



Agenda

Audit Committee Meeting

Thursday
12 August 2021

10.00am



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Charlie Brown
Chief Executive Officer

2/08/2021

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WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ wish to declare an interest in the following item to be considered by council at its meeting to be held on (2)

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

Financial pursuant to Sections 5.60A of the Local Government Act 1995
5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –

- (a). in a written notice given to the CEO before the meeting;
or
 - (b). at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Councillor's Claim for Sitting Fees and Travel

Councillor _____

Creditor No _____

<i>Date</i>	<i>Meeting</i>	<i>Sitting Fees</i>	<i>Travel Km's</i>	<i>Amount</i> 74 cents per km
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
12/8/2021	Audit Committee			

Fees payable are in accordance with the Local Government Act (5.98) – Administration Regulations (30)

Total		Total
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
04109	Line Item 370	04100
		<input style="width: 100%;" type="text"/>

TOTAL:

OTHER MEETINGS ATTENDED IN MONTH

Date	Meeting	Km's	Vehicle supplied?

Signature Date ←

Calculations Checked _____ Date _____

Goods Received / Payment Approved _____



AUDIT COMMITTEE MEETING TO BE HELD ON 12 AUGUST 2021

AGENDA SUMMARY and TABLE OF CONTENTS

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**SHIRE OF SANDSTONE
AUDIT COMMITTEE MEETING
TO BE HELD IN THE COUNCIL CHAMBERS, SANDSTONE,
ON THURSDAY 12TH AUGUST 2021**

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Bethel Walton, will declare the meeting open at 10.00am.

VISITORS

Nil

2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

3.0 ATTENDANCE

3.1 PRESENT

Cr B Walton	Presiding Member
Cr C Hodshon	Committee Member
Cr D Lefroy	Committee Member
Cr F May	Committee Member
Cr K Key	Committee Member

3.2 STAFF ATTENDING

Mr Charlie Brown	Chief Executive Officer
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3.3 APOLOGIES

3.4 APPROVED LEAVE OF ABSENCE

Cr V McQuie

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5.0 DECLARATION OF INTEREST

Nil

6.0 PUBLIC QUESTION TIME

6.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.2 PUBLIC QUESTIONS WITHOUT NOTICE

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

Staff Recommendation

Resolution No

Moved

Cr

Seconded

Cr

That the minutes of the Audit Committee Meeting held on 25 March 2021 are confirmed as a true and accurate record of proceedings

CARRIED

8.0 PRESENTATIONS

8.1 PETITIONS

Nil

8.2 PRESENTATIONS

2021 Audit Entrance Meeting with the Office of the Auditor General and Butler Settineri.
(Separate Agenda Attached)

8.3 DEPUTATIONS

Nil

8.4 DELEGATES REPORTS

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER'S REPORTS

9.1.1 Report on Other Legal and Regulatory Requirements

Agenda Reference:	CEO 01/21
Location/Address:	Shire of Sandstone
Name of Applicant:	Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	2 August 2021
Author:	Charlie Brown, Chief Executive Officer

Summary

To address issues raised in the Auditors Generals report from the audit for the year ended 30 June 2020.

Attachments

- 9.1.1 (A) Independent Auditors Report.
- 9.1.1 (B) Audit Report on Legal & Regulatory Requirements.

Background

The 2019/2020 audit was finalised in July 2021, this report was delayed due to changes to regulations in November 2020 and staff changes that delayed the finalisation.

Comment

The auditors reported the following that require action.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a) The Own Source Revenue Coverage Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the last three years. The financial ratios are reported at Note 26 of the financial report.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
 - a) Changes made to the supplier and employee master files were not independently reviewed and authorised. This increased the risk of unauthorised changes to key information, although our audit sampling did not identify any.
 - b) Accounting journal entries were processed with no evidence of independent review and approval by a senior staff member. Accounting journals can represent significant adjustments to previously approved accounting transactions and

should therefore be independently reviewed and approved with evidence of this review being retained.

- c) We noted that the reconciliations for fixed assets were not prepared and reviewed in a timely manner for the majority of the financial year ended 30 June 2020.
- d) We noted that a register of portable and attractive assets under the value of \$5,000 has not been maintained in order to meet the requirements under Regulation 17B of the Local Government (Financial Management) Regulations 1996. This increases the risk of theft or loss of portable and attractive assets.

These items are addressed in attachment 9.1.1 (A)

Consultation

Nil

Statutory Environment

Local Government (Audit) Regulations 1996 Regulations 14 and 15

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation

MOVED:

SECONDED:

That the Audit Committee recommend Council,

- 1. Receive the attached 2019-20 Action Report. Report on Actions to be Implemented**
- 2. Recommend the endorsement of the attached 2019-20 Action Report – Report on Actions to be Implemented.**
- 3. Following the endorsement of the Report by Council, authorise the CEO to forward a copy of the report to the Minister and to publish the report on the Shire of Sandstone's official website.**

Carried/Not Carried (?/?)

9.1.2 Changes to Electoral Regulations

Agenda Reference:	CEO 02/21
Location/Address:	Shire of Sandstone
Name of Applicant:	Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	2 August 2021
Author:	Charlie Brown, Chief Executive Officer

Summary

To advise Councillors of recent changes to the Local Government (Election) Regulations.

Attachments

9.1.2 (A) Local Government (Elections) Amendment Regulations.

Background

Local government elections are held every two years, the last being 2019. Changes to the regulations were discussed at that time. These changes have now been gazetted.

Comment

The department of Local Government, Sport and Cultural Industries, recently advised of the changes made to the regulations.

Local Government (Elections) Amendment Regulations 2021

The Local Government (Elections) Amendment Regulations 2021 come into effect on 2 August 2021.

These regulations deal with an update to the mandatory induction course for prospective candidates, requirements for candidate nomination forms in relation to the mandatory induction course and changes to the calculation of the length of candidate profiles.

Important information regarding these updates is on the DLGSC website.

Please note, individuals who completed the mandatory induction course before 31 May 2021 will be required to complete the updated course to be eligible to nominate as a candidate.

Individuals who completed the updated mandatory induction course from 31 May to 1 August 2021 are not required to do the course again; but will be required to include the reference number and date of completion on their nomination form.

Consultation

Nil

Statutory Environment

Local Government (Election) Regulations

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation

Resolution No

MOVED: Cr

SECONDED: Cr

That council note the changes to the Local Government (Election) Regulations.

Carried/Not Carried (??)

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

12. MEETING CLOSED TO THE PUBLIC

12.1 MEETING CLOSED TO THE PUBLIC

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE TO THE PUBLIC

TIME AND DATE OF NEXT MEETING

Meetings will be called as required.

13 CLOSURE OF MEETING

There being no further business, the Presiding member closed the meeting at _____ AM

CERTIFICATION

I, Cr Beth Walton, certify that the minutes of the meeting held on the 25th March 2021 as shown were confirmed as a true record at the meeting held on the 12th August 2021

Presiding Member

Date: _____