



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

# AGENDA

## **FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 6<sup>th</sup> February 2020 COUNCIL CHAMBERS NABAWA 4.00PM**

### 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:**

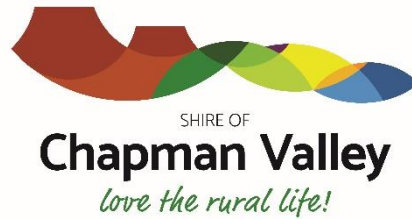
#### 4 x Councillors

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

#### Observers:

- ~ CEO
- ~ Manager Finance & Corporate Services
- ~ Grant Middleton  
(External, Independent Member)

# 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 loops and a long horizontal stroke at the end.

Maurice Battilana  
**CHIEF EXECUTIVE OFFICER**

# AGENDA

## FINANCE, AUDIT & RISK MANAGEMENT COMMITTEE MEETING 6 FEBRUARY 2020 COUNCIL CHAMBERS, NABAWA 4.00PM

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### ORDER OF BUSINESS

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

#### 2.0 Announcements from the Presiding Member

#### 3.0 Attendance

##### 3.1 Present

##### 3.2 Apologies

##### 3.3 Leave of Absence (Previously approved)

#### 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."*

#### 5.0 Petitions / Deputations / Presentations

#### 6.0 Confirmation of Minutes from previous meetings

Finance, Audit & Risk Committee Meeting held on 2<sup>nd</sup> December 2019

Recommend that the Minutes of the Finance and Audit Committee of the Shire of Chapman Valley held on 2<sup>nd</sup> December 2019 be confirmed as a true and accurate record of proceedings. (Supplied under separate cover **Attachment 6.0(a)**).

[Attachment 6.0\(a\)](#)

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

## **8.0 Officers' Reports**

8.1 Compliance Audit Return (2019)

## **9.0 Information Items**

9.1 Risk Management Review

9.2 Long Term Financial Plan and Asset Management Plan

## **10.0 Urgent Business Approved by the Presiding Member or by a Decision of the Committee**

## **11.0 Closure**

# **Chief Executive Officer and Manager Finance & Corporate Services Report February 2020**

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## **Contents**

### **8.0 AGENDA ITEMS**

#### 8.1 Compliance Audit Return (2019)

<b>AGENDA ITEM:</b>	<b>8.1</b>
<b>SUBJECT:</b>	<b>COMPLIANCE AUDIT RETURN (2019)</b>
<b>PROPONENT:</b>	<b>FINANCE, AUDIT &amp; RISK MANAGEMENT COMMITTEE</b>
<b>SITE:</b>	<b>COUNCIL CHAMBERS</b>
<b>FILE REFERENCE:</b>	<b>403.05 &amp; 305.12</b>
<b>PREVIOUS REFERENCE:</b>	<b>N/A</b>
<b>DATE:</b>	<b>6th FEBRUARY 2020</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA</b>

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
8.1(a)	Compliance Audit Return 2019	✓	

#### 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

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

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.

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

## STAFF RECOMMENDATION

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

1. The 2019 Compliance Audit Return be signed by the CEO and Shire President
2. The 2019 Compliance Audit Return be received and recorded in the Minutes of Council
3. The 2019 Compliance Audit Return is submitted to the Department of Local Government



Department of  
**Local Government, Sport  
and Cultural Industries**

**Chapman Valley - Compliance Audit Return 2019**

**Certified Copy of Return**

**Please submit a signed copy to the Director General of the  
Department of Local Government, Sport and Cultural Industries  
together with a copy of section of relevant minutes.**

<b>Commercial Enterprises by Local Governments</b>						
No	Reference	Question	Response	Comments	Respondent	
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Maurice Battilana	
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Maurice Battilana	
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	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 2019?	N/A		Maurice Battilana	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Maurice Battilana	
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Maurice Battilana	
<b>Delegation of Power / Duty</b>						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	Yes		Maurice Battilana	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Maurice Battilana	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Maurice Battilana	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Maurice Battilana	
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes		Maurice Battilana	



6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Maurice Battilana
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Maurice Battilana
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Maurice Battilana
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Maurice Battilana
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Maurice Battilana
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Maurice Battilana
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		Maurice Battilana
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Maurice Battilana

## Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Maurice Battilana
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Maurice Battilana
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		Maurice Battilana
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		Maurice Battilana
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	N/A		Maurice Battilana
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	N/A		Maurice Battilana

