



## **AUDIT AND ORGANISATIONAL RISK COMMITTEE MEETING**

# **MINUTES**

**The Audit and Organisational Risk Committee Meeting  
was held in Council Chambers,  
Welcome Road, Karratha,  
on Monday, 26 February 2024 at 4.30pm**

  
\_\_\_\_\_  
**VIRGINIA MILTRUP  
CHIEF EXECUTIVE OFFICER**



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**WRITTEN CONFIRMATION**

of the outcome of the application, and any conditions attaching to the decision made by the City of Karratha in respect of the application.

Signed: Virginia Miltrup  
**Virginia Miltrup - Chief Executive Officer**

## DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

## NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
  - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

## INTERESTS AFFECTING IMPARTIALITY

**DEFINITION:** *An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.*

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

## IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

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# MINUTES

## 1 OFFICIAL OPENING

The Meeting was officially opened at 4.37pm.

## 2 RECORD OF ATTENDANCES AND APOLOGIES

**Committee Members:** Cr Daiva Gillam  
Cr Travis McNaught  
Cr Tony Simpson

<b>Staff:</b>	Virginia Miltrup Alistair Pinto Henry Eaton	Chief Executive Officer Director Corporate & Commercial Manager Governance & Organisational Strategy
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**External:**

<b>Apologies:</b>	Cr Daniel Scott Jodie Swaffer	Minute Secretary
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## 3 ELECTION OF CHAIRPERSON

Nominations were called for the position of the Chairperson.

There being one nomination for Cr Daniel Scott and no further nominations received, Cr Scott was declared the Chairperson of the Audit and Organisational Risk Committee for a two (2) year term expiring October 2025.

Cr Gillam assumed the position of Chairperson in the absence of Cr Scott, for the remainder of the meeting.

## 4 DECLARATIONS OF INTEREST

Nil

## **5 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

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### **OFFICER'S RECOMMENDATION / COMMITTEE RESOLUTION**

**Res No** : **AOR-240226-1**

**MOVED** : **Cr McNaught**

**SECONDED** : **Cr Simpson**

**That the Minutes of the Audit and Organisational Risk Committee Meeting held on Monday, 11 September 2023, be confirmed as a true and correct record of proceedings.**

**CARRIED 3/0**

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**FOR** : **Cr Gillam, Cr Simpson, Cr McNaught**  
**AGAINST** : **Nil**

## 6 ITEMS FOR DISCUSSION

### 6.1 TERMS OF REFERENCE – AUDIT AND ORGANISATIONAL RISK COMMITTEE

**File No:** FM.1  
**Responsible Executive Officer:** Director Corporate and Commercial  
**Reporting Author:** Manager Governance and Organisational Strategy  
**Date of Report:** 16 February 2024  
**Applicant/Proponent:** Nil  
**Disclosure of Interest:** Nil  
**Attachment(s):** Terms of Reference (Amended)

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#### PURPOSE

For the Audit and Organisational Risk Committee (AORC) to review its Terms of Reference for Council consideration.

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#### OFFICER'S RECOMMENDATION

That the Audit and Organisation Risk Committee **ACCEPT** the amended Audit and Organisational Risk Committee Terms of Reference as attached.

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#### COMMITTEE AMENDED RESOLUTION

**Res No** : AOR-240226-2  
**MOVED** : Cr Simpson  
**SECONDED** : Cr McNaught

That the Audit and Organisational Risk Committee:

1. **ACCEPT** the amended Audit and Organisational Risk Committee Terms of Reference as attached with the following amendments;
  - a. **Committee Membership** to incorporate a maximum of two (2) external independent members with voting powers; and
2. **APPROVE** the CEO to commence a selection process for two external independent members to be approved by Council.

**CARRIED 3/0**

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**FOR** : Cr Gillam, Cr Simpson, Cr McNaught  
**AGAINST** : Nil  
**REASON** : The Committee considered it appropriate, with forecasted legislative changes, for independent representation to be on the Committee with skills sets to complement and improve audit oversight. It is to be noted that external representatives will:  
(a) have voting powers on the committee;  
(b) will be entitled to sitting fees and applicable reimbursements; and  
(c) the quorum of the committee must favour sitting councillors.

In accordance with section 7.1A (2) and (3) of the *Local Government Act* 1995 the Council is to approve membership of the independent persons and the CEO cannot nominate a person to be a member of an audit committee.

## BACKGROUND

Council at its 30 October 2023 Ordinary Council Meeting requested that Committee and Advisory Group Terms of References be reviewed to ensure that the aims, objectives and key deliverables are clear and up to-date, with the proposed revised Terms of References to be presented to Council for consideration.

