



Attachments

Audit Committee Meeting
Tuesday, 19 March 2024

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MINUTES FROM PREVIOUS MEETINGS

AUDIT COMMITTEE MEETING HELD 19 DECEMBER 2023 (ATTACHMENT 4.1)

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

COMMITTEE RECOMMENDATION:

That the Minutes and associated attachments of the Audit Committee of the Shire of Ravensthorpe held on 19 December 2023 (Attachment 4.1) be confirmed as a true and correct record.

Moved: _____

Seconded: _____

Carried __/

ATTACHMENTS 4.1



Unconfirmed Minutes

Audit Committee Meeting
Tuesday, 19 December
2023



NOTICE OF MEETING

Shire of Ravensthorpe Audit Committee Meeting

Tuesday, 19 December 2023
commencing at 4.30pm

Council Chambers
Ravensthorpe

Matthew Bird
Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission, statement or intimation occurring during the Council/Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.

DISCLOSURE OF INTEREST FORM

(Elected Members/Committee Members/Employees/Contractors)

To: Chief Executive Officer

Local Government Act 1995 (Section 5.65, 5.70, 5.71 & 5.71(B))

Name

☐ Elected Member ☐ Committee Member ☐ Employee ☐ Contractor

☐ Ordinary Council Meeting held on

☐ Special Council Meeting held on

☐ Committee Meeting held on

☐ Other

Report No

Report Title

Type of Interest (*see overleaf for further information)

☐ Proximity

☐ Financial

☐ Impartiality

Nature of Interest

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

Signed: _____ Date: _____

- **Note 1** - Elected Members/ Committee Members/Employees refer to the Disclosure of Interest Declaration card when disclosure is being read out at Council or Committee Meeting.
- **Note 2**: For Ordinary meetings of the Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.
- **Note 3**: Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

CEO: _____

Signed: _____

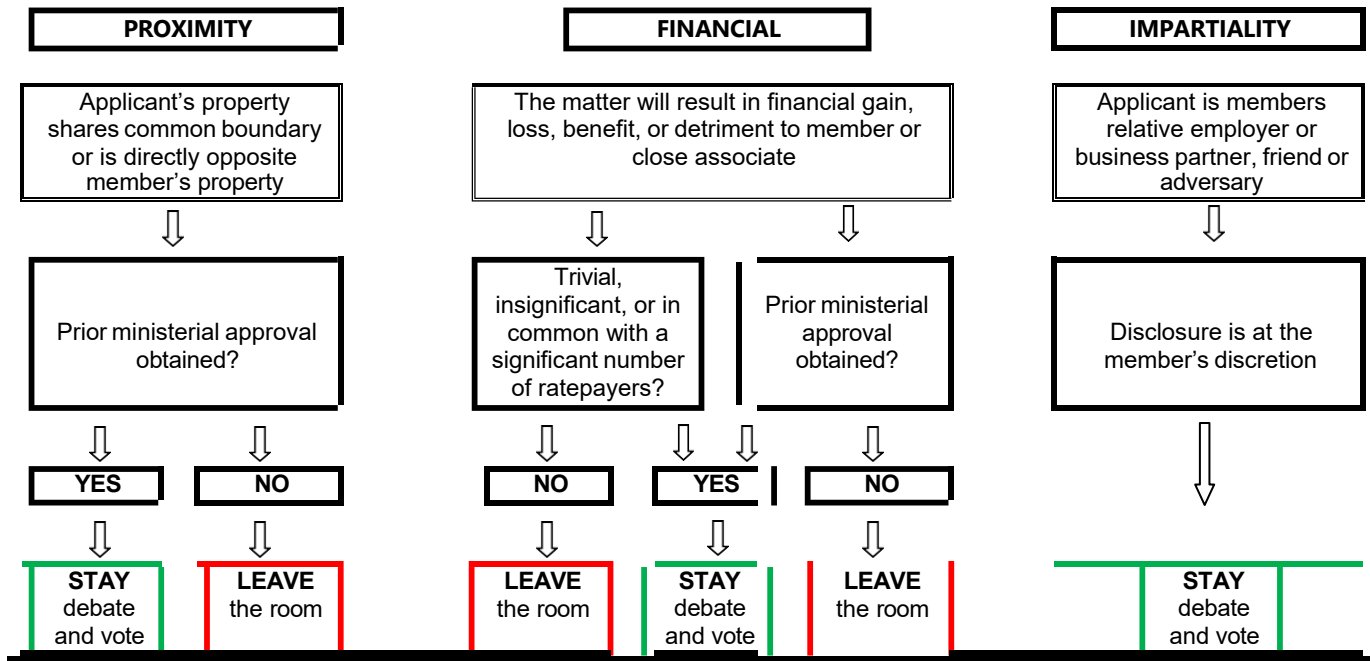
Date: _____

OFFICE USE ONLY

☐ Particulars recorded in Minutes

☐ Particulars recorded in Register

* Declaring an Interest



Local Government Act 1995 – Extract

s.5.60A - Financial Interest

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.

