUND**

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996* (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2022. The period examined by this audit is 1 January 2021 to 31 December 2021.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the Council Minutes to the Department by 31 March 2022.

The report assists the Shire of Corrigin to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail. The audit findings must be recorded in the supplied pro-forma which has been completed and is provided below.

#### **COMMENT**

The Compliance Audit Return has been carried out by the Chief Executive Officer in conjunction with the administration staff against the following criteria:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995, s 7.13(1)(i) of the Local Government Act 1995 requires local governments to carry out an audit of compliance with statutory requirements prescribed in the Local Government (Audit) Regulations 1996, in the prescribed manner and in the form approved by the Minister.*

*Regulation 13 of the Local Government (Audit) Regulations 1996 sets out the statutory requirements which may be included in the compliance audit.*

### *Regulation 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 sub-regulation (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 15 Compliance Audit Return, certified copy of etc. to be given to Executive Director*

- 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 Executive Director 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.*

## **POLICY IMPLICATIONS**

8.11 Audit and Risk Management Committee

## **FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective:** Governance and Leadership  
Strong Governance and Leadership

| Strategic Community Plan |   | Corporate Business Plan |  |
|--------------------------|---|-------------------------|--|
| Outcome                  | Strategies  | Action No.              | Actions  |
| 4.5                      | Implement systems and processes that meet legislative and audit obligations | 4.5.1                   | Continual improvement in governance and operational policies, processes and implementation |

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

**Moved:** Cr Weguelin **Seconded:** Cr Steele

*That the Audit and Risk Management Committee accepts the completed Compliance Audit Return for the period 1 January 2021 to 31 December 2021 and recommend to Council that the return be adopted.*

**Carried 6/0**

## **Corrigin - Compliance Audit Return 2021**

### **Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

| <b>Commercial Enterprises by Local Governments</b> |                                     |   |                 |                 |                   |
|--|-------------------------------------|---|-----------------|-----------------|-------------------|
| <b>No</b>  | <b>Reference</b>                    | <b>Question</b>   | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
| 1  | s3.59(2)(a) F&G<br>Regs 7,9,10      | Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?   | N/A             |                 | Natalie Manton    |
| 2  | s3.59(2)(b) F&G<br>Regs 7,8A, 8, 10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?  | N/A             |                 | Natalie Manton    |
| 3  | s3.59(2)(c) F&G<br>Regs 7,8A, 8,10  | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?   | N/A             |                 | Natalie Manton    |
| 4  | s3.59(4)                            | Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021? | N/A             |                 | Natalie Manton    |
| 5  | s3.59(5)                            | During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?   | N/A             |                 | Natalie Manton    |

| <b>Delegation of Power/Duty</b> |                                   |  |                 |   |                   |
|---------------------------------|-----------------------------------|--|-----------------|---|-------------------|
| <b>No</b>                       | <b>Reference</b>                  | <b>Question</b>  | <b>Response</b> | <b>Comments</b>   | <b>Respondent</b> |
| 1                               | s5.16                             | Were all delegations to committees resolved by absolute majority?  | N/A             | Committees have no delegated power                        | Natalie Manton    |
| 2                               | s5.16                             | Were all delegations to committees in writing?   | N/A             |   | Natalie Manton    |
| 3                               | s5.17                             | Were all delegations to committees within the limits specified in section 5.17?  | N/A             |   | Natalie Manton    |
| 4                               | s5.18                             | Were all delegations to committees recorded in a register of delegations?  | N/A             |   | Natalie Manton    |
| 5                               | s5.18                             | Has council reviewed delegations to its committees in the 2020/2021 financial year?  | Yes             | Delegations reviewed annually<br>15 June 2021 Res 91/2021 | Natalie Manton    |
| 6                               | s5.42(1) & s5.43<br>Admin Reg 18G | Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?  | Yes             |   | Natalie Manton    |
| 7                               | s5.42(1)                          | Were all delegations to the CEO resolved by an absolute majority?  | Yes             |   | Natalie Manton    |
| 8                               | s5.42(2)                          | Were all delegations to the CEO in writing?  | Yes             |   | Natalie Manton    |
| 9                               | s5.44(2)                          | Were all delegations by the CEO to any employee in writing?  | Yes             |   | Natalie Manton    |
| 10                              | s5.16(3)(b) & s5.45(1)(b)         | Were all decisions by the council to amend or revoke a delegation made by absolute majority?   | Yes             |   | Natalie Manton    |
| 11                              | s5.46(1)                          | Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?                                 | Yes             |   | Natalie Manton    |
| 12                              | s5.46(2)                          | Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?           | Yes             |   | Natalie Manton    |
| 13                              | s5.46(3) Admin<br>Reg 19          | Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19? | Yes             |   | Natalie Manton    |

