



SHIRE OF WOODANILLING



Unconfirmed
Audit Committee Meeting
Minutes
21 March 2023

DISCLAIMER

This agenda has yet to be dealt with by the Audit Committee. The recommendations shown at the foot of each item have yet to be considered by the Audit Committee and are not to be interpreted as being the position of the Audit Committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Audit Committee.

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AUDIT COMMITTEE MEETING MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Jefferies will declare the meeting open at 1.00 pm. The Chairperson will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

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

Present:

Cr S Jefferies Shire President

Cr P Morrell

Cr D Douglas

Cr T Brown

Cr B Smith

Officers:

Kellie Bartley Chief Executive Officer

Sue Dowson Deputy CEO

Mike Hudson Executive Manager

Infrastructure

Apologies:

Cr Thomson

Deputy Shire President

Observers:

3. APOLOGIES

Cr H Thomson has previous been granted leave of absence for all meetings to be held in the month of March 2023.

4. APPROVED LEAVE OF ABSENCE

Nil

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. DECLARATIONS OF COUNCILLORS OR OFFICERS INTEREST

Nil

8. CONFIRMATION OF PREVIOUS MINUTES:

8.1. AUDIT COMMITTEE MEETING 21 FEBRUARY 2023

COUNCIL DECISION

That the Minutes of the Audit Committee Meeting held 21 February 2023 be confirmed as a true and correct record of proceedings without amendment.

AUDIT COMMITTEE RESOLUTION ACM 10/03/2023

Moved Cr Douglas Seconded Cr Smith

That the minutes of the Audit Committee meeting held in the Shire of Woodanilling Council Chambers, on the 21 February 2023, be confirmed as true and correct record of the proceedings.

CARRIED 5/0

9. OFFICERS REPORTS

9.1. COMPLIANCE AUDIT RETURN 2022

File Reference	ADM0017
Date of Report	15 February 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author/s of Report	Sue Dowson, Deputy Chief Executive Officer Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachment	Attachment 9.1.1 – Compliance Audit Return 2022

BRIEF SUMMARY

The purpose of this report is for the Audit Committee to consider the Local Government Compliance Audit Return (CAR) for the period 1 January 2022 to 31 December 2022 and make a recommendation to Council to determine a position.

BACKGROUND/COMMENT

The Department of Local Government, Sport and Cultural Industries (DLGSC) requires all local governments to complete and lodge an annual Compliance Audit Return for the preceding year by 31 March in the following calendar year.

The annual return required responses in the following broad categories:

- Commercial Enterprises by Local Governments (5 questions);
- Delegation of Power/Duty (13 questions);
- Disclosure of Interest (21 questions);
- Disposal of Property (2 questions);
- Elections (3 questions);
- Finance (7 questions);
- Integrated Planning and Reporting (3 questions);
- Local Government Employees (5 questions);
- Official Conduct (8 questions);
- Other (9 questions); and
- Tenders for Providing Goods and Services (22 questions).

In general, the Shire has achieved in most categories however the IPR area is currently in progress. Responses were provided for each of the sections and is detailed in **ATTACHMENT 9.1.1**.

Provided for the Audit Committee is the completed annual Compliance Audit Return for the period 1 January 2022 to 31 December 2022 and subject to Council's formal acceptance it is proposed to lodge the completed return with the Department by 31 March 2023.

STATUTORY/LEGAL IMPLICATIONS

The Council is obliged to complete and submit the Woodanilling's Compliance Audit Return 2022 in accordance with the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*.

- Section 7.13(1)(i) of the *Local Government Act 1995* requires local governments to carry out, in the prescribed manner and in the form approved by the Minister an audit of compliance with statutory requirements prescribed in the *Local Government (Audit) Regulations 1996*.
- Regulation 13 of the *Local Government (Audit) Regulations 1996* details the statutory requirements that must be addressed within the compliance audit.

- Regulation 14 of the *Local Government (Audit) Regulations 1996* specifies the requirement to undertake a compliance audit for the annual period 1 January to 31 December and the process by which the audit return is to be considered by Council.
- Regulation 15 of the *Local Government (Audit) Regulations 1996* details the actions to be taken to certify the audit return and to submit the return by 31 March following the period to which the return relates.

POLICY IMPLICATIONS

There is no relevant plans or policies to consider in relation to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

CONSULTATION/COMMUNICATION

Consultation has been undertaken with relevant officers in regards to compliance requirements being met or not.