s.5.60B – Proximity Interest

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; or
- (b) a proposed change to the zoning or use of land that adjoins the person's land; or
- (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be 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. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:
 - (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

- (1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must if required to do so by the council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

5.71A. - CEOs to disclose interests relating to gifts in connection with advice or reports

- (1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.
- (2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).
- (3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.

Local Government (Administration) Regulations 1996 – Extract - In this clause and in accordance with Regulation 19AA "Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an association.

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AGENDA

Mission Statement *To grow our community through the provision of leadership, services and infrastructure.*

1. DECLARATION OF OPENING

The Shire President declared the meeting open at 4.37pm.

The Shire President acknowledged the Traditional Owners of the land on which we meet, and paid respect to Elders past, present, and emerging.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Elected Members:

Cr Tom Major	(Shire President)
Cr Mark Mudie	(Deputy Shire President)
Cr Sue Leighton	
Cr Rachel Livingston	(electronically)
Cr Rachel Gibson	
Cr Graham Richardson	
Cr Robert Miloskeski	(electronically)

Staff:

Matthew Bird	(Chief Executive Officer)
Les Mainwaring	(Executive Manager Corporate Services)
Natalie Bell	(Executive Manager Projects & Regulatory Services)
Paul Spencer	(Executive Manager Infrastructure Services)

VISITORS

Nil

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MINUTES FROM PREVIOUS MEETINGS

AUDIT COMMITTEE MEETING HELD 21 MARCH 2023 (ATTACHMENT 'A')

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

AUDIT COMMITTEE DECISION

Moved by Cr Leighton and Seconded by Cr Mudie

That the Minutes and associated attachments of the Audit Committee of the Shire of Ravensthorpe held on 21 March 2023 (Attachment 'A') be confirmed as a true and correct record.

Motion put and carried by Simple Majority 7/0

5. 2022-2023 ANNUAL FINANCIAL REPORT AND 30 JUNE 2023 AUDIT REPORT

File Reference:	FM.AU.1
Location:	N/A
Applicant:	Audit Committee
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	20 November 2023
Disclosure of Interest:	Nil
Attachments:	1. Annual Financial Statements 30 June 2023 2. OAG Audit Opinion 30 June 2023 3. Final Management Letter 30 June 2023
Previous Reference:	Nil

PURPOSE

1. In accordance with section 7.12A(3) of the Local Government Act 1995, Council is required to examine the Auditors report for the year ending 30 June 2023 and is to determine if any matters raised by the Auditors require action to be taken.
2. A copy of the Auditors Report and the Annual Financial Report for the year ending 30 June 2023 is presented for adoption.
3. Council is required to set a date for the Annual General Meeting of Electors within 56 days of adopting the annual financial report.

BACKGROUND

4. This is the sixth year where the audit process has involved the Office of the Auditor General (OAG), in conjunction with contract auditors Moore Australia, and given that the previous audit sign offs have been (17/18) 28 June 2019, (18/19) 11 December 2019, (19/20) 11 March 2021 and (20/21) 28 July 2022, (21/22) 27 February 2023; we were looking forward to getting back to a December sign off to allow the timely arrangement of the annual electors meeting.
5. We are pleased to announce that we have received a current sign off of 07 December 2023 for the 2022/23 Annual Financial Report.
6. It is also worthwhile noting the recent audit history where the shire has had three completed audits in the past eighteen months, where normally you would expect three to be completed over three years, which gives some indication of the intensity that the corporate services staff have been under in giving due attention to the audit finalisations in tandem with other corporate priorities. Hopefully we are back to one every twelve months going forward.

