



Shire of Irwin Audit Committee Meeting

to be held in the Council Chambers

Thursday 17 March, 2022

at 4.00pm

Agenda

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

To be opened by the Chief Executive Officer until a Chairperson is elected.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr I Scott	Shire of Irwin Councillor
Cr G Eva	Shire of Irwin Councillor
Cr M Leonard	Shire of Irwin Councillor

Staff

Mr S D Ivers	Chief Executive Officer
Mrs D K Chandler	A/Manager Corporate & Community
Ms S J Clarkson	A/Senior Finance Officer
Ms N A M'Leane	Development & Executive Officer

Apologies

Guests

Mikey Fiorucci	Office of the Auditor General (<i>via Microsoft Teams</i>)
Michael Fay	Pitcher Partners (<i>via Microsoft Teams</i>)
Korena Xie	Pitcher Partners (<i>via Microsoft Teams</i>)
Daniel Fu	Pitcher Partners (<i>via Microsoft Teams</i>)

3. ELECTION OF AUDIT COMMITTEE CHAIRPERSON AND DEPUTY CHAIRPERSON

Nomination form provided with this Agenda.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Audit Committee Meeting held Wednesday 16 June 2021

A copy of the minutes of the Audit Committee Meeting held 16 June 2021 have been provided to all Committee Members under separate cover.

COMMITTEE MOTION:

MOVED: Cr _____

SECONDED: Cr _____

That the Minutes of the Audit Committee Meeting, held 16 June 2021, be confirmed as a true and accurate recording of that meeting.

5. NEW BUSINESS ITEMS

5.1. Office of the Auditor General (OAG) Performance Audit 2020/21 Exit Meeting

Mr Mikey Fiorucci from the Office of the Auditor General (OAG) and Mr Michael Fay, Ms Korena Xie and Mr Daniel Fu from Pitcher Partners will be present via Microsoft Teams to conduct the 2020/21 Audit Exit Meeting.

5.2. Compliance Audit Return (CAR) 2021

Members of the Audit Committee have been provided with the complete Compliance Audit Return (CAR) for the 2021 calendar year (Attachment 1). Local governments are required to complete the statutory compliance return annually and have the return adopted by Council.

The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk".

The Audit Committee is to review the annual CAR and report to Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Shire President and the CEO prior to it being forwarded to the Department of Local Government, Sport and Cultural Industries (DLGSCI). A report will be prepared for Council's consideration at the 22 March 2022 Ordinary Council Meeting.

The following provides an outline of each section addressed in the 2021 return:

Commercial Enterprises by Local Governments

As the Shire has not undertaken any commercial enterprises during 2021, N/A responses were provided.

Delegation of Power/Duty

As no delegations to committees were made during 2021, N/A responses were provided. Following the review of delegations in 2020 and implementation of the Integrity compliance software, all processes relating to delegations are sound, however refresher training in the use of the Integrity compliance software to record exercises of delegation is required.

Disclosure of Interest

Recordkeeping practices for disclosures of interest are sound and staff have a number of practices/procedures in place to ensure compliance. With the implementation of the Integrity compliance software, all processes relating to primary and annual returns are sound, therefore ensuring compliance. The Shire failed to remove a previous Councillor's information from the gift register, however this has now been completed.

Disposal of Property

The Shire disposed of the Kennedy Heights property during 2021 with the first option by public tender then sale by offer and acceptance. This process complied with section 3.58 of the *Local Government Act 1995*.

Elections

The Shire is considered to be compliant in all areas relating to the 2021 local government election.

Finance

The Shire complies with all areas relating to the Audit Committee. As the Shire's 2020/21 performance audit was still being finalised at the time of completing the CAR, N/A responses were provided to questions relating to the annual financial statement and auditor's report.

Integrated Planning and Reporting

Until the Shire integrates the Long Term Financial Plan, Asset Management Plan and Workforce Plan with the Corporate Business Plan (CBP), the Shire is non-compliant with Admin Reg 19DA(3)(c). These plans are in progress and once the integrated planning suite is complete, the CBP will be reviewed so it aligns and the Shire will then be compliant with Admin Reg 19DA(3)(c) & (4).

Local Government Employees

This section relates to recruitment of CEO and senior employees. The Shire is considered to be compliant with the commencement of recruitment for the Executive Manager Corporate and Community position in December 2021.

Official Conduct

The Shire is considered to be compliant with all sections of the Act relating to complaints.

Optional Questions

The Shire is considered compliant with all legislation referred to in the optional questions.

Tenders for Providing Goods and Services

The Shire is considered to be fully compliant in all areas relating to tenders.

The Compliance Audit Return is due for submission to the DLGSCI by 31 March 2022.

COMMITTEE MOTION:

MOVED: Cr _____

SECONDED: Cr _____

That the Shire of Irwin Audit Committee supports the information provided in the 2021 Compliance Audit Return (CAR) provided as Attachment 1.

6. GENERAL BUSINESS

7. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

8. SETTING OF FUTURE MEETING DATES

9. CLOSURE