



18 MAY 2021

**AUDIT & RISK COMMITTEE
MEETING, COUNCIL CHAMBERS
AT 10:30AM.**

AGENDA

CONTENTS

1. OPENING	2
2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	2
2.1 Members Present.....	2
2.2 Staff In Attendance	2
2.3 Observers And Visitors	2
2.4 Apologies and Approved Leave of Absence	2
3. DECLARATIONS OF INTEREST	2
4. CONFIRMATION OF MINUTES	3
4.1 Minutes Audit and Risk Committee Meeting 27 April 2021	3
5. OFFICER REPORTS	4
5.1 Draft 2019/20 Annual Report	4
5.2 Annual Electors Meeting	6
6. NEW BUSINESS ARISING BY ORDER OF THE MEETING	8
7. CLOSURE	8

1. OPENING

The Chairperson to declare the meeting open.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DC White	Chairperson
Cr DW Davis	Shire President
Cr CJ Pepper	Deputy President
Cr P Gogol	
Cr CJ Lawlor	
Cr SW Martin	
Cr TF McLaughlin	
Cr TWT Seed	

2.2 Staff In Attendance

Mr SP Gollan	Chief Executive Officer
Mrs A Lewis	Executive Assistant

2.3 Observers And Visitors

Nil

2.4 Apologies and Approved Leave of Absence

Mr SK Marshall	Deputy Chief Executive Officer
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3. DECLARATIONS OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 Minutes Audit and Risk Committee Meeting 27 April 2021

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held 27 April 2021 be confirmed.

5. OFFICER REPORTS

5.1 Draft 2019/20 Annual Report

SUBMISSION TO: Audit & Risk Committee 18 May 2021
REPORT DATE: 12 May 2021
APPLICANT: N/A
FILE REFERENCE: ADM 0199
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Draft 2019/20 Annual Report (under separate cover)

SUMMARY

The Audit and Risk Committee to consider recommending to Council that the 2019/20 Annual Report be approved.

BACKGROUND

The 2019/20 Annual Report has been produced in-house by Shire Staff and was audited by AMD Chartered Accountants and the Office of the Auditor General throughout 2020-21. The Financial Report was received by Council at its Ordinary Council Meeting 27 April 2021. The final sign off was received by the OAG on Friday 7 May 2021.

COMMENT

The 2019/20 Annual Report is attached for the Committees consideration.

The 2019/20 Annual Report document has been designed and formatted by Workhouse Advertising.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* outlines the following in relation to the Annual Report:

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]*
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —

- (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with;
- and
- (iii) any other details that the regulations may require;
- and such other information as may be prescribed.

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* *Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Local Government (Financial Management) Regulations 1996 provide:

51. Completion of financial report

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommend to Council that

1. the 2019/20 Annual Report be approved;
2. a minimum of 14 days public notice of the availability of the 2019/20 Annual Report be given; and
3. the 2019/20 Annual Report be forwarded to the Department of Local Government.

5.2 Annual Electors Meeting

SUBMISSION TO: Audit & Risk Committee 18 May 2021
REPORT DATE: 12 May 2021
APPLICANT: N/A
FILE REFERENCE: ADM 0047
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

The Audit and Risk Committee to consider recommending to Council a suitable date to hold the Annual Electors Meeting.

BACKGROUND

Following the receipt of the Annual Report, a suitable date must be chosen to convene the Annual Electors Meeting.

COMMENT

As per legislation, an Electors Meeting must be held within 56 days of Council receiving the corresponding financial year's Annual Report.

The last Annual Electors Meeting was held in the evening of Monday 25 November 2019 commencing at 6pm at the Cornerstone Building.

Should the Annual report be received at the Council meeting on Tuesday 25 May 2021, the last date on which the Annual Electors Meeting can be held is Monday 19 July 2021.

As staff are already preparing for the next interim audit and the new budget, it is essential to complete the 2019-20 requirements as soon as possible. Due to the 14 day advertising requirement of the availability of the 2019/20 Annual Report, Monday 14 June 2021 would seem to be appropriate. The meeting would be advertised in the Beverley Bulletin, the Shire Facebook page and the Shire of Beverley website. It is unknown if it's possible to advertise in the Blarney as the closure date is 22 May.

STATUTORY ENVIRONMENT

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee recommend to Council that the Annual Electors Meeting be held on Monday 14 June 2021 commencing at 6pm.

6. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil

7. CLOSURE

The Chairman to close the meeting.