COMMENT

7. The OAG, in conjunction with contracted auditors, Moore Australia, have completed the annual audit for the year ending 30 June 2023.
8. The OAG has returned the following audit opinion for the year ended 30 June 2023:

- a. *In my opinion the financial report of the Shire of Ravensthorpe:*
- *is based on proper accounts and records,*
 - *presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period, and*
 - *in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.*
9. Whilst the audit opinion is unqualified, the OAG has raised three significant and moderate matters where there is potentially a risk to the entity, or a concern that warrants action being taken, should the finding not be addressed by the entity promptly:
- a. Regional landfill facility - rehabilitation cost and provision
 - b. Fair value of infrastructure assets – frequency of valuations.
 - c. Property register – shire housing.
10. The Shire's management response to the audit findings are as follows:
- a. Regional landfill facility – rehabilitation cost and provision – Whilst the original rehabilitation costs have been indexed by inflation in the preceding years in an attempt to follow the trend of changing economic circumstances, we have undertaken to review the base rehabilitation calculations in line with our full infrastructure revaluations during 2023/24. There was also an observation that the current waste reserve balance was \$94,000 less than the current rehabilitation provision, therefore fortunately our 2023/24 budget includes a transfer to the Waste and Sewerage Reserve of \$201,746 which will provide an immediate response to that concern.
 - b. Fair value of infrastructure assets – frequency of valuations - For direct action the Shire will perform a full revaluation of infrastructure assets in 2023/24. Given that this has been an emerging issue triggered by the recent inflationary cycle, we did consult with the local government industry to determine the best approach in developing an annual management practice to monitor and assess a materiality position when determining whether it is appropriate to perform earlier revaluations than the current maximum 5-year cycle. In this instance we used inflationary economic data at 30 June 2023 of 6% to assess that this was material and made the change to increment all of our fair values of buildings and infrastructure asset classes. Unfortunately, the OAG were not satisfied with this interim desk type approach and advised that only a formal valuation would be acceptable, therefore all assets increments were reversed in favour of waiting for our formal valuation in 2023/24.
 - c. Property Register – Shire Housing – During the 2021 forensic audit it was noted that a property listing for the Shire houses was not maintained limiting the Shire's ability to ensure that property purchases were valid and were appropriately managed. This is the

last of the eleven forensic audit recommendations to be completed from July 2022 and we expect this to be in place by February 2024.

11. In accordance with the Local government Act, the general meeting of electors is to be held on a day no later than 56 days after Council has adopted the Annual Financial Report, therefore Council would be required to hold the annual meeting of electors no later than Tuesday 13 February 2023 if the report was adopted at the 19 December 2023 Ordinary Council Meeting.
12. The Audit Committee, which is comprised of full Council, is to meet with the auditor during each financial year with such meetings able to be held via teleconference. The Chief Executive Officer arranged an audit exit interview for the audit committee with OAG and Moore Australia on the 6 December 2023 via teleconference to discuss the 2022/23 audit findings.

CONSULTATION

13. All Councillors and Executive Team

STATUTORY ENVIRONMENT

14. *Local Government Act 1995 – Part 6 Financial Management; and Local Government (Financial Management) Regulations 1996* - Defines the processes and procedures that apply to the recording and reporting of financial matters.
15. *Local Government Act 1995 – Part 7 Audit; and Local Government (Audit) Regulations 1996* - Defines the audit of the financial accounts of local governments, including the conduct of audits.
16. *Local Government Act 1995 - 7.12A. Duties of local government with respect to audits* - A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to determine if any matters raised by the report, or reports, require action to be taken by the local government; and ensure that appropriate action is taken in respect of those matters.

POLICY IMPLICATIONS

17. Nil

FINANCIAL IMPLICATIONS

18. Nil.

RISK MANAGEMENT

19. Nil.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Override of Internal Controls	Possible	Moderate	Medium	Constantly monitor, review and reflect on adequacy and effectiveness of controls

Financial

Possible

Minor

Medium

Robust controls prevent the level and likelihood of loss

ALTERNATE OPTIONS

20. Nil.

STRATEGIC ALIGNMENT

21. This item is relevant to the Councils approved Strategic Community Plan 2021 and Corporate Business Plan 2021-2025

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed

VOTING REQUIREMENTS

22. Simple Majority

OFFICER RECOMMENDATION

That the Audit Committee recommend to Council that;

1. The 2022/23 Annual Financial Statements and auditors report for the year ended 30 June 2023, be accepted.
2. Council set the 2022/2023 Annual General Meeting of Electors within 56 days of the acceptance of the 2022/23 annual financial report, being Tuesday 6 February 2024.
3. The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.

