

Audit & Risk Committee

Minutes | 8th December 2020

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SHIRE OF QUAIRADING

The Quairading Audit & Risk Committee Minutes of the Meeting held on 8th December 2020 commencing at 5.12 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.12 pm.

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr JN Haythornthwaite Chairperson / Deputy Shire President

Cr BR Cowcill

Cr JW Haythornthwaite

Cr JR Hippiisley

Cr B McGuinness

Cr PD Smith

Cr TJ Stacey

Council Officers

Mr GA Fardon Chief Executive Officer

Mr NL Gilfellon Executive Manager of Corporate Services

Mr A Rourke Executive Manager of Works & Services

Mr RM Bleakley IPR/ Strategic Projects Officer

Observers/Visitor

Nil.

Apologies

Cr WMF Davies Shire President

Approved Leave of Absence

Nil.

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

Nil, at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 8th September 2020

RECOMMENDATION

RECOMMENDATION: AR6-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

That the Minutes of the Audit & Risk Committee Meeting held on the 8th September 2020 be confirmed as a true and accurate record.

CARRIED 7/0

5.2 Business Arising

Nil.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.6

6.1 2020/2021 Financial Audit – Office of the Auditor General (OAG)

Meeting Date	8 th December 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Correspondence from the Auditor General, Ms Caroline Spencer
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR7-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That the Audit and Risk Committee recommend to Council: -

That Council Note the Correspondence from the Auditor General advising that the OAG will be undertaking Council's Audit commencing in the 2020/2021 Financial Year.

CARRIED 7/0

IN BRIEF

- The State Government in October 2017 mandated that the Auditor General be responsible for the audits of all local governments and Regional Councils.
- The Audit task by the Office of the Auditor General has been phased in over a three-year period.
- The 2019/2020 Financial Year is the last year of the 3 Year Audit Contract with Moore Australia (formerly Moore Stephens).
- It is anticipated that the 2019/2020 Audit will be completed in the coming week and the certified Annual Final Statements and signed Audit Report will be available for inclusion in the December 2020 Council Meeting Agenda.
- The Auditor General has written to the Shire President and CEO advising that the 2020/2021 Audit will be undertaken by the Office of the Auditor General.
- The Auditor General has committed for her Office to be in contact in the coming months to discuss the details of the transition from Private Auditors to the OAG.

MATTER FOR CONSIDERATION

Noting Correspondence from the Auditor General on the transition to Council's Financial Audits to be undertaken by the Office of the Auditor General.

BACKGROUND

It is expected that the Office of the Auditor General will make contact early in 2021 to arrange a meeting with Council representatives and Officers to commence the Audit Planning and Scheduling.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Amendment (Auditing) Act 2017

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Auditor General has identified that the cost of LGA Audits have increased significantly for many Councils following the OAG taking on the Audit Responsibility and Function. The OAG has committed to provide Council with information on the Audit Fees to be charged for the 2020/2021 Audit.

Council has budgeted the Amount of \$33,700 in the current financial year. Funds will be expended to make payment to Moore Australia for the work undertaken to complete the 2019/2020 Audit.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. It is anticipated that cost will be significantly increased with the Audit to be conducted by the OAG.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

No matters for consideration.

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

Audit & Risk Committee - Terms of Reference 7.2

8.1 Grant Funding Status Report

Meeting Date	8 th December 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	(i) Grants Register Status Report 1 (ii) Grants Register Status Report 2 (Summary Report)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR8-20/21

MOVED CR McGuinness SECONDED Cr Cowcill

That the Audit and Risk Committee recommend to Council that: -

Council notes the Grants Status Reports dated December 2020.

CARRIED 7/0

IN BRIEF

- This Report provides an update on the status of grants submitted and new grant opportunities and is provided for information and discussion.
- This Report includes Grants that are continuing /carried over from the 2019/2020 and are being acquitted in the current Financial Year.
- Report details current successful Grants (Competitive and Non Competitive).
- No Grant Applications have been declined in 2020/2021.
- Further Grant Funding avenues being explored by the Grants Team are detailed.