| <b>Disclosure of Interest</b> |                                   |  |                 |                 |                   |
|-------------------------------|-----------------------------------|--|-----------------|-----------------|-------------------|
| <b>No</b>                     | <b>Reference</b>                  | <b>Question</b>  | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
| 1                             | s5.67                             | Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? | Yes             |                 | Natalie Manton    |
| 2                             | s5.68(2) & s5.69(5) Admin Reg 21A | Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?                             | Yes             |                 | Natalie Manton    |
| 3                             | s5.73                             | Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?  | Yes             |                 | Natalie Manton    |
| 4                             | s5.75 Admin Reg 22, Form 2        | Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?   | Yes             |                 | Natalie Manton    |
| 5                             | s5.76 Admin Reg 23, Form 3        | Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?  | Yes             |                 | Natalie Manton    |
| 6                             | s5.77                             | On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?  | Yes             |                 | Natalie Manton    |
| 7                             | s5.88(1) & (2)(a)                 | Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?  | Yes             |                 | Natalie Manton    |
| 8                             | s5.88(1) & (2)(b) Admin Reg 28    | Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?   | Yes             |                 | Natalie Manton    |
| 9                             | s5.88(3)                          | When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?   | Yes             |                 | Natalie Manton    |
| 10                            | s5.88(4)                          | Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years  | Yes             |                 | Natalie Manton    |

|    |                                       |  |     |                |
|----|---------------------------------------|--|-----|----------------|
|    |                                       | after the person who lodged the return(s) ceased to be a person required to lodge a return?  |     |                |
| 11 | s5.89A(1), (2) & (3) Admin Reg 28A    | Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?   | Yes | Natalie Manton |
| 12 | s5.89A(5) & (5A)                      | Did the CEO publish an up-to-date version of the gift register on the local government's website?  | Yes | Natalie Manton |
| 13 | s5.89A(6)                             | When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?   | Yes | Natalie Manton |
| 14 | s5.89A(7)                             | Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?  | Yes | Natalie Manton |
| 15 | Rules of Conduct Reg 11(1), (2) & (4) | Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*<br><br>*Question not applicable after 2 Feb 2021 | Yes | Natalie Manton |
| 16 | Rules of Conduct Reg 11(6)            | Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*   | Yes | Natalie Manton |
|    |                                       | *Question not applicable after 2 Feb 2021  |     |                |
| 17 | s5.70(2) & (3)                        | Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?                       | Yes | Natalie Manton |
| 18 | s5.71A & s5.71B(5)                    | Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the                | N/A | Natalie Manton |



|    |                             |  |     |                     |                |
|----|-----------------------------|--|-----|---------------------|----------------|
|    |                             | Minister for the purposes of the application?  |     |                     |                |
| 19 | s5.71B(6) & s5.71B(7)       | Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?   | N/A |                     | Natalie Manton |
| 20 | s5.103 Admin Regs 34B & 34C | Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*  | Yes |                     | Natalie Manton |
|    |                             | *Question not applicable after 2 Feb 2021  |     |                     |                |
| 21 | Admin Reg 34B(5)            | Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*  | Yes |                     | Natalie Manton |
|    |                             | *Question not applicable after 2 Feb 2021  |     |                     |                |
| 22 | s5.104(1)                   | Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)? | Yes | 16 February 2021    | Natalie Manton |
| 23 | s5.104(3) & (4)             | Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?   | N/A | used WALGA template | Natalie Manton |
| 24 | s5.104(7)                   | Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?  | Yes |                     | Natalie Manton |
| 25 | s5.51A(1) & (3)             | Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?   | Yes |                     | Natalie Manton |

