



CONFIDENTIAL

Shire of Wyalkatchem Audit and Risk Committee (ARC)

held on Thursday 21 March 2024,

commencing at 3.30pm in the Council Chambers,

Honour Avenue, Wyalkatchem

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

“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; and*
 - ii.** the scope of audits; and*
 - 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; and**

- 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.”**

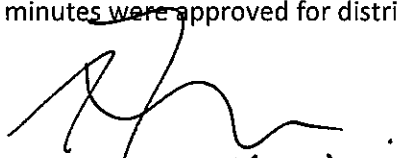
Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence "Unconfirmed" until the following Audit and Risk Management Meeting where the minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Presiding Member

Unconfirmed Minutes


These minutes were approved for distribution on 21 March 2024


Sabine Taylor
Chief Executive Officer
Shire of Wyalkatchem

21 Mar '24

Confirmed Minutes

These minutes were confirmed at the Audit and Risk Committee Management Meeting on 21 March 2024

Signed: 
Cr Christy Petchell, Chairperson
Shire of Wyalkatchem

21/3/24

Note: The Presiding Member at the meeting at which the minutes where confirmed is the person who signs above.

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting

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1. DECLARATION OF OPENING

Cr Petchell declared the meeting open at 3:37pm

2. PUBLIC QUESTION TIME

Public question time opened at 3:37pm

There weren't any members of the public.

Public question time closed at 3:37pm

3. ATTENDANCE

Cr. Owen Garner	Shire President, Deputy Chair
Cr. Christy Petchell	Deputy President and Chairperson
Cr. Mischa Stratford	
Cr Christopher Loton	
Cr. Tracy Dickson	
Cr. Justin Begley	

Staff:

Sabine Taylor	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services
Stephanie Elvidge	Governance Executive Officer

3.1. Apologies

Rod Lawson Kerr

3.2. Approved Leave of Absence

Nil

3.3. Applications for Leave of Absence

Nil

4. DECLARATIONS OF INTEREST

Nil

5. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSIONS

Nil

6. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Item 7.2 Risk Management – Compliance Audit Return.

7. MATTERS REQUIRING A COMMITTEE DECISION

7.1. CORPORATE SERVICES REPORTS

Nil

7.2. RISK MANAGEMENT

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COMMITTEE RESOLUTION

(01/2024) Moved: Cr Begley Seconded: Cr Dickson

That Council close the meeting to members of the public under Sec. 5.23 of the Local Government Act 1995 as the meeting will be dealing with:

a matter that if disclosed, would reveal —

(i) information that has a commercial value to a person; or

(ii) information about the business, professional, commercial or financial affairs of a person.

CARRIED 6/0

7.2.1. COMPLIANCE AUDIT RETURN 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interests to disclose
File Number:	12.19.01
Attachment Reference:	Attachment 6.2.1.1 – 2023 Compliance Audit Return (CAR) Attachment 6.2.1.2 – 2023 CAR Action Plan

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COMMITTEE RESOLUTION

(02/2024) Moved: Cr Garner Seconded: Cr Loton

That the Audit and Risk Committee:

- 1. Receives the 2023 Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as per attachment 6.2.1.***
- 2. Notes the areas of non-compliance within the 2023 Compliance Audit Return and anticipates receiving the 2023 Compliance Audit Return Management Action Plan.***
- 3. Recommends that Council:***

- i. ***Adopts the 2023 Compliance Audit Return for the period 1 January 2023 to 31 December 2023.***
- ii. ***Notes the areas of non-compliance within the 2023 Compliance Audit Return and anticipates receiving the 2023 Compliance Audit Return Management Action Plan.***
- iii. ***Submit a certified copy of the 2023 Compliance Audit Return to the Director General of the Department of Local Government, Sport and Cultural Industries.***

CARRIED 6/0

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996*. The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department).

The period examined by this audit is 1 January to 31 December 2023.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee
- Considered and adopted by Council
- Certified by the President and CEO following Council adoption
- Submitted together with a copy of the Council Minutes to the Department.

The report assists the Shire of Wyalkatchem to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance Audits by Local Governments.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

This matter promotes the following Strategic Community Plan goal.

Goal 10

Outcome No.	Outcome
Transparent, accountable and effective governance	<ul style="list-style-type: none">• Ensuring a well-informed Council makes good decisions for the community• Ensuring sound financial management and plans for the Shire’s long term financial sustainability• High quality corporate governance, accountability and compliance Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COMMITTEE RESOLUTION

(03/2024) Moved: Cr Garner Seconded: Cr Dickson

That Council moves out from behind closed doors.

CARRIED 6/0

OFFICER’S RECOMMENDATION / COMMITTEE RESOLUTION

(04/2022) Moved: Cr Begley Seconded: Cr Garner

That the meeting be adjourned at 3:47pm

CARRIED 6/0

OFFICER’S RECOMMENDATION / COMMITTEE RESOLUTION

(05/2022) Moved: Cr Dickson Seconded: Cr Garner

That the meeting be resumed at 4pm to consider Item 6.2 Confirmation of Minutes 21 March 2024.

CARRIED 6/0

8. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4pm.