



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

# CONFIRMED MINUTES

## FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 4<sup>th</sup> February 2021 COUNCIL CHAMBERS NABAWA 9.00am

### Committee Purpose & Delegations

To provide a review of Council's ongoing financial situation, provide a forum for ongoing review of strategic management plan for Council operations and discuss the Audit System.

Delegation – Nil

### **The Finance, Audit & Risk Management Committee is comprised of:**

#### 4 x Councillors

- Cr Farrell (Presiding Member)
- Cr Forth
- Cr Davidson
- Cr Warr

(External, Independent Member)

- Grant Middleton

#### Observers:

- ~ CEO
- ~ Manager Finance & Corporate Services

## DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council Meeting does so at that person's or legal entity's own risk.

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on written confirmation of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read "M. Battilana". The signature is stylized with large, sweeping loops.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

# UNCONFIRMEDED MINUTES

## FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 4<sup>th</sup> February 2021 COUNCIL CHAMBERS, NABAWA 9.00am

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### ORDER OF BUSINESS

#### 1.0 Declaration of Opening / Announcements of Visitors

Meeting declared open at 9:00am

#### 2.0 Announcements from the Presiding Member

Nil

#### 3.0 Attendance

##### 3.1 Present

Committee Members
Cr. Anthony Farrell (President)
Cr. Kirrilee Warr (Deputy President)
Cr. Darrell Forth
Cr. Beverley Davidson
External – Grant Middleton (Shire of Northampton)

Observers
Dianne Raymond Manager Finance & Corporate Services
Simon Lancaster Deputy Chief Executive Officer

##### 3.2 Apologies

Maurice Battilana Chief Executive Officer
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##### 3.3 Leave of Absence (Previously approved)

Nil
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#### 4.0 Declaration of Interest

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

*"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."*

Section 5.60B:

*"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."*

Regulation 34C (Impartiality):

*"**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 interest arising from kinship, friendship or membership of an association."*

Item No.	Member/Officers	Type of Interest	Nature of Interest

**5.0 Petitions / Deputations / Presentations**

Nil

**6.0 Confirmation of Minutes from previous meetings**

**MOVED: Cr Forth**

**SECONDED: Cr Davidson**

Finance, Audit & Risk Committee Meeting held on 31<sup>st</sup> July 2020

Recommend that the Minutes of the Finance and Audit Committee of the Shire of Chapman Valley held on 31<sup>st</sup> July 2020 be confirmed as a true and accurate record of proceedings. (Supplied under separate cover **Attachment 6.0(a)**).  
Attachment 6.0(a)

**Voting 5/0**

**CARRIED**

**Minute Reference: FARM 02/21-01**

**7.0 Items to be dealt with En Bloc**

**MOVED: Cr Forth**

**SECONDED: Cr Davidson**

Suspend Standing orders 9:01am.

**Voting 5/0**

**CARRIED**  
**Minute Reference: FARM 02/21-02**

Discussion was undertaken on the items

**MOVED: Cr Forth**                      **SECONDED: Cr Warr**  
Reinstate Standing orders 9:23am.

**Voting 5/0**  
**CARRIED**  
**Minute Reference: FARM 02/21-03**

Finance, Audit & Risk Management Committee resolves to move the following items En bloc:  
8.1, 8.2, 8.3, 8.4 and 8.5

**MOVED: Cr Davidson**                      **SECONDED: G Middleton**

**Move En Bloc items 8.1**  
**Voting 5/0**  
**CARRIED**  
**Minute Reference: FARM 02/21-04**

## **8.0 Officers' Reports**

# 8.0

## Chief Executive Officer and Manager Finance & Corporate Services

### 8.1 Compliance Audit Return 2020

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	403.05 & 305.12
PREVIOUS REFERENCE:	Nil
DATE:	4 <sup>th</sup> February 2021
AUTHOR:	Maurice Battilana, Chief Executive Officer

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Compliance Audit Return 2020		✓

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

Every Local Government Authority in Western Australia is required to complete the Compliance Audit Return (CAR) each year. The purpose of this item is to present the 2019 Compliance Audit Return to the Committee to review prior to going to Council for formal adoption and forward a certified copy to the Department of Local Government

#### COMMENT

A Draft copy of the Shire of Chapman Valley 2019 Compliance Audit Return has been provided to Councillors as Attachment 8.1(a)

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 Section 6.4*

#### POLICY/PROCEDURE IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### Long Term Financial Plan (LTFP):

No significant effect on the LTFP

#### STRATEGIC IMPLICATIONS

Nil

**Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

**CONSULTATION**

Council staff have been consulted as part of the process to complete the Compliance Audit Report

