



**Shire of Corrigin Audit and Risk Management Committee  
Notice of Meeting & Agenda  
to be held on Tuesday 20 June 2017  
commencing at 10.00am at the Council Chambers,  
9 Lynch Street Corrigin**

*Regulation 16 of the Local Government (Audit) Regulations 1996 states that:*

*“An audit committee —*

- a) is to provide guidance and assistance to the local government —
  - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
  - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and**
  
- b) may provide guidance and assistance to the local government as to —
  - i. matters to be audited; and*
  - ii. the scope of audits; and*
  - iii. its functions under Part 6 of the Act; and*
  - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and**
  
- c) is 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.”**

# AGENDA

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**1. DECLARATION OF OPENING**

**2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE**

President

Deputy President

Cr L Baker

Cr D L Hickey

Cr T J Pridham

Cr J A Mason

Cr M B Dickinson

Cr S G Hardingham

Cr B D Praetz

Chief Executive Officer

Deputy Chief Executive Officer

Governance Officer - Records

R L Paull

T L Dayman

H Auld

**3. PUBLIC QUESTION TIME**

**4. DECLARATIONS OF INTEREST**

**5. CONFIRMATION AND RECEIPT OF MINUTES**

**5.1. Previous Audit Committee Meeting and Business Arising from Minutes**

That the minutes of the Audit and Risk Management Committee Meeting held in the Shire of Corrigin Council Chambers on 21 March 2017 (Attachment 5.1) be confirmed as a true and correct record.

**6. MATTERS ARISING FROM THE MINUTES**

## 7. MATTERS REQUIRING A COMMITTEE DECISION

### 7.1. Internal Audit Programme – Annual Leave Accruals and Long Service Leave (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	8 June 2017
Reporting Officer:	Rob Paull Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	PER0051
Attachment Reference:	N/A

#### REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting:

- 5.23 (2) (a) *a matter that if disclosed, would reveal information that has a matter affecting an employee or employees; and*  
(b) *the personal affairs of any person;*

#### OFFICER'S RECOMMENDATION

*That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.*

## 7.2 Review of the Shire of Corrigin Practices Status Report

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	9 June 2017
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	RM 0013
Attachment Reference:	Attachment 7.2A – Review of Shire of Corrigin Practices Status Report Attachment 7.2B – Response from the DLGC

### SUMMARY

The Audit and Risk Management Committee is requested to recommend that Council accept the Review of Shire of Corrigin Practices Status Report.

### BACKGROUND

As a result of the Corruption and Crime Commission (CCC) report on the Matter of Governance at the Shire of Dowerin the executive reviewed matters raised in the report and reviewed the Shire of Corrigin current practices, with the intention of the report to assess, learn and upgrade the Shire of Corrigin's resistance to corruption, as recommended by the CCC.

The review of Shire of Corrigin practices based on issues raised from the CCC report into the Shire of Dowerin included a number of recommendations to strengthen the Shire's resistance to potential corruption. Council endorsed the report and 124 recommendations at the March 2017 Ordinary meeting.

### COMMENT

Included in the 124 recommendations was the following endorsement:

*Note that progress on addressing some of the issues has commenced and a quarterly status report will be presented to the Audit and Risk Management Committee.*

A status report has been prepared noting all 124 recommendations and includes the following (note **Attachment 7.2A**):

- Recommendation
- Classification
- Action Required
- Action completed
- Status
- Responsible Officer (primary and supporting)
- Completion Timeframe.

The recommendations addressed the requirement to provide elected members with numerous training/information sessions. Elected members have committed to an hours training each month prior to Council meeting. Utilising Staff knowledge and WALGA 'Webinar's', the following training / information sessions have already been provided by the CEO for elected members:

- 'Snap Shot' of the role of a Councillor (April 2017)
- Local Government Act s2.70 & 2.10 (April 2017)
- Declarations of gifts (May 2017)

The report also recommended that the Department of Local Government and Community (DLGC) be provided with a copy of the full report. The report was sent to the DLGC along with a request on the Departments position in providing advice and training on regulation 9, *Government (Rules of Conduct) Regulations*. **Attachment 7.2B** provides the response from the DLGC on this matter.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Included in the recommendations are a number of policy changes, which will be addressed in the anticipated review of the Register of Policies scheduled to be reported to Council in July 2017.

**FINANCIAL IMPLICATIONS**

There are no known financial implications

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023:

**6.2 Focus area two: Developing Leadership**

**Goal four: We want to strengthen our community’s position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 4-5.24	Develop Council appropriate policies that enable good: governance, development, services and growth

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That the Audit and Risk Management Committee recommend that Council:*

1. *Receive the Review of Shire of Corrigin Practices Status report as provided in Attachment 7.2A; and*
2. *Note the response from the Department of Local Government and Community to the Review of Shire of Corrigin Practices Status Report as provided in Attachment 7.2B.*



### 7.3 Financial Management Review Status Report

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	9 June 2017
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0047
Attachment Reference:	Attachment 7.3 – Financial Management Review Status report

#### SUMMARY

The Audit and Risk Management Committee is requested to recommend that Council accept the Financial Management Review (FMR) status report.

#### BACKGROUND

As a result of the Corruption and Crime Commission (CCC) report on the Matter of Governance at the Shire of Dowerin the executive reviewed matters raised in the report and reviewed the Shire of Corrigin current practices, with the intention of the report to assess, learn and upgrade the Shire of Corrigin's resistance to corruption, as recommended by the CCC.

The review of Shire of Corrigin practices based on issues raised from the CCC report into the Shire of Dowerin included a number of recommendations to strengthen the Shire's resistance to potential corruption. Council endorsed the report and a variety of recommendations at the March 2017 Ordinary meeting. Included in the list of recommendations was the following statement:

*19.1 Quarterly status report be presented to the Audit and Risk Management Committee on the progress of the recommendations from the Financial Management review until completed.*

#### COMMENT

A Financial Management Review was undertaken by Moore Stephens in April 2016, with the Financial Management Review, including Management comments, being accepted by Council in June 2016.

The review included a number of findings that were noted for improvement. The findings and status of progress is included in **Attachment 7.3**.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

#### POLICY IMPLICATIONS

There are no known policy implications

#### FINANCIAL IMPLICATIONS

There are no known financial implications

#### COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023:

#### 6.2 Focus area two: Developing Leadership

**Goal four: We want to strengthen our community's position for the future**



Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Corporate Business Plan 2013-2017:

## 5. STRATEGIC THEMES

### 5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal 4-5.24	Develop Council appropriate policies that enable good: governance, development, services and growth

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That the Audit and Risk Management Committee recommend that Council receive the Financial Management Review Status report as provided in **Attachment 7.3**.*

**8. DATE OF NEXT MEETING**

Tuesday 19 September 2017 in the Council Chambers commencing at 10.00am.

**9. CLOSE OF MEETING**