



Shire of Irwin Audit Committee Meeting

to be held in the Council Chambers

Wednesday 20 March 2024

at 5.00pm

Agenda

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr I Scott (<i>Chairperson</i>)	Shire of Irwin
Cr B Wyse (<i>Deputy Chairperson</i>)	Shire of Irwin
Cr M Leonard	Shire of Irwin

Staff

Mr S D Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Ms S Mearns	Acting Executive Assistant

Apologies

Guests

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held 11 December 2023

A copy of the minutes of the Audit Committee Meeting held 11 December 2023 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 11 December 2023, be confirmed as a true and accurate recording of that meeting.

4.1 Compliance Audit Return (CAR) 2023

Members of the Audit Committee have been provided with the completed Compliance Audit Return (CAR) for the 2023 calendar year (**Attachment 4.1A**). 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 *Local Government Act 1995* 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) by no later than 31 March 2024.

A report will be prepared for Council's consideration at the 26 March 2024 Ordinary Council Meeting.

The following provides an outline of each section addressed in the 2023 return:

Commercial Enterprises by Local Governments

Two business plans were prepared in 2023 and were subsequently presented to Council at the Ordinary Council Meeting held 27 February 2024.

Delegation of Power/Duty

As no delegations to committees were made during 2023, N/A responses were provided.

Disclosure of Interest

During 2023 the Minutes of Meetings recorded the departure and return of persons who disclosed an interest. They did not however record the nature or details of the disclosure (Financial, Proximity or Disclosure). This oversight has been rectified to ensure that disclosures of interest are recorded appropriately in both the Minutes and Declaration of Interest Register.

Three relevant persons did not submit annual returns by the 31 August 2023 as required under s5.76 of the *Local Government (Administration) Regulations 1996*. The relevant authorities were subsequently notified as required.

Disposal of Property

The Shire did not dispose of any property, other than by public auction or tender during 2023, therefore N/A responses were provided.

Elections

The Shire of Irwin held an Ordinary election on 21 October 2023.

As required, an up to date version of the Electoral Gift Register was published on the Shires website with no entries recorded as no electoral gift forms were submitted.

Finance

The Shire complies with all areas relating to the Audit Committee.

Local Government Employees

This section relates to the recruitment of the CEO or designated senior employees. All responses are N/A as there were no appointments of the CEO or senior employees during the reporting period.

Official Conduct

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

Tenders for Providing Goods and Services

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

Adoption of the CAR is a statutory requirement of Council which could have major compliance implications for the Shire and is therefore considered to have a high-risk rating, however the completion of this return annually helps to ensure that the local government is following sound governance practices and is complying with the relevant Acts and Regulations.

COMMITTEE RECOMMENDATION:

That the Shire of Irwin Audit Committee supports the information provided in the 2023 Compliance Audit Return (CAR) provided at Attachment 4.3A.

4. GENERAL BUSINESS

5. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

6. SETTING OF FUTURE MEETING DATES

7. CLOSURE