AUDIT COMMITTEE DECISION

Moved by Cr Mudie and Seconded by Cr Richardson

That the Audit Committee recommend to Council that;

1. **The 2022/23 Annual Financial Statements and auditors report for the year ended 30 June 2023, be accepted.**
2. **Council set the 2022/2023 Annual General Meeting of Electors within 56 days of the acceptance of the 2022/23 annual financial report, being Tuesday 6 February 2024.**
3. **The annual report be provided to the Community, 2 weeks' prior to the Annual General Meeting of Electors.**

Motion put and carried by Simple Majority

7/0

9. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

Nil

10. CLOSURE

The Presiding Member declared the meeting closed at 4.58pm.

5. REPORTS OF OFFICERS

5.1 EXECUTIVE SERVICES

5.1.1 2023 COMPLIANCE AUDIT RETURN

File Reference:	GR AU1
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Executive Manager Corporate Services
Authorising Officer	Chief Executive Officer
Date:	12 March 2024
Disclosure of Interest:	Nil
Attachments:	5.1 Ravensthorpe Compliance Audit Return 2023
Previous Reference:	Nil

PURPOSE

1. This report seeks Audit Committee endorsement that recommends the adoption of the Local Government Compliance Audit Return for the 2023 calendar year period 1 January 2023 to 31 December 2023.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That the Audit Committee recommend to Council that:

Council ADOPT the Compliance Audit Return for the period 1 January 2023 to 31 December 2023 and that a certified copy by the President and Chief Executive Officer be forwarded to the Department of Local Government, Sport and Cultural Industries within 14 days of adoption.

Moved: _____

Seconded: _____

Carried: __/

ATTACHMENTS 5.1

Compliance Audit Return Form

Start <input type="checkbox"/>
Details <input type="checkbox"/>
Commercial Enterprises <input type="checkbox"/>
Delegation <input type="checkbox"/>
Disclosure of Interest <input type="checkbox"/>
Disposal of Property <input type="checkbox"/>
Elections <input type="checkbox"/>
Finance <input type="checkbox"/>
IPR <input type="checkbox"/>
Employees <input type="checkbox"/>
Conduct <input type="checkbox"/>
Other <input type="checkbox"/>
Tenders <input type="checkbox"/>
Documents <input type="checkbox"/>
Review

Finalise

Print

Details

Local Government

Ravensthorpe, Shire of

Created By

Les Mainwaring

Year of Return

2023

Commercial Enterprises by Local Governments

1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023? *

N/A

☐ Add comments

—

2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2023? *

N/A

☐ Add comments

—

3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023? *

N/A

☐ Add comments

—

4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023? *

N/A

☐ Add comments

—

5. During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? *

N/A

☐ **Add comments**

—

Delegation of Power/Duty

1. Were all delegations to committees resolved by absolute majority? *

N/A

☐ **Add comments**

—

2. Were all delegations to committees in writing? *

N/A

☐ **Add comments**

—

3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *

N/A

☐ **Add comments**

—

4. Were all delegations to committees recorded in a register of delegations? *

N/A

☐ **Add comments**

5. Has council reviewed delegations to its committees in the 2022/2023 financial year? *

N/A

☐ **Add comments**

6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *

Yes

☐ **Add comments**

7. Were all delegations to the CEO resolved by an absolute majority? *

Yes

☐ **Add comments**

8. Were all delegations to the CEO in writing? *

Yes

☐ **Add comments**

9. Were all delegations by the CEO to any employee in writing? *

Yes

☐ **Add comments**

—

10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority? *

Yes

☐ **Add comments**

—

11. Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees? *

Yes

☐ **Add comments**

—

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year? *

Yes

☐ **Add comments**

—

13. Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19? *

Yes

☐ **Add comments**

Disclosure of Interest

1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? *

Yes

☐ Add comments

2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *

Yes

☐ Add comments

3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made? *

Yes

☐ Add comments

4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? *

No

☒ Add comments

Please enter comments *

Two elected members

5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023? *

Yes

☐ **Add comments**

—

6. On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return? *

Yes

☐ **Add comments**

—

7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *

Yes

☐ **Add comments**

—

8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *

Yes

☐ **Add comments**

—

9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *

Yes

☐ **Add comments**

—

10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *

Yes

☐ **Add comments**

—

11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *

N/A

☐ **Add comments**

—

12. Did the CEO publish an up-to-date version of the gift register on the local government's website? *

N/A

☐ **Add comments**

—

13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people? *

N/A

☐ **Add comments**

14. Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure? *

Yes

☐ **Add comments**

15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *

Yes

☐ **Add comments**

16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *

N/A

☐ **Add comments**

17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *

N/A

☐ **Add comments**

18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct? *

Yes

☐ **Add comments**

—

19. Did the local government adopt additional requirements in addition to the model code of conduct? *

No

☒ **Add comments**

Please enter comments *

The local government has considered the model code of conduct acceptable.