8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes	Maurice	Battilana
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes	Maurice	Battilana
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes	Maurice	Battilana
11	s5.88(1)(2) Admin	Did the CEO keep a register of financial Reg 28 interests which contained the returns lodged under section 5.75 and 5.76?	Yes	Maurice	Battilana
12	s5.88(1)(2) Admin	Did the CEO keep a register of financial Reg 28 interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	Maurice	Battilana
13	s5.89A Admin Reg	Did the CEO keep a register of gifts 28A which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	Maurice	Battilana
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes	Maurice	Battilana
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	Maurice	Battilana

No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Maurice Battilana
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Maurice Battilana
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Maurice Battilana
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Maurice Battilana

<b>Disposal of Property</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes		Maurice Battilana
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Maurice Battilana

<b>Elections</b>					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates 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 candidates?	Yes		Maurice Battilana
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A		Maurice Battilana

<b>Finance</b>					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Maurice Battilana
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Maurice Battilana
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Maurice Battilana
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Maurice Battilana
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Maurice Battilana

6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Maurice Battilana
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Maurice Battilana
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	Yes		Maurice Battilana
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	Yes		Maurice Battilana
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Maurice Battilana
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Maurice Battilana
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Maurice Battilana
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Maurice Battilana

<b>Integrated Planning and Reporting</b>					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg	Has the local government adopted a 19DA (6) Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes		Maurice Battilana
2	s5.56 Admin Reg	Has the local government reviewed the 19DA (4) Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	February 2018 Min Ref: 02/18-5	Maurice Battilana

3	s5.56 Admin Reg	Has the local government adopted a 19C Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	November 2017 Min Ref: 11/17-5	Maurice Battilana
4	s5.56 Admin Reg	Has the local government reviewed the 19C (4) current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments.  Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	November 2017 Min Ref: 11/17-5	Maurice Battilana
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	July 2017 Min Ref: 07/17-6	Maurice Battilana
6	S5.56 Admin Reg	Has the local government developed a 19DA (3) Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	July 2017 Min Ref: 07/17-6	Maurice Battilana
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	September 2015 Currently Under Review	Maurice Battilana

<b>Local Government Employees</b>					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Maurice Battilana
2	s5.36(4) s5.37(3), 18A	Were all vacancies for the position of Admin Reg CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Maurice Battilana
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Maurice Battilana
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Maurice Battilana
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Maurice Battilana

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Maurice Battilana
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		Maurice Battilana
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Maurice Battilana
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Maurice Battilana
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Maurice Battilana
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Maurice Battilana

<b>Optional Questions</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	August 2019 Min Ref: 08/19-7	Maurice Battilana
2	Audit Reg 17	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) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	December 2018 Min Ref: 12/18-6	Maurice Battilana
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Maurice Battilana

4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Maurice Battilana
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### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into 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 Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Maurice Battilana
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		Maurice Battilana
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Maurice Battilana
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(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		Maurice Battilana
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		Maurice Battilana
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		Maurice Battilana
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		Maurice Battilana
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Maurice Battilana
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Maurice Battilana

11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		Maurice Battilana
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	Yes		Maurice Battilana
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	Yes		Maurice Battilana
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	Yes		Maurice Battilana
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes		Maurice Battilana
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Maurice Battilana
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Maurice Battilana

No	Reference	Question	Response	Comments	Respondent
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Maurice Battilana
19	F&G Reg 24AD(6)	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, given notice of the variation?	N/A		Maurice Battilana
20	F&G Reg 24AH(1)	Did the local government reject the 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		Maurice Battilana
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Maurice Battilana
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Maurice Battilana





No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		Maurice Battilana
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Maurice Battilana
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes		Maurice Battilana
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes		Maurice Battilana
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Maurice Battilana

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
 Signed Mayor / President, Chapman Valley

\_\_\_\_\_  
 Signed CEO, Chapman Valley

## 9.0 Information Items

<b>AGENDA ITEM:</b>	<b>9.1</b>
<b>SUBJECT:</b>	<b>RISK MANAGEMENT REVIEW</b>
<b>PROPONENT:</b>	<b>FINANCE, AUDIT &amp; RISK MANAGEMENT COMMITTEE</b>
<b>SITE:</b>	<b>COUNCIL CHAMBERS</b>
<b>FILE REFERENCE:</b>	<b>411.01</b>
<b>PREVIOUS REFERENCE:</b>	<b>NA</b>
<b>DATE:</b>	<b>6th FEBRUARY 2020</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA &amp; DIANNE RAYMOND</b>

### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
9.1(a)	Risk Management Report		✓

### 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.

This is known as LG (Audit) Regulation 17.