MATTER FOR CONSIDERATION

Noting the Grants Status Report.

BACKGROUND

Council requires the Chief Executive Officer to report on the Eligible Grant Eligibility and Grant Activity during the 2020/2021 Year.

Report is to include Grant funding success rate i.e. number of applications, number achieved and value / timelines of received funding.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All Grants reported have been included in Council's Adopted Budget for the 2020/2021 Financial Year.

Council is awaiting the outcome of the Application to Lotterywest for funding assistance towards the Kwirradging Koort Community Park Project.

In addition, Council has received advice that the Federal Government has granted an additional \$288,492 under the Local Roads and Community Infrastructure Program Extension. Information regarding the Guidelines and Conditions of this additional funding is awaited.

Allocation of these funds to a Project/s will be the subject of a further Officer's Report to coincide with the Budget Review in February / March 2021.

Details of Council's cash and In Kind Contributions are listed in the Grants Register Status Report (Attachment No. 1)

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. All Grants approved have been included in the 2020/2021 Adopted Budget. Additional Grant Funding will be included in the Statutory Budget Review process.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The Report provides transparency on the treatment and use of the Government Grant Funding and provides Committee with information to assess how Management are administering the various Grants.

Operation – Risk Matrix Rating is assessed as Low. Preparation and maintenance of the Grants Register is undertaken within Council's existing Organisational Structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Attachment 1 – Grants Register Report as at 2nd December 2020 provides a summary of current project grant portfolio.

Attachment 2 – Grant Program Status Report details the Shire's grant inventory status – competitive and non-competitive.

Status	Number	Grant Funding
Closed / Completed	6	\$430,420
Active	13	\$5,440,963
Applications	2	\$758,492
New research	11	
	Total	32
		\$6,629,875

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

Audit & Risk Committee - Terms of Reference 7.3

9.1 Policy Manual Review 2020

Meeting Date	8 th December 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Policy Manual Review 2020 (ii) FIN.3 Significant Accounting Policies
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR9-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

That the Risk and Audit Committee Recommend to Council that: -

1. The policy amendments outlined in Attachment (i) specifically in relation to the following policies:
 - CS.2 Communication Policy
 - ENV.1 Town Treescape Policy
 - ENV.2 Road Reserve Weed Control Policy
 - FIN.5 Rates Collection Policy
 - GOV.7 Shire of Quairading Bush Fire Advisory Committee Terms of Reference
 - INF.2 Private Entrances Pipe Crossing (Rural Policy)
 - INF.3 Verge Improvement Policy
 - INF4. Urban Crossover Policy
 - INF.5 Rural Roadside Tree Planting Policy
 - ORG.5 Related Party Disclosure Policy
2. The revocation of the following policy (Attachment (ii)):
 - FIN.3 Significant Accounting Policies
3. The following revised policy for inclusion in the Council Policy Manual:
 - FIN.3.1 Significant Accounting Policies

CARRIED 6/1

Pursuant to Section 5.21 (4) of the Local Government Act, Cr John Haythornthwaite requested that the Vote of all Members be recorded in the Minutes.

FOR: Cr Jo Haythornthwaite, Cr Cowcill, Cr Hippisley, Cr McGuinness, Cr Smith and Cr Stacey

AGAINST: Cr John Haythornthwaite

IN BRIEF

- Council completed its Major Review of the Policies in December 2018.
- Council committed to review its Policies every two years.
- Minor amendments and new policies can be considered and adopted by Council at any time.
- The CEO and Senior Management have undertaken a Review of the current Policies and are presented for Committee consideration for Recommendation to Council.
- The Terms of Reference for Council's Standing Committees are reviewed annually by each Committee and any amendments are recommended to Council for adoption.
- Due to significant changes to legislation and the Australian Accounting Standards it is recommended that Policy FIN.3 be rescinded and replaced by Policy FIN 3.1
- The reviewed Terms of Reference for this Committee will be considered in Item 11.1 of the Meeting Agenda.

