

SHIRE OF JERRAMUNGUP



MINUTES

MEETING OF AUDIT COMMITTEE

18th FEBRUARY 2015

MINUTES FOR MEETING OF AUDIT COMMITTEE HELD IN THE COUNCIL CHAMBERS, JERRAMUNGUP ON WEDNESDAY 18th FEBRUARY 2015 COMMENCING AT 11:00am.

MINUTES

1. OPEN AND WELCOME

The President declared the meeting open at 11.00am.

2. RECORD OF ATTENDANCE

Cr Lester	President
Cr Iffla	Deputy President
Cr Bailey	Member
Cr Trevaskis	Member
Cr Leenhouders	Member
Cr Parsons	Member
Cr Daniel	Member
Mr B Bailey	Chief Executive Officer
Mrs C Solomon	Acting Deputy Chief Executive Officer

3. PUBLIC QUESTION TIME

Nil

4. CONFIRMATION OF MINUTES

That the minutes of the Audit Committee held 21st May 2014 be received.

Moved Cr Daniel / Seconded Cr Iffla

That the minutes of the Audit Committee held 21st May 2014 be received.

Carried 7-0

5. ITEMS FOR AUDIT COMMITTEE RESOLUTION

- 5.1** Compliance Audit Return 2014
- 5.2** Teleconference with Council's auditor Russell Harrison to discuss 13/14 financial year performance and audit reports.
- 5.3** Chief Executive's Review of Risk Management, Internal Control and Legislative Compliance

SUBMISSION TO:	Administration
AGENDA REFERENCE:	5.1
SUBJECT:	Compliance Audit Return 2014
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	Shire of Jerramungup
FILE REFERENCE:	
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	11 th February 2015

SUMMARY

This agenda item discusses the compliance audit return for 2014. The recommendation is to recommend the adoption of the compliance return by Council.

ATTACHMENT

Compliance Audit Return 2014

BACKGROUND

The compliance return is a statutory requirement which Council is to complete each year evaluating areas of compliance with the Local Government Act 1995 and relevant regulations. The compliance period ranges from 1 January 2014 to 31 December 2014.

CONSULTATION

Executive Officers
Audit Reports

COMMENT

In carrying out the compliance return for 2014 there were no areas of non-compliance identified.

STATUTORY REQUIREMENTS

Local Government Audit Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
 - (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and

- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

STRATEGIC IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Audit Committee recommend that Council adopt the Compliance Audit Return for 2014.

Moved Cr Leenhouders / Seconded Cr Trevaskis

That the Audit Committee recommend that Council adopt the Compliance Audit Return for 2014.

Carried 7-0

Moved Cr Leenhouders / Seconded Cr Iffla

That the Audit Committee approves the use of telecommunications and holds a teleconference with Council's auditor Russell Harrison to discuss 13/14 financial year performance and audit reports.

Carried 7-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	5.3
SUBJECT:	Chief Executive's Review of Risk Management, Internal Control and Legislative Compliance
LOCATION/ADDRESS:	
NAME OF APPLICANT:	N/A
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	1 st February 2015

SUMMARY

This item addresses the requirement for the Audit Committee to receive the Chief Executive Officer's biennial review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance.

ATTACHMENT

Risk Management Profile and Reporting Tool

BACKGROUND

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance at least once every two years. The outcome of that review is required to be reported to the Audit Committee.

CONSULTATION

Executive Officers

COMMENT

The Department of Local Government and Communities' Local Government Guideline No 9 - Audit in Local Government (Guideline) describes the issues that should be considered when undertaking a review of systems and procedures in relation to risk management, internal controls and legislative compliance. The Chief Executive Officer's review of systems and procedures has considered each of the issues detailed in the Guideline. The outcome of the review is provided in Appendix 5.2A.

The review has concluded that the Shire has sound and effective systems and procedures in place in relation to risk management, internal controls and legislative compliance. Importantly, the review found that staff are regularly reviewing systems and procedures to make improvements and the report attached as Appendix 5.2A details where work is currently occurring to strengthen and improve the Shire's approach to risk management, internal controls and legislative compliance.

STATUTORY REQUIREMENTS

Regulation 17 of the Local Government (Audit) Regulations 1996.

STRATEGIC IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Audit Committee resolves to recommend that Council receives the Chief Executive Officer's biennial review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls, and legislative compliance as detailed in the attachment.

Moved Cr Bailey / Seconded Cr Parsons

That the Audit Committee resolves to recommend that Council receives the Chief Executive Officer's biennial review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls, and legislative compliance as detailed in the attachment.

Carried 7-0

6. **GENERAL BUSINESS**

Nil

7. **CLOSURE**

The President declared the meeting closed at 12.20pm.