### **Disposal of Property**

| <b>No</b> | <b>Reference</b> | <b>Question</b>   | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
|-----------|------------------|---|-----------------|-----------------|-------------------|
| 1         | s3.58(3)         | Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)? | Yes             |                 | Natalie Manton    |
| 2         | s3.58(4)         | Where the local government disposed of property under   | Yes             |                 | Natalie Manton    |

section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?

| <b>Elections</b> |                         |   |                 |                    |                   |
|------------------|-------------------------|---|-----------------|--------------------|-------------------|
| <b>No</b>        | <b>Reference</b>        | <b>Question</b>   | <b>Response</b> | <b>Comments</b>    | <b>Respondent</b> |
| 1                | Elect Regs 30G(1) & (2) | Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate? | Yes             | no gifts disclosed | Natalie Manton    |
| 2                | Elect Regs 30G(3) & (4) | Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?  | N/A             | no gifts disclosed | Natalie Manton    |
| 3                | Elect Regs 30G(5) & (6) | Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?  | Yes             |                    | Natalie Manton    |

| <b>Finance</b> |                  |  |                 |                         |                   |
|----------------|------------------|--|-----------------|-------------------------|-------------------|
| <b>No</b>      | <b>Reference</b> | <b>Question</b>  | <b>Response</b> | <b>Comments</b>         | <b>Respondent</b> |
| 1              | s7.1A            | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act? | Yes             | 19/10/2021 Res 149/2021 | Natalie Manton    |
| 2              | s7.1B            | Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?            | N/A             | no delegated powers     | Natalie Manton    |
| 3              | s7.9(1)          | Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?                       | Yes             |                         | Natalie Manton    |

|   |                       |   |     |  |                |
|---|-----------------------|---|-----|--|----------------|
| 4 | s7.12A(3)             | Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?  | Yes | 1 matter completed October 2021 and other completed by EOFY 2022 | Natalie Manton |
| 5 | s7.12A(4)(a) & (4)(b) | Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? | N/A | no significant matters reported                                  | Natalie Manton |
| 6 | s7.12A(5)             | Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?  | N/A |  | Natalie Manton |
| 7 | Audit Reg 10(1)       | Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?  | Yes | Adopted 21/12/2021 Res 186/2021                                  | Natalie Manton |

### Integrated Planning and Reporting

| No | Reference               | Question  | Response | Comments               | Respondent     |
|----|-------------------------|---|----------|------------------------|----------------|
| 1  | Admin Reg 19C           | Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section? | Yes      | 15/06/2021 Res 88/2021 | Natalie Manton |
| 2  | Admin Reg 19DA(1) & (4) | Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?  | Yes      | 15/06/2021 Res 88/2021 | Natalie Manton |
| 3  | Admin Reg 19DA(2) & (3) | Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?   | Yes      |                        | Natalie Manton |

| <b>Local Government Employees</b> |                                   |  |                 |                 |                   |
|-----------------------------------|-----------------------------------|--|-----------------|-----------------|-------------------|
| <b>No</b>                         | <b>Reference</b>                  | <b>Question</b>  | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
| 1                                 | Admin Reg 18C                     | Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?              | N/A             |                 | Natalie Manton    |
| 2                                 | s5.36(4) & s5.37(3) Admin Reg 18A | Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?   | N/A             |                 | Natalie Manton    |
| 3                                 | Admin Reg 18E                     | Was all information provided in applications for the position of CEO true and accurate?  | N/A             |                 | Natalie Manton    |
| 4                                 | Admin Reg 18F                     | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)? | N/A             |                 | Natalie Manton    |
| 5                                 | s5.37(2)                          | Did the CEO inform council of each proposal to employ or dismiss senior employee?  | N/A             |                 | Natalie Manton    |
| 6                                 | s5.37(2)                          | Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?                   | N/A             |                 | Natalie Manton    |

