



# AGENDA

**Audit and Risk Committee**  
**17 December 2024**





## NOTICE OF MEETING

Dear Committee Members,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Audit and Risk Committee Meeting has been convened for:

**Date:** Tuesday 17 December 2024

**At:** Shire Council Chambers  
1 Longhurst Street, Narembeen

**Commencing:** 4.00pm

**Rebecca McCall**  
**Chief Executive Officer**

11 December 2024

### DISCLAIMER

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

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

## Contents

<b>1. Official Opening and Welcome .....</b>	<b>4</b>
<b>2. Record of Attendance / Apologies / Leave of Absence.....</b>	<b>4</b>
<b>3. Disclosure of Interest .....</b>	<b>4</b>
<b>4. Public Question Time .....</b>	<b>4</b>
<b>5. Confirmation of Previous Meetings.....</b>	<b>4</b>
5.1 Audit and Risk Committee Meeting 17 September 2024 .....	4
<b>6. Officer Reports.....</b>	<b>5</b>
6.1 Risk Dashboard – Quarterly Report – November 2024 .....	5
6.2 Annual Report for the Year Ended 30 June 2024.....	8
<b>7. Other Business .....</b>	<b>12</b>
7.1 Local Government Financial Index - Workshop .....	12
7.2 Reform to Governance Committees .....	12
<b>8. Closure of Meeting.....</b>	<b>12</b>

**1. Official Opening and Welcome**

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	
Cr AM Hardham	

**Staff:**

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Ms K Conopo	Senior Administration Officer

**Member of Public:**

**Apologies:**

**3. Disclosure of Interest**

**4. Public Question Time**

**5. Confirmation of Previous Meetings**

**Attachment 5.1A**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officers Recommendation – Item 5.1**

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 17 September 2024, as presented, be confirmed as a true and correct record of proceedings.

## 6. Officer Reports

### 6.1 Risk Dashboard – Quarterly Report – November 2024

<b>Date:</b>	28 October 2024
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>File Reference</b>	ADM588
<b>Previous Meeting Reference</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>6.1A Risk Dashboard Quarterly Report – November 2024</b>

#### Purpose of Report

- Executive Decision  Legislative Requirement

#### Summary

This item presents the Risk Dashboard – quarterly monitoring report for September 2024 to the Audit and Risk Committee for consideration and receipt.

#### Background

The Risk Management Framework for the Shire of Narembeen sets out the approach to the identification, assessment, management, reporting and monitoring of risks. The objective is to ensure that all areas of the Shire adopt the outlined procedures to ensure:

- strong corporate governance;
- compliance with relevant legislation, regulations and internal policies;
- integrated Planning and Reporting requirements are met; and
- uncertainty and its effects on objectives are understood.

The Shire has adopted a ‘Three Lines of Defence’ model for the management of risk. This model ensures roles, responsibilities, and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the council, management, and community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate, and operational plans.

The Shire qualified its risk appetite through the development of the Shire’s Risk Assessment and Acceptance Criteria.

There is a requirement to assess and manager the risk profiles on an ongoing basis to monitor risks and treatments.

#### Comment

The quarterly review of risk profiles assessed emerging risks, control effectiveness and key indicator performance. Assigned actions are reflective of current risks and control environment.

Key indicators tolerances to be determined:

<b>Risk Theme – Provide Inaccurate Advice/Information</b>
Key Indicator – number of registered complaints (unresolved or not deemed to be immaterial)
<b>Risk Theme – Inadequate Engagement Practices</b>
Key Indicator – Number of complaints registered
Key Indicator – Number of complaints not responded to
Key Indicator – Community Satisfaction Survey Results

The following risk themes are listed on the Risk Register as the overall control rating was ‘inadequate’:

- Errors, Omissions and Delays
- Inadequate Document Management Process

### Consultation

Executive Manager Corporate Services

### Statutory Implications

The *Local Government Act 1995* and Regulation 17 of the *Local Government (Audit) Regulations* is applicable.

### Policy Implications

Risk Management Framework

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
 Objective: Well governed and efficiently managed Local Government  
 Strategy: 4.2 Compliant and resourced Local Government

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls in Place</b>	Risk Management Framework
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### **Financial Implications**

There are no financial implications to Council in relation to this item as the Risk Dashboard identifies and evaluates risk.

### **Voting Requirements**

- Simple Majority  Absolute Majority

### **Officers Recommendation – Item 6.1**

That Audit and Risk Committee receives the Risk Dashboard Quarterly Report – November 2024 as presented in Attachment 6.1A.

## 6.2 Annual Report for the Year Ended 30 June 2024

<b>Date:</b>	28 October 2024	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Ben Forbes, Executive Manager Corporate Services	
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services	
<b>File Reference</b>	FINANCIAL MANAGEMENT\ACCOUNTING\EOFY\2024 annual	
<b>Previous Meeting Reference</b>	Nil	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>6.2A</b>	<b>2024 Annual Report</b>
	<b>6.2B</b>	<b>2024 Financial Management Letter</b>
	<b>6.2C</b>	<b>2024 Independent Auditor's Report</b>

### Purpose of Report

- Executive Decision  Legislative Requirement

### Summary

For the Audit and Risk Committee to review and receive the 2024 Annual Report and accompanying documentation from the Shire's independent auditor, the Office of the Auditor General (OAG), and recommend the endorsement of these reports and the proposed date for the annual Elector's Meeting to Council.

