



Audit Committee Meeting Minutes

Held on

Wednesday, 10 February, 2016

Commencing at 4.40pm

Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

J R Attwood
Chief Executive Officer

29 January 2016

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes contain recommendations, which have not yet been adopted by Council.



AUDIT COMMITTEE MEETING MINUTES

11 February 2015

TABLE OF CONTENTS

1	PUBLIC QUESTION TIME	3
2	DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST	3
3	PETITIONS/DEPUTATIONS/PRESENTATIONS	3
4	CONFIRMATION OF MINUTES	4
5	REPORTS OF OFFICERS	4
5.1	<i>Chief Executive Officer</i>	4
	5.1.1 SUBJECT: 2015 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN	4
	5.1.2 SUBJECT: ORGANISATIONAL RISK MANAGEMENT – ACTION PLAN	6
6	CLOSURE OF MEETING	7

SHIRE OF DONNYBROOK/BALINGUP

AUDIT COMMITTEE MEETING MINUTES

Held in the Council Chambers on Wednesday, 10 February 2016

The Chairperson declared the meeting open at 4.40pm.

MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Logiudice (President)	John Attwood CEO	
Cr Bailey	Greg Harris, MFA	
Cr Crowley		
Cr King		
Cr Mills		
Cr Tan		
Cr Van Der Heide		

PUBLIC GALLERY

Nil

APOLOGIES

Cr Dilley
Cr Mitchell

1 PUBLIC QUESTION TIME

Nil

2 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil

3 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4 CONFIRMATION OF MINUTES

Moved: Cr Van Der Heide **Seconded:** Cr Tan

That the Minutes of the Audit Committee Meeting held on 25 November 2015 be confirmed as a true and correct record.

Carried 7/0

5 REPORTS OF OFFICERS

5.1 Chief Executive Officer

5.1.1	SUBJECT:	2015 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Department of Local Government and Communities
	Zone:	N/A
	File Ref:	DEP 20/01
	Author:	John Attwood – Chief Executive Officer (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	21 January 2016
	Attachments:	5.1.1 – 2015 Local Government Compliance Audit Return

Background

Council is required to carry out a compliance audit for the period 1 January to 31 December 2015, against requirements set out in the 2015 Compliance Audit Return (CAR).

Amendments to Regulation 14 of the *Local Government (Audit) Regulations 1996* require that the local government’s Audit Committee reviews the CAR and reports the results of that review to Council prior to adoption by Council.

Comment

The CAR is one of the tools that allow Council to monitor how the organisation is functioning. The return places emphasis on the need to bring to Council’s attention cases of non-compliance or cases where full compliance was not achieved. In addition to explaining or qualifying cases of non-compliance, the return requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance. This is intended to assist local government to enhance or develop their internal control processes to ensure they include the statutory requirements of the legislation.

Council has met all areas of compliance in the 2015 CAR.

Consultation

N/A

Policy/Statutory/Voting Implications

Under Regulation 14 of the *Local Government (Audit) Regulations 1996* the 2014 CAR is to be reviewed by Council's Audit Committee and report the results of that review to Council for adoption.

A printed copy of the CAR is to be presented to Council at the Ordinary Council Meeting and adopted by an Absolute Majority.

Once the CAR has been presented to Council a certified copy, along with an extract of the minutes of the meeting at which the CAR was adopted by Council and any additional information explaining or qualifying the compliance audit, is to be submitted in hard copy format to the Director General, Department of Local Government and Communities by 31 March 2015. The online Return is to be forwarded to the Department providing a permanent record of the submission on the Department of Local Government website.

Financial Implications

N/A

Strategic Implications

Community Strategic Plan Outcome 4.3: An open and accountable local government that is respected, professional and trusted.

Officer's Recommended Resolution

Moved: Cr Bailey

Seconded: Cr Tan

That the 2015 Local Government Compliance Audit Return for the Shire of Donnybrook-Balingup, as completed and presented to Council, be endorsed.

**Carried 7/0
By Absolute Majority**

5.1.2	SUBJECT:	ORGANISATIONAL RISK MANAGEMENT – ACTION PLAN
	Location:	Shire of Donnybrook / Balingup
	Applicants:	Administration
	Zone:	N/A
	File Ref:	ADM 24
	Author:	Greg Harris, Manager Finance & Administration (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	29 January 2016
	Attachments:	5.1.2 – Organisational Risk Management Plan

Background

At the previous Audit Committee meeting held on 25 November 2015 Council endorsed the Shire's Organisational Risk Management Action Plan for the period July 2015 to 2016. This plan addresses in a systematic way the recommendations of a comprehensive assessment of the Shire's system by AMD Chartered Accountants in November 2014.

The Plan outlines the following information:

- Recommendations from the November 2014 review categorised into three different focus areas; risk management, internal controls and legislative compliance.
- The task required to address each recommendation from the report.
- A proposed timeline.
- Responsible Officer/s.
- Details of Action to date.

One of the recommendations was to include a standing agenda item to the Audit Committee for risk reports to be tabled.

Comment

Committee members are asked to review and note the updated Action Plan. New insertions are shown in red.

Consultation

N/A

Policy/Statutory Implications

Regulation 17 of the Local Government (Audit) Regulations 1996 states the following:

- “17. *CEO to review certain systems and procedures*
- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.”*

Financial Implications

N/A

Strategic Implications

N/A

**Officer’s Recommended Resolution
(Committee’s Recommended Resolution)**

Moved: Cr Bailey

Seconded: Cr King

That Council receive and note the updated Organisational Risk Management Action Plan for the period July 2015 to December 2016.

Carried 7/0

6 CLOSURE OF MEETING

The Shire President advised that the date of the next Audit Committee Meeting will be held on 19 April 2016, prior to the Interim Audit, commencing at 4.00pm at the Shire of Donnybrook/Balingup – Council Chambers.

The Shire President declared the meeting closed at 4.50pm.

These Minutes were confirmed as a true and accurate record at the Audit Committee Meeting held on _____.		
Shire President		Presiding Member