| <b>Official Conduct</b> |                  |   |                 |                 |                   |
|-------------------------|------------------|---|-----------------|-----------------|-------------------|
| <b>No</b>               | <b>Reference</b> | <b>Question</b>   | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
| 1                       | s5.120           | Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?  | Yes             |                 | Natalie Manton    |
| 2                       | s5.121(1) & (2)  | Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)? | Yes             |                 | Natalie Manton    |
| 3                       | s5.121(3)        | Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?   | Yes             | Nil complaints  | Natalie Manton    |

| <b>Optional Questions</b> |                                  |   |                 |                        |                   |
|---------------------------|----------------------------------|---|-----------------|------------------------|-------------------|
| <b>No</b>                 | <b>Reference</b>                 | <b>Question</b>   | <b>Response</b> | <b>Comments</b>        | <b>Respondent</b> |
| 1                         | Financial Management Reg 5(2)(c) | Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.                                | Yes             | 18/06/2019             | Natalie Manton    |
| 2                         | Audit Reg 17                     | Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report. | Yes             | 18/06/2019             | Natalie Manton    |
| 3                         | s5.87C                           | Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?  | Yes             |                        | Natalie Manton    |
| 4                         | s5.90A(2) & (5)                  | Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?   | Yes             | 18/02/2020 Res 2020    | Natalie Manton    |
| 5                         | s5.96A(1), (2), (3) & (4)        | Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?  | Yes             |                        | Natalie Manton    |
| 6                         | s5.128(1)                        | Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?   | Yes             | 17/03/2020 Res 33/2020 | Natalie Manton    |
| 7                         | s5.127                           | Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?   | Yes             |                        | Natalie Manton    |

|   |          |  |     |                |
|---|----------|--|-----|----------------|
| 8 | s6.4(3)  | By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021? | Yes | Natalie Manton |
| 9 | s.6.2(3) | When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?                                     | Yes | Natalie Manton |

### **Tenders for Providing Goods and Services**

| <b>No</b> | <b>Reference</b>                                 | <b>Question</b>   | <b>Response</b> | <b>Comments</b> | <b>Respondent</b> |
|-----------|--|---|-----------------|-----------------|-------------------|
| 1         | F&G Reg 11A(1) & (3)                             | Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? | Yes             |                 | Natalie Manton    |
| 2         | s3.57 F&G Reg 11                                 | Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?                   | Yes             |                 | Natalie Manton    |
| 3         | F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4) | When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?  | Yes             |                 | Natalie Manton    |
| 4         | F&G Reg 12                                       | Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?   | N/A             |                 | Natalie Manton    |
| 5         | F&G Reg 14(5)                                    | If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?  | Yes             |                 | Natalie Manton    |

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|    |                                 |  |     |                |
|----|---------------------------------|--|-----|----------------|
| 6  | F&G Regs 15 & 16                | Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?   | Yes | Natalie Manton |
| 7  | F&G Reg 17                      | Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? | Yes | Natalie Manton |
| 8  | F&G Reg 18(1)                   | Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?  | Yes | Natalie Manton |
| 9  | F&G Reg 18(4)                   | Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?   | Yes | Natalie Manton |
| 10 | F&G Reg 19                      | Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?   | Yes | Natalie Manton |
| 11 | F&G Regs 21 & 22                | Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?  | Yes | Natalie Manton |
| 12 | F&G Reg 23(1) & (2)             | Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?                            | N/A | Natalie Manton |
| 13 | F&G Reg 23(3) & (4)             | Were all expressions of interest that were not rejected under F&G Reg 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?  | N/A | Natalie Manton |
| 14 | F&G Reg 24                      | Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?   | N/A | Natalie Manton |
| 15 | F&G Regs 24AD(2) & (4) and 24AE | Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?   | No  | Natalie Manton |