MATTER FOR CONSIDERATION

To consider and make Recommendation to Council on the reviewed and amended Policy Manual for the Shire of Quairading.

BACKGROUND

In accordance with section 2.7(2)(b) of the Local Government Act 1995, Council is to determine the local government's policies.

Committee to consider the recommended reviewed Policy Manual and make Recommendation of its adoption to Council.

In 2018 an update of the organisation's policy framework was undertaken to give the Shire a clearer 'policy scope' for the core principles / values that are important to Council, Staff and Community and fall in line with the Strategic Community Plan and Integrated Planning and Reporting Framework.

The 2020 review of the Policy Manual is inclusive of policies requiring review annually/biennially, those scheduled for review in 2020 and the review, amendment and inclusion of any other policies as required by legislative or operational change.

The objectives of the Council's Policy Manual are:

- a) to provide Council with a formal written record of all policy decisions
- b) to provide employees with precise direction in how to act in accordance with Council's wishes;
- c) to enable employees to act promptly in accordance with Council's requirements, but without reference to Council, in the case of delegated actions;
- d) to allow Councillors to be knowledgeable in how the Administration will act in relation to policy matters;
- e) to enable a record of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- f) to enable ratepayers to obtain immediate advice on matters of Council Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

The Local Government Act 1995 provides the basis for many of the Shire's policies, therefore consistency with this legislation has been reflected in the review, assessment and amendments proposed.

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Bush Fires Act 1954

The Bush Fire Advisory Committee is established under Section 67 of the Act.

Planning and Development Act 2005

The three Policies relating to Town Planning and Land Use remain unchanged upon the recommendation of Council's Town Planning Consultant.

The Policies will need to be reviewed once Town Planning Scheme No. 3 is Approved and Gazetted and the Local Planning Strategy is approved by the WA Planning Commission.

POLICY IMPLICATIONS

Scheduled Review of Council's Policies.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

CONSULTATION

Consultation was undertaken with the Executive Management Team.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The development and regular review of policies ensures a consistent and adopted approach for the Shire to effectively achieve strategic objectives contained within the Key Result Areas of the Strategic Community Plan.

Operation – Risk Matrix Rating is assessed as Low. Each Policy item bring to Council a degree of risk, though the overall impact of Policy is as an attempt to mitigate the level of risk to the organisation through sound Governance and Management Policy.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Shire of Quairading Policy Manual has been prepared to assist Council and staff to administer the Shire.

This Manual is a compilation of policy on subject matters that form the basis of administrative decision making, without the need to refer matters to the Council for a decision before they can be enacted. It also enables Councillors and staff to readily answer questions raised by electors, the public and stakeholders about the usual business of the Shire.

As new policies are adopted, or existing policies are amended, the Manual is updated, maintaining the Shire's most recent view on how it will conduct business.

The Policy Manual is reviewed Biennially by the Council and tested by Management to ensure that the policies are still consistent with Council's current stance, preference and consistent with current legislation.

A number of minor amendments have been made throughout the Policy Manual. These amendments include updates to formatting, spelling and grammar, organisational changes, rewording of sections to increase clarity, standardisation of terms used and updates to legislation references. These amendments are considered to be minor as they do not alter the purpose or objective of the policy.

The Policy identified as having a major review is discussed in further detail below:

Accounting Policy

The Significant Accounting Policies have been previously based on the Policies outlined in Budget and Financial Statement Templates. Due to significant recent changes in the Accounting Standards that have affected Council, including but not limited to AASB 15 Revenue from Contracts with Customers, AASB 16 Leases, AASB 1058 Income for Not-for-Profit Entities. The updated policies from the latest template have been presented.

Other significant changes are the useful life of Assets. The new timeframes were provided by our Roads Engineer Rod Munns and agreed upon by Senior Management. This has been done to bring the useful life closer to industry standards. The other change was to clarify the Capitalisation Threshold. This was to remove any uncertainty on its usage and to introduce a simple new Capitalisation Threshold.

