

# AUDIT COMMITTEE MEETING

## MINUTES



For the Audit Committee Meeting held on

**16 March 2022**

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## MINUTES

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Slater declared the meeting open at 11:50am. The Chairperson alerted the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

### 2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

#### 2.1 ATTENDANCE

Chairperson	Cr PW (Peter) Slater
Councillors	Cr PM (Peter) Beech
	Cr RW (Robert) Johnson
	Cr JA (Jen) Quick
	Cr LM (Lee) Casson
	Cr P (Perin) Mulcahy
	Cr DM (Daisy) Egerton-Warburton
	Cr G (George) Pollard
Chief Executive Officer	Ms LA (Linda) Gray
Manager of Finance & Administration	Mrs DE (Diana) Marsh
Members of the Public	

#### 2.2 APOLOGIES

Manager of Works	Mr JE (Jeff) Alderton
Councillor	Cr PL (Phil) Horrocks

#### 2.3 APPROVED LEAVE OF ABSENCE

Nil

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

#### 3.1 AUDIT COMMITTEE MEETING – 16 February 2022

Moved Cr Quick, seconded Cr Johnson that the minutes from the Audit Committee Meeting held on 16 February 2022, be confirmed as a true and correct record.

Carried 8/0

## 4. GENERAL BUSINESS

### 4.1 COMPLIANCE AUDIT RETURN - 2021

<b>RESPONSIBLE OFFICER:</b>	Linda Gray – Chief Executive Officer
<b>REPORT AUTHOR:</b>	Linda Gray – Chief Executive Officer
<b>FILE REFERENCE:</b>	AD5
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	8 March 2022
<b>ATTACHMENTS:</b>	2021 Compliance Audit Return

#### Purpose

The purpose of this report is for the Audit Committee to consider the Compliance Audit Return (CAR) for the 2021 calendar year as required by the Local Government Act 1995.

#### Background

The CAR is one of the tools that allow 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 2021 against the requirements included in the Local Government (Audit) Regulations. In previous years, the CAR has been completed by the Manager of Corporate and Community, but with a change of staff and a very short timeframe it was decided that it would be a good opportunity to get an independent reviewer.

#### Officers Comment

The current structure of the CAR is restricted to the areas of compliance of those considered high risk. The Audit Committee is 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 Sport and Cultural Industries.

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 Sport and Cultural Industries by 31 March 2022.

The Compliance Audit Return is attached and it should be noted by Council that there are some negative findings this year being a total of 5/98 being 5%, all of these have been addressed: -

Tenders	2 out of 22
Commercial Trading Activities	0 out of 5
Delegations of Power	3 out of 13
Disclosure of Interest	0 out of 25
Disposal of Property	0 out of 2
Elections	0 out of 3
Integrated Planning	0 out of 3
Finance	0 out of 7
LG Employees	0 out of 6
Official Conduct	0 out of 3
Optional Questions	0 out of 9

### **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 risks associated with matters in this report are:

- Failure to fulfil Statutory, Regulatory or Compliance Requirements

The **impact** of the risk is Non-Compliance

The **consequences** 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 and any errors identified are rectified immediately and processes put in place to ensure the sustainability of the corrections. By employing a consultant on occasions also ensures that fresh eyes can refresh the process.

### **Strategic Community Plan Reference**

The 2021-2031 Shire of Cranbrook, Strategic Community Plan states that:

**Outcome 16 – High Performing Shire:** An accountable and respected Shire, investing in its people and structures.

**Deliverable 16.1:** A Shire and supporting entities are well-governed with delineated roles and accountabilities.

### **Consultation**

Diana Marsh, Manager of Finance and Administration

Jeff Alderton, Manager of Works

Steven Tweedie, Consultant

### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION/COMMITTEE RESOLUTION**

**Moved Cr Pollard, seconded Cr Johnson 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 2021, as attached, be adopted.**

**Carried 8/0**

## **5. CLOSURE OF MEETING**

There being no further business to discuss the Chairperson, Cr Slater declared the meeting closed at 11:52am.