Minutes

of the Shire of Cranbrook

Audit Committee

held on Wednesday 17 February 2016
At 12.45pm in the Cranbrook Council Chambers

Scope of Committee

Regulation 16 of the Local Government (Audit) Regulations 1996 define the functions of the audit committee as follows:

“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;
   (ii) the scope of audits;
   (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.”

(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.”
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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3. PUBLIC QUESTION TIME
   3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
   3.2 PUBLIC QUESTION TIME

4. DISCLOSURE OF INTEREST

5. MINUTES OF PREVIOUS MEETINGS
   5.1 MINUTES OF AUDIT COMMITTEE MEETING HELD ON 21 OCTOBER 2015

6. GENERAL BUSINESS
   6.1 COMPLIANCE AUDIT RETURN - 2015

7. CLOSURE OF MEETING
AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Adams declared the meeting open at 1.03pm

2. RECORDS OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

ATTENDANCE
Councillors
- Cr DJ (David) Adams
- Cr JT (Twynam) Cunningham
- Cr P (Peter) Denton
- Cr ER (Ruth) Bigwood
- Cr TC (Tom) Standish
- Cr CY (Colin) Egerton-Warburton
- Cr PM (Peter) Beech
- Cr PL (Phil) Horrocks
- Cr HC (Helen) Parsons

Chief Executive Officer
- Mr PB (Peter) Northover

Manager of Finance & Administration
- Mrs PA (Trish) Standish

Manager of Works
- Mr JE (Jeff) Alderton

Manager of Economic & Community Development
- Ms CM (Cas) Hughes

Members of the Public
- Nil

LEAVE OF ABSENCE
- Nil

APOLOGIES
- Nil

3. PUBLIC QUESTION TIME

3.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- Nil

3.2 PUBLIC QUESTIONS
- Nil

4. DISCLOSURE OF INTEREST
- Nil
5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
5.1 AUDIT COMMITTEE MEETING – 21 OCTOBER 2015
Moved Cr Bigwood, seconded Cr Denton that the minutes from the Shire of Cranbrook Audit Committee meeting held on 21 October 2015, be confirmed as a true and correct record.

Carried 9/0
6. GENERAL BUSINESS

6.1 SUBJECT COMPLIANCE AUDIT RETURN - 2015

RESPONSIBLE OFFICER: Peter Northover
Chief Executive Officer

REPORT AUTHOR: Trish Standish
Manager of Finance and Administration

FILE REFERENCE: AD5

APPLICANT: N/A

DATE OF REPORT: 8 February 2016

ATTACHMENTS: 2015 Compliance Audit Return

Purpose
The purpose of this report is to consider the Compliance Audit Return (CAR) for the 2015 calendar year as required by the Local Government Act 1995.

Background
The CAR is one of the tools that allows the Council to monitor how the organisation is functioning. Each Local Government is required to carry out a compliance audit for the period 1 January – 31 December 2015 against the requirements included in the Local Government (Audit) Regulations.

Officers Comment
The structure of the CAR continues in the reduced format that was introduced in 2011 with the areas of compliance restricted to those considered high risk.

The Audit Committee continues to be required to review the CAR and report the results of that review to the Council prior to adoption by the full Council and submission to the Department of Local Government.

After the CAR has been presented to the Council, a certified copy of the return together with the relevant section of the minutes and any additional information explaining or qualifying the Compliance Audit, is to be submitted to the Executive Director of the Department of Local Government by 31 March 2016.

Statutory Environment
The Local Government (Audit) regulations define the process and requirements for the compliance audit return.

Policy Applicable – Implications
There is no Council policy applicable to this report.

Financial Implications
There are no financial implications for this report.
Risk Implications
The risk associated with matters in this report is:
- Failure to fulfil statutory, regulatory or compliance requirements

The impact of the risk Compliance
The consequence/s of these risks are considered to be Insignificant
The likelihood is Rare
Hence the risk rating for this item is Low

Risk mitigation includes ensuring the CAR is completed on time each year.

Strategic Community Plan Reference
The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth

Objective: 5.1 Deliver Excellence in Governance, Compliance, Regulation and Reporting
Strategy: 5.1.1 Perform at the highest levels of corporate governance, responsibility and accountability
5.1.2 Develop effective policies, procedures and practices

Consultation
Consultation was not required for this report.

VROC Implications
There are no strategic VROC implications from this report.

Voting Requirements
Simple Majority

OFFICERS RECOMMENDATION/COMMITTEE DECISION
Moved Cr Egerton-Warburton, seconded Cr Beech that the Audit Committee recommends to the Council that the Shire of Cranbrook’s Compliance Audit Return for the period 1 January to 31 December 2015, as attached, be adopted.

Carried 9/0
7. **CLOSURE OF MEETING**

There being no further business to discuss the Chairperson, Cr Adams declared the meeting closed at 1.06pm.

Minutes Confirmed

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