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on Excess Annual Leave and Long Service Leave

Meeting Date 8th December 2020

Responsible Officer EMCS Nathan Gilfellow

Reporting Officer SFO Jodie Yardley

Attachments Nil

Owner/Applicant Shire of Quairading

Disclosure of Interest Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR10-20/21

MOVED Cr Stacey SECONDED Cr Smith

That the Audit and Risk Committee Recommend to Council that: -

Council receive the report on the Shire's Leave Liabilities.

CARRIED 7/0

IN BRIEF

- Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee
- Council receive the report on the Shire's Leave Liabilities.

MATTER FOR CONSIDERATION

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

BACKGROUND

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

The current policy defines excess leave as when the Employee has accrued more than eight weeks paid annual leave.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2010

The Industry Award defines Excess Leave as -

*"An Employee has an **excess leave accrual** if the employee has accrued more than eight weeks paid annual leave"*

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 30th November 2020 is \$206,349.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 30th November 2020) is calculated at \$262,515.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefor Risk escalation, if Leave accruals are not monitored and managed.

Health – Risk Matrix Rating is considered as Low Risk

Reputation – Risk Matrix Rating is considered as Low Risk

Operation – Risk Matrix Rating considered Low Risk

Natural Environment – Risk Matrix Rating is considered as Low Risk.