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|    |                    |   |     |                |
|----|--------------------|---|-----|----------------|
| 16 | F&G Reg 24AD(6)    | If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?                       | N/A | Natalie Manton |
| 17 | F&G Reg 24AF       | Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? | N/A | Natalie Manton |
| 18 | F&G Reg 24AG       | Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?  | N/A | Natalie Manton |
| 19 | F&G Reg 24AH(1)    | Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?  | N/A | Natalie Manton |
| 20 | F&G Reg 24AH(3)    | Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?   | N/A | Natalie Manton |
| 21 | F&G Reg 24AI       | Did the CEO send each applicant written notice advising them of the outcome of their application?   | N/A | Natalie Manton |
| 22 | F&G Regs 24E & 24F | Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?   | Yes | Natalie Manton |

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Corrigin

\_\_\_\_\_  
Signed CEO, Corrigin



## **7.2 MEETING WITH AUDITOR**

|                         |  |
|-------------------------|--|
| Applicant:              | Shire of Corrigin                                      |
| Date:                   | 8/03/2022  |
| Reporting Officer:      | Natalie Manton, Chief Executive Officer                |
| Disclosure of Interest: | NIL  |
| File Ref:               | FM.0302  |
| Attachment Ref:         | Attachment 7.2 – Audit Planning Summary - Confidential |

### **SUMMARY**

The Shire of Corrigin Audit and Risk Management Committee is required to meet with the auditor annually.

### **BACKGROUND**

AMD Chartered Accountants (AMD) have been engaged by the Office of the Auditor General (OAG) Western Australia to perform an audit of the Shire of Corrigin's annual financial report for the year ending 30 June 2022.

An Audit Planning Summary has been prepared and sets out the proposed strategy for the audit. The key purpose of this memorandum are to:

- set out the audit scope and approach in summary;
- identify and communicate the key audit risk areas which we expect to be the focus of the audit procedures; and
- promote effective communication between the auditor and those charged with governance.

Representatives from the OAG and AMD will meet with the audit committee to provide an overview of the audit process for 2022 and respond to questions from committee members

Mr Steven Hoar, OAG Director Financial Audit and Ms Maria Cavallo, Auditor Director, AMD, will attend the meeting by telephone

### **COMMENT**

The interim audit is booked to be conducted 21-22 March 2022 and the final visit is booked for the period 27 to 29 September 2022. The annual report is expected to be finalised in November 2022 ready for endorsement at the Ordinary Meeting of Council on 20 December 2022.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995 Part 7*

*Local Government (Audit) Regulations 1996*

### **POLICY IMPLICATIONS**

8.11 Audit and Risk Management Committee

8.12 Appointment of an Auditor

### **FINANCIAL IMPLICATIONS**

Provision for approximately \$50,000 for the costs associated with the 2021/2022 Interim and Annual Audit will be made in the 2022/2023 Annual Budget. Provision will be confirmed once advice from the Office of the Auditor General is received.

### **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective:** Governance and Leadership  
Strong Governance and Leadership

| Strategic Community Plan |  | Corporate Business Plan |  |
|--------------------------|--|-------------------------|--|
| Outcome                  | Strategies   | Action No.              | Actions  |
| 4.4                      | Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community | 4.4.4                   | Provide Council adequate and appropriate financial information on a timely basis.          |
| 4.5                      | Implement systems and processes that meet legislative and audit obligations  | 4.5.1                   | Continual improvement in governance and operational policies, processes and implementation |

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

**Moved:** Cr Jacobs **Seconded:** Cr Fare

*That the Audit and Risk Management Committee endorse the Audit Planning Summary outlining the scope, approach and key deliverables of the audit of the annual financial report for the year ending 30 June 2022.*

**Carried 6/0**

#### **8 NEXT MEETING**

Audit and Risk Management Committee meeting on Tuesday 14 June 2022 at 6.00pm.

#### **9 MEETING CLOSURE**

The Chairperson, Cr Des Hickey closed the meeting at 7.02pm