



TOWN OF

Bassendean

AGENDA

Audit and Governance Committee

Wednesday 6 March 2024

Notice is hereby given of the meeting

to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean WA 6054,

commencing at 5:30 pm

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**1 Declaration Of Opening; Acknowledgment of Country;
Acknowledgment of Visitors; Disclaimer**

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2 Announcements by the Presiding Member without Discussion

3 Attendances, Apologies and Leave of Absence

4 Declarations of Interest

5 Presentations or Deputations

6 Confirmation of Minutes

6.1 Confirmation of Minutes	
Attachments	1. MINUTES December [6.1.1 - 7 pages]

Officer Recommendation – Item 6.1

That the minutes of the Audit and Governance Committee meeting held on Wednesday 13 December 2023 be received and confirmed as a true and correct record.

Voting requirements: Simple Majority

7 Business Deferred from Previous Meeting

8 Reports

8.1 Compliance Audit Return 2023	
Property Address	
Landowner/Applicant	
File Reference	GOVR/LREGLIA/15
Directorate	Corporate Services
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Compliance Audit Return 2023 [8.1.1 - 12 pages]

Purpose

The purpose of this report is for the Audit and Governance Committee to consider the Compliance Audit Return (CAR) 2023 for the Town of Bassendean for the calendar year 1 January 2023 to 31 December 2023.

Background

All Local Governments are required, by 31 March each year, to submit an annual CAR to the Department of Local Government, Sport and Cultural Industries (DLGSC) for the previous calendar year. The CAR is used to measure the level of compliance with the Local Government Act 1995 and associated Regulations.

Communication and Engagement

Internal liaison with relevant staff.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions
6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

The CAR is one of the tools that allows Council to monitor how the organisation is functioning. It places emphasis on the need to bring to Council's attention issues of non or partial compliance.

In addition to explaining or qualifying cases of non-compliance, the return also requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance. The compliance areas covered in the CAR are as follows:

Topic	Number of Questions
Commercial Enterprises by Local Governments	5
Delegation of Power / Duty	13
Disclosure of Interest	21
Disposal of Property	2
Elections	3
Finance	7
Integrated Planning and Reporting	3
Local Government Employees	5
Official Conduct	4
Optional Questions	9
Tenders for Providing Goods and Services	22

In the current reporting period, there were no instances of non-compliance.

Statutory Requirements

Under regulation 14(3A) of the Local Government (Audit) Regulations 1996, the Audit and Governance Committee is to review the CAR and report to Council the results of that review. The CAR is then to be presented to Council for adoption and the resolution recorded in the minutes.

Financial Considerations

Nil

Risk Management Implications

Financial Risk
Medium

Failure to adopt the CAR within the statutory timeframe will place the Town in breach of the Act. This could lead to reputational damage both within the community and with the Failure to adopt the CAR within the statutory timeframe will place the Town in breach of the Act. This could lead to reputational damage both within the community and with the DLGSC.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 8.1

That the Committee recommends that Council adopts the Local Government 2023 Compliance Audit Return for the Town of Bassendean for the period 1 January 2023 to 31 December 2023, as attached to this report.

Voting requirements: Simple Majority

8.2 Audit Findings Log	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL - March 2024 Audit Findings Log [8.2.1 - 13 pages]

Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town’s Audit Findings Log, with updated actions since the meeting of the Committee on 13 December 2023.

Background

The Audit Findings Log presents a summary of the audit findings and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken or proposed to address the recommendations.

Proposal

For the Audit and Governance Committee to receive the Audit Findings Log and consider the action taken or proposed to address the recommendations.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.1 Make brave decisions in line with a risk appetite

6.3 Ensure operational activities reflect the strategic focus of Council

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

6.6 Respond effectively and efficiently to crises

Comment

No audits have been completed since the last meeting of the Committee on 13 December 2023.

The findings and recommendations from the 2022/23 Financial Audit and the Information Technology General Controls Audit completed by the Auditor General and tabled at the December 2023 meeting of the Committee have been incorporated into the Audit Findings Log.

Statutory Requirements

Local Government (Audit) Regulations 1996, Regulation 16, states:

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) 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;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

Financial Considerations

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. The Town's Purchasing Policy and Procurement Framework will govern any required engagements.

Risk Management Implications

Financial Risk
Medium

Risk implications are detailed in the Audit Findings Log.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – 18.2

That the Audit and Governance Committee receives the Audit Findings Log and notes the action taken or proposed to address the recommendations.

Voting requirements: Simple Majority

9 Motions of Which Previous Notice Has Been Given

10 Announcements of Notices of Motion for the Next Meeting

11 Confidential Business

12 Closure

The next Audit and Governance Committee will be held on Wednesday 12 June 2024 commencing at 5.30pm.