COMMENT

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

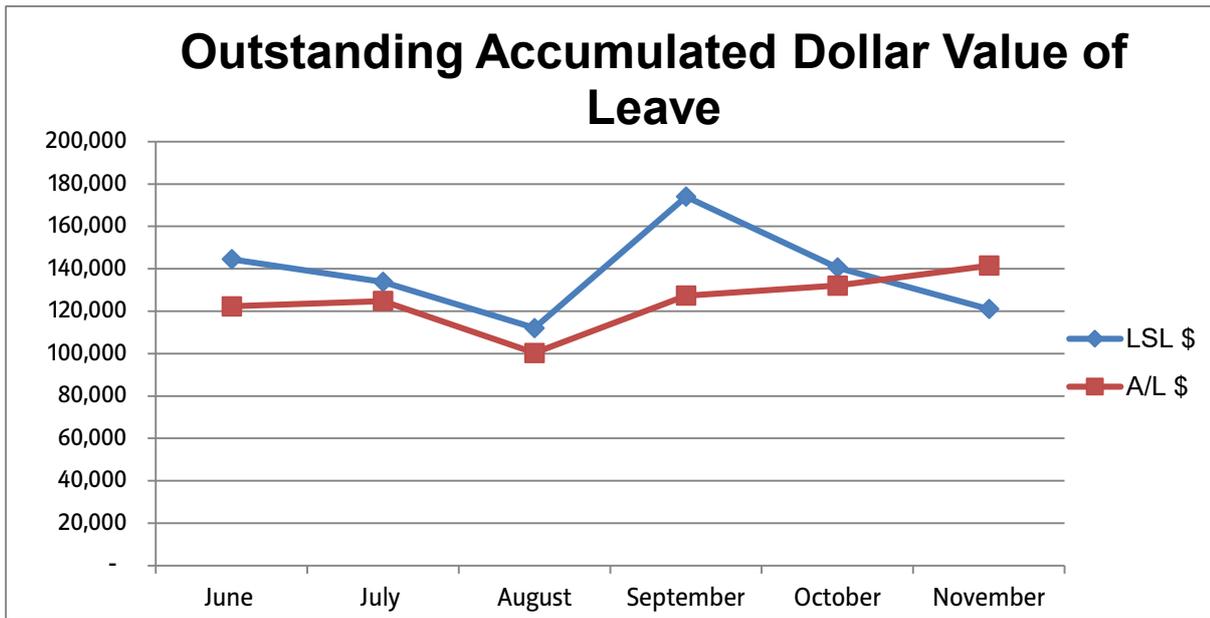
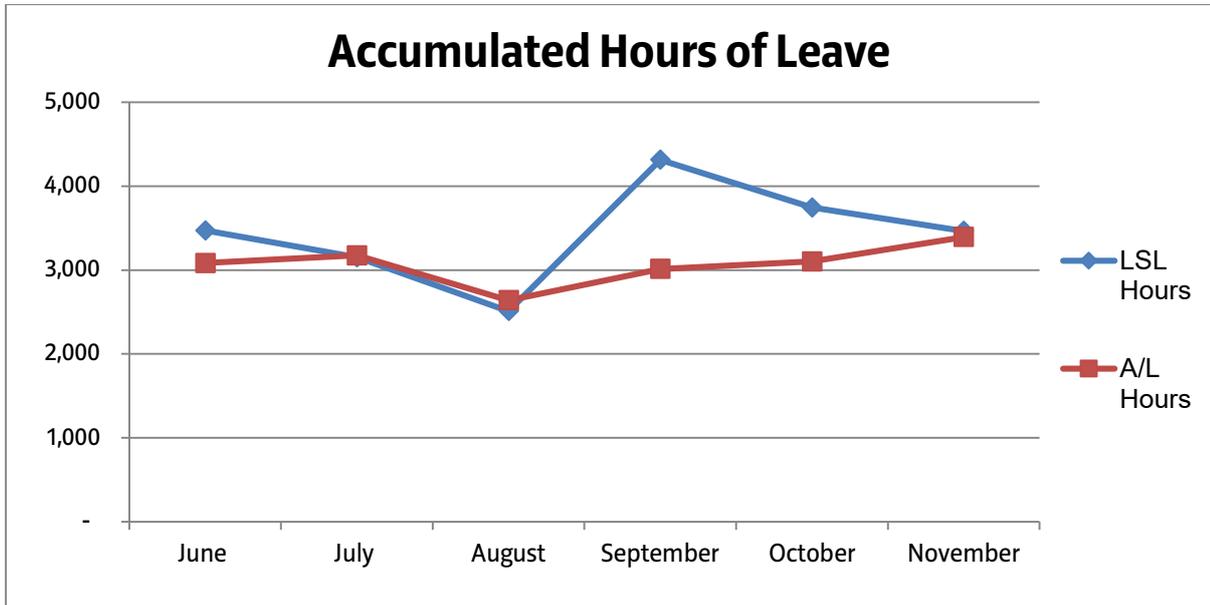
As at the 30th November 2020, no employee has excess annual leave.

Since August 2020, there has been an increase of 19.9% (in Dollar Value) in the Annual Leave Liability. This is likely due to natural increase during a period where little leave is taken.

The Long Service Leave Liability has increased 8% (in Dollar Value) since August 2020. This is due to two employees using their leave entitlement and two employees becoming entitled to their leave entitlements.

	<i>LSL Hours</i>	<i>LSL \$</i>	<i>AL Hours</i>	<i>AL \$</i>
<i>May</i>	3,472	144,506	3,141	131,346
<i>June</i>	3,472	144,506	3,293	137,579
<i>July</i>	3,152	133,795	3,396	141,026
<i>August</i>	2,511	112,029	2,879	117,983

September	4,315	174,057	3,013	127,3612
October	3,746	140,599	3,102	132,103
November	3,465	121,016	3,393	141,499



ITEM 11 STANDING ITEMS – OTHER

Audit & Risk Committee - Terms of Reference 9.2 & 9.5

11.1 Review of Committee Terms of Reference and Performance

Meeting Date	8 th December 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) GOV.5 Audit & Risk Committee – Terms of Reference December 2019 Revised
Owner/Applicant	Audit & Risk Committee
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR11-20/21

MOVED Cr Hippiisley SECONDED Cr Cowcill

That the Risk and Audit Committee Recommend to Council that: -

1. Council adopt the revised Audit and Risk Committee Terms of Reference.

CARRIED 6/1

Committee Discussion

Committee reviewed its performance and activity level during the past 12 months and the consensus of the Members was that the Committee was performing well and in accordance with the Terms of Reference.