Council adopted the *Risk Management Policy (CP-017)* at the June 2014 OCM. This Policy is complemented by the *Risk Management Procedure (CMP-028)*.

### COMMENT

Procedures are an internal operational document and though a copy has been provided under separate cover (**Attachment 9.1(a)**) for Council information there is no legal requirement for Committee or Council to adopt or endorse amendments these documents. This is an internal document the CEO and Senior Staff use to undertake the necessary analysis and review of risk management as required under legislation.

Therefore, the purpose of this item is to simply inform the Committee of the review undertaken by staff of *Risk Management Procedure (CMP-028)*. There are no changes recommended to the existing Procedure. However; the Risk Management Report has been updated to incorporate items completed and to be undertaken by staff. Council do not need to consider the changes to the Report as this is an internal operational document only.

[RiskManagementReport](#)

<b>AGENDA ITEM:</b>	<b>9.2</b>
<b>SUBJECT:</b>	<b>UPDATED LONG TERM FINANCIAL PLAN; ASSET MANAGEMENT PLAN</b>
<b>PROPONENT:</b>	<b>FINANCE, AUDIT &amp; RISK MANAGEMENT COMMITTEE</b>
<b>SITE:</b>	<b>COUNCIL CHAMBERS</b>
<b>FILE REFERENCE:</b>	<b>313.00</b>
<b>PREVIOUS REFERENCE:</b>	<b>MINUTE REFERENCES: 9/13-5; 11/13-9 &amp; 07/17-6</b>
<b>DATE:</b>	<b>6th FEBRUARY 2020</b>
<b>AUTHOR:</b>	<b>MAURICE BATTILANA &amp; DIANNE RAYMOND</b>

**SUPPORTING DOCUMENTS:**

<b>Ref</b>	<b>Title</b>	<b>Attached to Report</b>	<b>Under Separate Cover</b>
9.2(a)	Long Term Financial Plan 2020		✓
9.2(b)	Asset Management Plan 2020		✓

**DISCLOSURE OF INTEREST**

Nil.

**BACKGROUND**

Council undertook a full review of the Long Term Financial Plan (LTFP) and Asset Management Plan (AMP) in July 2017 with the following being resolved at the July 2017 OCM:

*Council endorse the reviewed Long Term Financial Plan and Asset Management Plan as presented, with the understanding these Plans are to be reviewed again by Council to reflect:*

- i. Outcomes of the current review being undertaken of the Shire's Strategic Community Plan and Corporate Business Plan; and*
- ii. Variations to the 2016/2017 endorsed Capital Works Programs (e.g. Roadworks, Plant and Building) as these have and will occur in the future.*

*Voting 5/1  
CARRIED  
Minute Reference 07/17-6*

A desktop review of the Long Term Financial Plan, Asset Management Plan and Workforce Plan commenced February 2019 and these were presented to Council's June 2019 OCM with the following resolved:

*MOVED: CR WARR*

*SECONDED: CR MALUISH*

- 1. Council endorse the reviewed Long Term Financial Plan and Asset Management Plan as presented;*
- 2. The Draft Workforce Plan be put back to a Council Concept Forum for further consideration and possible amendment prior to Council endorsement.*

*Voting 7/0  
CARRIED  
Minute Reference: 06/19-6*

*Reason for Deviation from Staff Recommendation: Councillors wanted more time to discuss the Draft Workforce Plan.*

## **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.

As Councillors will be aware the Shire has completed the Strategic Community Plan (SCP) and Corporate Business Plan (CBP) review in accordance with legislative requirements (with the assistance of Marg Hemsley from LG People). The LTFP and AMP have also been amended to accommodate endorsed SCP and CBP. The LTFP & AMP are updated to reflect the adopted current year Budget and previous year audited Financial Statements. This ensures there is a true integration and recognition of current aspects across all the plans, budgets, etc. for the future.

The Integrated Planning and Reporting Framework is intended to integrate asset, service and financial plans to ensure local government resource capabilities are matched to their community's needs.

[LongTermFinancialPlan](#)

[AssetManagementPlan](#)

**10.0 Urgent Business Approved by the Presiding Member or by Decision of the Committee**

**11.0 Closure**