### Background

A Local Government is to prepare an annual report each financial year containing such information as prescribed by the Local Government Act 1995 Section 5.53(2) and Regulation 19 of the Local Government (Administration) Regulations 1996 and in compliance with all current and applicable Australian Accounting Standards. This report, in addition to all associated accounting practices and records, is to be audited by an external party each year.

The audit of the financial statements is split into two components due to the quantity of work. Prior to 30 June an 'interim audit' is conducted to review profit and loss accounts and directly associated balance sheet accounts. After 30 June the 'annual audit' is conducted to review balance sheet accounts, associated methodologies and controls and general compliance with laws, regulations and accounting standards.

### Comment

The OAG has issued an unqualified audit opinion for the annual financial statements for the year ended 30 June 2024. This means that the OAG found no material misstatement in the financial statements or areas of non-compliance in the Shire's procedures and controls.

Management is confident in its ability to implement additional procedures and controls to correct areas of non-compliance.

Council should note that the Annual Elector's Meeting must be held within 56 days from the day the annual report is adopted.



## Consultation

Chief Executive Officer

## Statutory Implications

Local Government Act 1995,

### Part 5, Section 5.53

- (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
  - 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 prepared under section 7.9(1) or 7.12AD(1) 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
    - iv. and such other information as may be prescribed.

### 7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
  - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must —
  - (aa) examine an audit report received by the local government; and
  - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those Matters
- (4) A local government must —
  - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
  - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Local Government (Financial Management) Regulations 1996, Part 4 Financial Reports

Regulations 36 to 49 prescribe the contents and disclosures required in the financial statements and accompanying notes.

Regulation 51 prescribes that the Local Government's CEO provide a copy of the audited financial report to the CEO of the Department of Local Government Sport and Cultural Industries within 30 days of the receipt of the audit report.

Local Government (Audit) Regulations 1996, Regulation 10

- (1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor's opinion on —
- a. the financial position of the local government; and
  - b. the results of the operations of the local government.
- (3) The report must include a report on the conduct of the audit.
- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

Local Government (Administration) Regulations 1996, Regulation 10

**19B. Information to be included in annual report**

(2) For the purposes of section 5.53(2)(g) and (i), the annual report for a financial year beginning on or after 1 July 2020 must contain the following —

- (a) the number of employees of the local government entitled to an annual salary of \$130,000 or more;
- (b) the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$130 000;
- (c) any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;
- (d) any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year;
- (e) the remuneration paid or provided to the CEO during the financial year;
- (f) the number of council and committee meetings attended by each council member during the financial year;
- (g) if available, the gender, linguistic background and country of birth of council members;
- (h) if available, the number of council members who are aged —
  - (i) between 18 years and 24 years; and
  - (ii) between 25 years and 34 years; and
  - (iii) between 35 years and 44 years; and
  - (iv) between 45 years and 54 years; and
  - (v) between 55 years and 64 years; and
  - (vi) over the age of 64 years;
- (i) if available, the number of council members who identify as Aboriginal or Torres Strait Islander;
- (j) details of any modification made to a local government's strategic community plan during the financial year;

(k) details of any significant modification made to a local government's corporate business plan during the financial year.

### Policy Implications

Risk Management Policy

### Strategic Implications

#### Strategic Community Plan

Strategic Priority: 4. Civic Leadership  
Objective: Well governed and efficiently managed Local Government  
Strategy: 4.2 Compliant and resourced Local Government

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
<b>Risk Category</b>	Compliance
<b>Consequence Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	Moderate (8)
<b>Key Controls in Place</b>	Governance Calendar, Risk Management Policy
<b>Action / Treatment</b>	Nil
<b>Risk Rating After Treatment</b>	Adequate

### Financial Implications

Nil

### Voting Requirements

Simple Majority  Absolute Majority

### Officers Recommendation – 6.2

That the Audit and Risk Committee recommend that Council:

1. Endorse the Independent Auditor's Report for the year ended 30 June 2024
2. Endorse the Financial Management Letter for the year ended 30 June 2024
3. Endorse the 2024 Annual Report
4. Schedule the Shire of Narembeen Annual Elector's Meeting for 5:30pm on Monday 10th February 2025 in Council Chambers.

## **7. Other Business**

### **7.1 Local Government Financial Index - Workshop**

**Attachment 7.1A**

### **7.2 Reform to Governance Committees**

**Attachment 7.2.A** (refer to Audit, risk and improvement committees)

## **8. Closure of Meeting**

Details of the next meeting will be advised.

There being no further business, the chair declared the meeting closed at \_\_\_pm