**RISK ASSESSMENT**

The Compliance Audit Report has not highlighted any significant areas of risk

Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE/STAFF RECOMMENDATION**

The Finance, Audit & Risk Management Committee recommends the following to Council::

1. The 2020 Compliance Audit Return be signed by the CEO and Shire President
2. The 2020 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2020 Compliance Audit Return is submitted to the Department of Local Government

**FARM Committee En Bloc Resolution  
Voting 5/0  
CARRIED  
Minute Reference: FARM 02/21-04**

## 8.2 Independent Audit Report 30 June 2020

<b>PROPONENT:</b>	Finance, Audit & Risk Management Committee
<b>SITE:</b>	Council Chambers
<b>FILE REFERENCE:</b>	403.05 & 305.00
<b>PREVIOUS REFERENCE:</b>	Nil
<b>DATE:</b>	4 <sup>th</sup> February 2021
<b>AUTHOR:</b>	Dianne Raymond, Manager of Finance & Corporate Services

### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.2(a)	Independent Auditors Report 30 June 2020		✓

### DISCLOSURE OF INTEREST

Nil

### BACKGROUND

The Shire of Chapman Valley has received the Independent Audit Report from its Auditors; Moore Stephens performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.2(a)).

### COMMENT

Shire President, Chief Executive Officer, Manager of Finance & Corporate Services met with Renuka Venkatraman, Director, Financial Audit, Office of the Auditor General for Western Australia and Greg Godwin Audit Partner for Moore Australia on 29<sup>th</sup> January 2020 for an audit exit meeting. Both Renuka Venkatraman and Greg Godwin reported on Key Audit Risks and Focus Areas as outlined in the original Audit Strategy Memorandum. During the exit meeting attention was drawn to the area of Emphasis of Matter – Basis of Accounting and Note 1 of the Financial Statements. This is the new Financial Management Regulation 16 and as such there is no comparative data for some categories of land. The only item highlighted as a matter of significance is the adverse trends in the financial ratios for the Operating Surplus Ratio. This ratios has been below the Department of Local Government, Sport and Cultural Industries standard for the past three years.

In relation to matters raised as a significant item, Section 7.12A(4)(a) of the Local Government Act 1995 states:

- (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.

This same item of significance was raised at the conclusion of the 2018/2019 annual audit and a similar response will be prepared for the Minister.

### STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

### POLICY/PROCEDURE IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire’s constituents



**Long Term Financial Plan (LTFP):**

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

**STRATEGIC IMPLICATIONS**

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

**Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines

**CONSULTATION**

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

**RISK ASSESSMENT**

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE/STAFF RECOMMENDATION**

1. The Finance, Audit & Risk Management Committee recommends to Council the Final Audit Report of the Chief Executive Officer for the year ending 30 June 2020 be received and,
2. Manager Finance & Corporate Services prepares a report to the Minister addressing the significant adverse trend

**FARM Committee En Bloc Resolution**  
**Voting 5/0**  
**CARRIED**  
**Minute Reference: FARM 02/21-04**

### 8.3 Management Report 30 June 2020

<b>PROPONENT:</b>	Finance, Audit & Risk Management Committee
<b>SITE:</b>	Council Chambers
<b>FILE REFERENCE:</b>	403.05 & 305.00
<b>PREVIOUS REFERENCE:</b>	Nil
<b>DATE:</b>	4 <sup>th</sup> February 2021
<b>AUTHOR:</b>	Dianne Raymond, Manager Finance & Corporate Services

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.3(a)	Management Report 30 June 2020		✓

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

The Shire of Chapman Valley has received the Management Report from its Auditors; Moore Stephens performed this audit on behalf of the Office of Auditor General (Please refer to Audit Report Letter submitted at Attachment 8.3(a)).

#### COMMENT

The Management Report is attached with no significant items to highlight, noting no new matters from the interim audit process. All matters raised during the interim audit have been addressed as per the management comments.

#### STATUTORY ENVIRONMENT

Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

#### POLICY/PROCEDURE IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

#### Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

#### STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

#### Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines

## CONSULTATION

Council staff have been in contact and discussion with Council auditors throughout the audit review process.

## RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

<b>Measures of Consequence</b>							
<b>Rating (Level)</b>	<b>Health</b>	<b>Financial Impact</b>	<b>Service Interruption</b>	<b>Compliance</b>	<b>Reputational</b>	<b>Property</b>	<b>Environment</b>
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

## VOTING REQUIREMENTS

Simple Majority

## COMMITTEE/STAFF RECOMMENDATION

1. The Finance, Audit & Risk Management Committee recommends to Council the Management Report for the year ending 30 June 2020 be received.