20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *

Yes

☐ **Add comments**

—

21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? *

Yes

☐ **Add comments**

—

21a. Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website? *

No

Disposal of Property

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)? *

N/A

☐ Add comments

—

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property? *

N/A

☐ Add comments

—

Elections

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *

Yes

☐ Add comments

—

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *

Yes

☐ Add comments

—

3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *

Yes

☐ Add comments

—

Finance

1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *

Yes

☒ Add comments

Please enter comments *

Special Council Meeting 31 October 2023.

2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? *

N/A

☐ Add comments

—

3. Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023? *

Yes

☒ Add comments

Please enter comments *

Ordinary Council Meeting 19 December 2023

4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *

Yes

☐ Add comments

—

5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? *

Yes

☐ Add comments

—

6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *

Yes

☐ Add comments

—

7. Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit? *

Yes

☐ Add comments

—

Integrated Planning and Reporting

1. Has the local government adopted by absolute majority a strategic community plan? *

N/A

☐ Add comments

—

2. Has the local government adopted by absolute majority a corporate business plan? *

N/A

☐ Add comments

—

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? *

N/A

☐ Add comments

—

Local Government Employees

1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *

No

☒ Add comments

Please enter comments *

The Executive Manager Projects and Regulatory Services position was advertised on SEEK, Website, Facebook and Fitzgerald Business Network.

2. Was all information provided in applications for the position of CEO true and accurate? *

N/A

☐ Add comments

—

3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *

N/A

☐ **Add comments**

—

4. Did the CEO inform council of each proposal to employ or dismiss senior employee? *

Yes

☐ **Add comments**

—

5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *

N/A

☐ **Add comments**

—

Official Conduct

1. Has the local government designated an employee to be its complaints officer? *

Yes

☐ **Add comments**

—

2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *

Yes

☐ **Add comments**

—

3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *

Yes

☐ **Add comments**

—

4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? *

No

☒ **Add comments**

Please enter comments *

No new complaints recorded 2023.

Other

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2) (c) within the three financial years prior to 31 December 2023?

No

☒ **Add comments**

Please enter comments *

Commencing 2021 the local government has undergone the most detailed of forensic and late audit compliance through to December 2023. Now that our auditing and reporting cycle is back in line we will be able to consider value added functions such as commencing an FM Review in 2024.

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023?

No

☒ **Add comments**

Please enter comments *

Commencing 2021 the local government has undergone the most detailed of forensic and late audit compliance through to December 2023. Now that our auditing and reporting cycle is back in line we will be able to consider value added functions such as commencing an FM Review in 2024.

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?

N/A

☐ **Add comments**

—

4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Yes

☐ **Add comments**

—

5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Yes

☐ **Add comments**

—

6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Yes

☐ **Add comments**

7. Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?

Yes

☐ **Add comments**

8. By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?

Yes

☐ **Add comments**

9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?

Yes

☐ **Add comments**

Tenders for Providing Goods and Services

1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *

Yes

☐ **Add comments**

2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? *

N/A

☒ **Add comments**

Please enter comments *

No over \$250,000 tenders were completed in 2023.

3. When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *

N/A

☐ **Add comments**

4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *

N/A

☐ **Add comments**

5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *

N/A

☐ **Add comments**

6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *

N/A

☐ Add comments

—

7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *

N/A

☐ Add comments

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8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *

N/A

☐ Add comments

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9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? *

N/A

☐ Add comments

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10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *

N/A

☐ Add comments

11. Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *

N/A

☐ **Add comments**

12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *

N/A

☐ **Add comments**

13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *

N/A

☐ **Add comments**

14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *

N/A

☐ **Add comments**

15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *

N/A

☐ **Add comments**

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16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *

N/A

☐ **Add comments**

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17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *

N/A

☐ **Add comments**

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18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *

N/A

☐ **Add comments**

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19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *

N/A

☐ **Add comments**

20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *

N/A

☐ **Add comments**

21. Did the CEO send each applicant written notice advising them of the outcome of their application? *

N/A

☐ **Add comments**

22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *

N/A

☒ **Add comments**

Please enter comments *

No new policy was adopted in 2023.

Documents

There are no notes to display.

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