IN BRIEF

- This Report recommends that the Committee's Terms of Reference be reviewed to reflect the changing legislative requirements of the Audit and Risk Committee.
- Committee was established by Council in October 2017 for a 2-year term coinciding with the Election Cycle.
- Council has re-established the Committee on the 31st October 2019 with all Councillors being Members of the Committee.
- The Administration have reviewed the Terms of Reference and made suggested tracked changes to the current Terms of Reference to be considered by Committee before Recommendation to Council.
- The major significant change to the Policy is in Part 7.6 relating to the External Audit which will be conducted by the Auditor General from the 2020/2021 Financial Year.

MATTER FOR CONSIDERATION

The Review of the Audit & Risk Committee Terms of Reference

BACKGROUND

The primary purpose of an Audit & Risk Committee is to provide oversight of the financial reporting processes, the audit process, the Shire's system of internal controls and compliance with legislation and regulations.

In 2017, amendments to the Local Government Act 1995 were passed by State Parliament enabling the Auditor General to audit local government finances and performance. This Amendment also provided more detail on the role and responsibilities of the Audit Committee.

The amendments to the Act have been supported by changes to the *Local Government (Financial Management) Regulations 1996* and the *Local Government (Audit) Regulations 1996* which were gazetted on the 26th June 2018.

The State Government have not passed Legislation in regard to requiring an Independent Qualified person to also sit on the Audit Committee. However, this has been strongly mooted in the current Review of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Reg16. Functions of audit committee

An audit committee has the following functions –

- (a) to guide and assist the local government in carrying out –
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) 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;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and

- (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
- (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

POLICY IMPLICATIONS

In accordance with clause 9.5 of the Audit & Risk Committee Terms of Reference, the committee is required to, at least once a year, to review its own Performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Public consultation was not relevant to the development of this report.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Councillors Meeting Fees are provided for in Council's Budget. Auditor Fees are provided for in Council's Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk is Mitigated with the effective operation of Council's Risk and Audit Committee and sound Governance and Financial management in place.

Operation – Risk Matrix Rating is assessed as Low. The annual review process provides a mechanism to ensure good governance of Council's Audit & Risk Committee. The Review process and Committee Structure is part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

11.2 Governance Training and Support

Audit and Risk Committee – Terms of Reference 9.1

The WALGA Governance Team are available to provide additional Training and Support on Governance for Elected Members and for Senior Staff.

The CEO has discussed availability of WALGA Presenters for a ½ day Update on Governance trends and emerging LG Compliance issues (LG Act Review, Model Codes of Conduct etc.).

WALGA will also be able to provide the Committee with information on the experiences of the LGA's that are already Audited by the Office of the Auditor General and how best to prepare for the transition to the OAG.

Provisionally this Training/Update Session has been scheduled for Friday 12th February 2020.

Support from the Meeting for WALGA Governance Training early in 2021.

The Committee requested that the Provisional Date be loaded onto the Councillors Diary.

Cr Jo Haythornthwaite requested that Councillors submit any Governance Areas or Questions to the CEO to enable WALGA Presenters to prepare for the Training Workshop.

ITEM 12 COUNCILLORS' EMERGING ISSUES

Cr McGuinness

Cr McGuinness provided comment in regard to WACHS having Bush Fire Risk Site Assessments for Health Campuses being undertaken and that there may be exposure for Council where there is Council managed land within the enlarged Risk Assessment Zone.

The CEO undertook to discuss this issue with the Community Emergency Services Manager to clarify the role of the Bushfire Advisory Committee when the WACHS Risk Assessments are undertaken.

ITEM 13 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 9th March 2021, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.44 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 8th December 2020 were confirmed on 9th March 2021 as recorded on Resolution No. AR12-20/21 (94-20/21)

Confirmed.......... 09/03/2021