**FARM Committee En Bloc Resolution**  
**Voting 5/0**  
**CARRIED**  
**Minute Reference: FARM 02/21-04**

## 8.4 Internal Control Audit Review

PROPONENT:	Finance, Audit & Risk Management Committee
SITE:	Council Chambers
FILE REFERENCE:	305.00
PREVIOUS REFERENCE:	Nil
DATE:	4 <sup>th</sup> February 2021
AUTHOR:	Maurice Battilana & Dianne Raymond

### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.4(a)	Internal Control Audit Report and Matrix		✓

### DISCLOSURE OF INTEREST

Nil

### BACKGROUND

The State Government introduced legislation under the Local Government (Audit) Audit Regulations, 1996, to stipulate it is a legal requirement for a local government Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- a) Risk management,
- b) Internal controls; and
- c) Legislative compliance.

### COMMENT

A local government is required to undertake an internal control audit at least once every two years. The first of these audits being completed December 2013 with subsequent audits 2016, 2018 and 2021.

Internal auditing is an independent, objective activity carried out by a person who is not involved in the operational management of the Shire. It assists the organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management systems, managing material operating risks, internal controls and legislative compliance processes.

The purpose of this item is to inform the Committee of the review undertaken by staff with an independent consultant and report any future improvements considered necessary.

### STATUTORY ENVIRONMENT

Local Government (Audit) Regulations, 1996

Reg 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]Part 7 Local Government Act 1995 and the Local Government (Audit) Regulations 1996

## POLICY/PROCEDURE IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

### Long Term Financial Plan (LTFP):

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

## STRATEGIC IMPLICATIONS

The annual audit of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning

### Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines

## CONSULTATION

The Manager Finance & Corporate Services and Chief Executive Officer have been in contact and discussion with the external consultant throughout the internal control audit review process.

## RISK ASSESSMENT

Low risk as it is considered the Council remains in a sound financial position and management procedures are sound.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

## VOTING REQUIREMENTS

Simple Majority

## COMMITTEE/STAFF RECOMMENDATION

1. The Finance, Audit & Risk Management Committee receives the Internal Control Audit Report and present to council.

**FARM Committee En Bloc Resolution**  
**Voting 5/0**  
**CARRIED**  
**Minute Reference: FARM 02/21-04**

## 8.5 Long Term Financial Plan & Asset Management Plan Review

<b>PROPONENT:</b>	Finance, Audit & Risk Management Committee
<b>SITE:</b>	Council Chambers
<b>FILE REFERENCE:</b>	403.05 & 305.00
<b>PREVIOUS REFERENCE:</b>	Nil
<b>DATE:</b>	4 <sup>th</sup> February 2021
<b>AUTHOR:</b>	Dianne Raymond, Manager Finance & Corporate Services

### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.5(a)	Long Term Financial Plan		✓
8.5(b)	Asset Management Plan		✓

### DISCLOSURE OF INTEREST

Nil

### BACKGROUND

The Shire of Chapman Valley Finance, Audit & Risk Management Committee on the 6<sup>th</sup> February 2020 previously reviewed the Long Term Financial Plan (LTFP) and asset Management Plan (AMP) which were then presented to Council at the February 2020 Ordinary Council Meeting.

### COMMENT

Staff have continued to work on improvements to the LTFP and AMP since the original adoption of these plans in an attempt to make these more integrated, encompassing of all asset areas, cognisant of past actual expenditures incurred and revenues received and hopefully easier to follow and update annually.

### STATUTORY ENVIRONMENT

Local Government Act 1995 & Local Government Audit Regulations 1996

### POLICY/PROCEDURE IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The long term financial viability of the Shire is of importance for future service delivery levels provided to the Shire's constituents

#### Long Term Financial Plan (LTFP):

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

### STRATEGIC IMPLICATIONS

The annual review of the Shire's operations is integral to monitoring how the Shire is tracking with its integrated strategic planning.

#### Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
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<b>5.1</b>	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines
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**CONSULTATION**

Consultation has occurred during the budget process

**RISK ASSESSMENT**

No areas of any significant risk highlighted.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

**VOTING REQUIREMENTS**

Simple Majority

**COMMITTEE/STAFF RECOMMENDATION**

1. The Finance, Audit & Risk Management Committee receives the Long Term Financial Plan and Asset Management Plan and present to council.

**FARM Committee En Bloc Resolution  
Voting 5/0  
CARRIED  
Minute Reference: FARM 02/21-04**

**9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

Nil

**10 CLOSURE**

The Shire President thanked Elected Members and Staff for their attendance and for the great effort put in by everyone during the audit process. The Shire President declared the meeting closed at 9.24am