RISK MANAGEMENT

There is a risk that Council will be in breach of its statutory obligations should it not complete, and adopt the Compliance Audit Return 2022. Accordingly, it has been assessed that the level of risk is high.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Absolute Majority

AUDIT COMMITTEE RECOMMENDATION

That the Audit Committee recommend that Council:

1. Adopts the 2022 Local Government Compliance Audit Return for the period 1 January 2022 to 31 December 2022 as contained in **ATTACHMENT 9.1.1**; and
2. Authorises the Shire President and Chief Executive Officer to certify, in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*, the completed 2022 Compliance Audit Return and submit to the Department of Local Government, Sport and Cultural Industries.

AUDIT COMMITTEE RESOLUTION ACM 11/03/2023

Moved Cr Smith Seconded Cr Morrell

That the Audit Committee recommend that Council:

1. Adopts the 2022 Local Government Compliance Audit Return for the period 1 January 2022 to 31 December 2022 as contained in **ATTACHMENT 9.1.1**; and
2. Authorises the Shire President and Chief Executive Officer to certify, in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*, the completed 2022 Compliance Audit Return and submit to the Department of Local Government, Sport and Cultural Industries.

CARRIED BY AN ABSOLUTE MAJORITY

9.2. ADOPTION OF BUSINESS CONTINUITY PLAN - 2023

File Reference	ADM0044
Date of Report	15 February 2023
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author/s of Report	Gillian French, Special Projects Officer Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachment	Attachment 9.2.1 – Business Continuity Plan - 2023

BRIEF SUMMARY

The purpose of this report is for the Audit Committee to consider the Shire of Woodanilling's Business Continuity Plan - 2023 prior to being presented to Council for adoption.

BACKGROUND/COMMENT

The Business Continuity Plan (BCP) is aimed at ensuring the continuity of business operations, with minimal disruption, in the event of a disaster. Without such a plan, the Shire of Woodanilling may struggle to manage such an event amidst the confusion that often follows a disaster.

This plan will provide a structural approach to business continuity and disaster recovery planning. Through the provision of preventative measures recovery procedures, the impact of any potential disaster may be significantly reduced.

The absence of a Business Continuity Plan was noted in the review of Regulation 17 (December 2018) which helps the Shire of Woodanilling to ensure the commitment and objectives regarding managing any uncertainty that may impact the Shire's strategies, goals and objectives.

The framework includes the risk profiling tool identifying issues, actions, controls and treatments. Business disruption is identified as a risk profile. The Risk Management Framework risk management plans are to be reviewed annually.

The Shire of Woodanilling's Business Continuity Plan – 2023 is contained in **ATTACHMENT 9.2.1**

STATUTORY/LEGAL IMPLICATIONS

Regulation 17 of the *Local Government (Audit) Regulations 1996* is applicable and states:

17. *CEO to review certain systems and procedures*

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS

There are no relevant plans or policies to consider in relation to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report unless an event occurs.

STRATEGIC IMPLICATIONS

THEME 3

Law and Order

OBJECTIVES

To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management.

STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

GOALS

Local Emergency Management to ensure preparedness for local emergencies.

CONSULTATION/COMMUNICATION

Consultation has been undertaken with relevant officers in regards to compliance requirements being met or not.

RISK MANAGEMENT

In the absence of a BCT, the risk is considered "high" or "severe" as the BCP will assist in mitigating the Shire from risks associated with staffing, service interruption, compliance, reputation, finances and project delivery.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

VOTING REQUIREMENTS

Absolute Majority

AUDIT COMMITTEE RECOMMENDATION

With regard to the Business Continuity Plan, the Audit Committee recommend to Council that it:

1. Adopts the Shire of Woodanilling's Business Continuity Plan as contained in **ATTACHMENT 9.2.1.**

AUDIT COMMITTEE RECOMMENDATION ACM 12/03/2023

Moved Cr Morrell Seconded Cr Brown

With regard to the Business Continuity Plan, the Audit Committee recommend to Council that it;

- 1) Adopts the Shire of Woodanilling’s Business Continuity Plan as contained in **ATTACHMENT 9.2.1.**
CARRIED BY AN ABSOLUTE MAJORITY

10. CLOSURE OF MEETING

There being no further business to discuss the Chairperson, Cr Jefferies will declare the meeting closed at 1.06pm.

I certify that these minutes were confirmed at the Audit Committee Meeting held on the

.....Presiding Member – Councillor Jefferies

.....Date