It is a statutory requirement for Council to have an audit committee.

The AORC provides support to Council in its responsibilities for issues of risk, internal control and compliance by reviewing the comprehensiveness of the City's financial, risk and governance frameworks. The AORC provides oversight of the Council's responsibilities for audit related matters which include:

- monitor compliance with legislation, regulations and policy;
- review of the audited annual financial statements before their presentation to Council, to ensure they represent a true and fair view of the City's financial position and performance;
- review results and discuss the adequacy and effectiveness of accounting and financial controls;
- review planned activity and results of both internal and external audits;
- review the appropriateness of the City's internal control systems; and
- assess and monitor operational and strategic risks and recommend strategies to manage and mitigate such risks.

Officers have reviewed the current Terms of Reference and propose the following amendments:

Current Section	Proposed Amendment	Rationale
5. Term of Committee	Removed reference to Council and added the Act.  Also added reference to Tenure of Membership of committee members.	Legislation requires that each local government has an audit committee. It is not up to the Council to voluntarily decide to disband this committee.
6.3 Ex-Officio Participants	Amended title of Director Corporate and Commercial Services	Amended title to reflect correct role.
8. Quorum	Added "voting" members.	Quorum is based on attending voting members and is not inclusive of attending participants.

## LEVEL OF SIGNIFICANCE

In accordance with Council policy CG-8 Significant Decision Making policy, this matter is considered to be of moderate significance in terms of Council's ability to perform its role.

## STATUTORY IMPLICATIONS

Section 7.1A of the *Local Government Act 1995* requires a local government to establish an Audit Committee of three or more persons. Functions of the Audit Committee are outlined in Regulation 16 of the *Local Government (Audit) Regulations 1996*.

## COUNCILLOR/OFFICER CONSULTATION

No Councillor or Officer consultation is required.

## COMMUNITY CONSULTATION

No community consultation is required.



### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There are no financial implications. Membership of Committees of Council does not affect the fees paid by the City to elected members.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

Programs/Services: 4.e.1.2 Organisational Risk Management

### **RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	Failure to have an Audit Committee will breach statutory requirements.

### **IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

### **RELEVANT PRECEDENTS**

The Terms of Reference was most recently reviewed and adopted by Council in March 2022.

### **VOTING REQUIREMENTS**

Simple Majority.

### **OPTIONS:**

#### Option 1

As per Officer's recommendation.

#### Option 2

That the Audit and Organisational Risk Committee ACCEPT the draft revised Audit and Organisational Risk Committee Terms of Reference as attached with the following amendment(s):

1. \_\_\_\_\_
2. \_\_\_\_\_

#### Option 3

That Audit and Organisational Risk Committee DEFER consideration of the Audit and Organisational Risk Committee Terms of Reference pending further information.

### **CONCLUSION**

The Terms of Reference has been reviewed to ensure the Committee's role, responsibilities, composition and key deliverables are current and meet statutory requirements.

## 6.2 AUDIT AND ORGANISATIONAL RISK COMMITTEE MEETING DATES 2024

**File No:** FM.3

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Manager Governance and Organisational Strategy

**Date of Report:** 16 February 2024

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Nil

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### PURPOSE

For the Audit and Organisational Risk Committee to consider scheduled dates for Committee meetings for 2024.

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### OFFICER'S RECOMMENDATION

That the Audit and Organisational Risk Committee establish the following Scheduled Meeting Dates for the remainder of 2024:

Date of Meeting	Matters for Discussion
11 June 2024 Tuesday 3.00pm	<ul style="list-style-type: none"> <li>Interim and Annual Financial Report and Audit Opinion for 2023 FY from the Office of the Auditor General</li> <li>Risk Management Report</li> <li>Regulation 17 Reviews</li> <li>Management of Accounts Receivable Policy and Procedures</li> <li>Update on outstanding audit findings and recommendations</li> </ul>
12 November 2024 Tuesday 3.00pm	<ul style="list-style-type: none"> <li>Interim and Annual Financial Report and Audit Opinion for 2024 FY from the Office of the Auditor General</li> <li>Risk Management Report</li> <li>Internal Audit Program update</li> <li>Meeting Schedule for 2025</li> <li>Update on outstanding audit findings and recommendations</li> </ul>

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### COMMITTEE AMENDED RECOMMENDATION

**Res No** : AOR-240226-3

**MOVED** : Cr McNaught

**SECONDED** : Cr Simpson

That the Audit and Organisational Risk Committee establish the following Scheduled Meeting Dates for the remainder of 2024:

Date of Meeting	Matters for Discussion
10 June 2024 Monday 4.00pm	<ul style="list-style-type: none"> <li>Interim and Annual Financial Report and Audit Opinion for 2023 FY from the Office of the Auditor General</li> <li>Risk Management Report</li> <li>Regulation 17 Reviews</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Management of Accounts Receivable Policy and Procedures</b></li> <li>• <b>Update on outstanding audit findings and recommendations</b></li> </ul>
<b>Monday 11 November 2024 4.00pm</b>	<ul style="list-style-type: none"> <li>• <b>Interim and Annual Financial Report and Audit Opinion for 2024 FY from the Office of the Auditor General</b></li> <li>• <b>Risk Management Report</b></li> <li>• <b>Internal Audit Program update</b></li> <li>• <b>Meeting Schedule for 2025</b></li> <li>• <b>Update on outstanding audit findings and recommendations</b></li> </ul>

**CARRIED 3/0**

FOR : Cr Gillam, Cr Simpson, Cr McNaught  
 AGAINST : Nil  
 REASON : The Committee considered aligning the meeting day and time to a Monday prior to other Councillor related commitments.

## **BACKGROUND**

The Audit and Organisational Risk Committee is a committee of Council with Terms of Reference (to be discussed at this Audit and Organisational Risk Committee Meeting) indicating a meeting frequency of at least three times per annum with additional meetings called in the event of an urgent matter needing to be considered.

The Committee is expected to consider such matters as:

- Annual compliance audit returns (statutory document),
- Interim and Annual Financial Reports provided by external auditors, findings and opinions,
- Internal audit reports produced by staff or external parties, including internal audit plan,
- Oversight of risk management – strategic and operational reviews, including framework and associated policies,
- Review progress on previous outstanding audit recommendations,
- Regulation 17 review of internal controls,
- Review of appropriate policies and frameworks, and
- Outcomes on any investigations of material and significant non-compliance.

The Officer's Recommendation suggests indicative items for discussion as a guide. In recent years the availability of the Office of Auditor General's report for consideration has been delayed due to varying factors and has been included for each meeting to firstly address the late 2023 audit in June 2024 and what should be a normal end of year audit reporting process for November 2024.

## **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy *CG-8 Significant Decision Making Policy*, this matter is considered to be of low significance in terms of Council's ability to perform its role.

## **STATUTORY IMPLICATIONS**

Division 1A of Part 7 of the *Local Government Act* makes provision for local government audit committees.

## **COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

## **COMMUNITY CONSULTATION**

No community consultation is required.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

Our Program/Services: 4.a.2.6 Agenda and Minutes Preparation

### **RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

<b>Category</b>	<b>Risk level</b>	<b>Comments</b>
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	Low	City has varied checks to ensure that risks are managed and alternate methods exist to report issues back to Executive and Council.
Environment	N/A	Nil
Reputation	N/A	Nil
Compliance	Low	The Committee's terms of reference stipulate the expected frequency of meetings. The Committee is required to meet to discuss appointment of auditors and outcomes of any audits.

### **IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

### **RELEVANT PRECEDENTS**

The Committee meets frequently each year and its frequency has been dependent upon available audit reports from internal and external parties and other matters of business. Capacity and resourcing has also been a limiting factor on the production of committee reports.

### **VOTING REQUIREMENTS**

Simple Majority.

### **OPTIONS:**

#### Option 1

As per Officer's recommendation.

#### Option 2

That the Audit and Organisational Risk Committee MEET as follows:

\_\_\_\_\_ ;  
\_\_\_\_\_ .

### **CONCLUSION**

The Audit and Organisational Risk Committee meeting is scheduled to meet three times a year however this maybe varied in the event that an urgent matter needs to be considered.

### 6.3 COMPLIANCE AUDIT RETURN 2023

**File No:** FM.12

**Responsible Executive Officer:** Director Corporate and Commercial

**Reporting Author:** Manager Governance and Organisational Strategy

**Date of Report:** 7 February 2024

**Applicant/Proponent:** Nil

**Disclosure of Interest:** Nil

**Attachment(s):** Draft Compliance Audit Return 2023

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#### PURPOSE

To consider the City's audit of compliance to inform the Compliance Audit Return (CAR) for the 2023 calendar year.

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#### OFFICER'S RECOMMENDATION / COMMITTEE RESOLUTION

**Res No** : AOR-240226-4

**MOVED** : Cr McNaught

**SECONDED** : Cr Simpson

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**That the Audit and Organisational Risk Committee:**

- 1. RECEIVE the 2023 Compliance Audit Return; and**
- 2. PRESENT the 2023 Compliance Audit Return to Council for adoption prior to submission to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.**

**CARRIED 3/0**

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**FOR** : Cr Gillam, Cr Simpson, Cr McNaught

**AGAINST** : Nil

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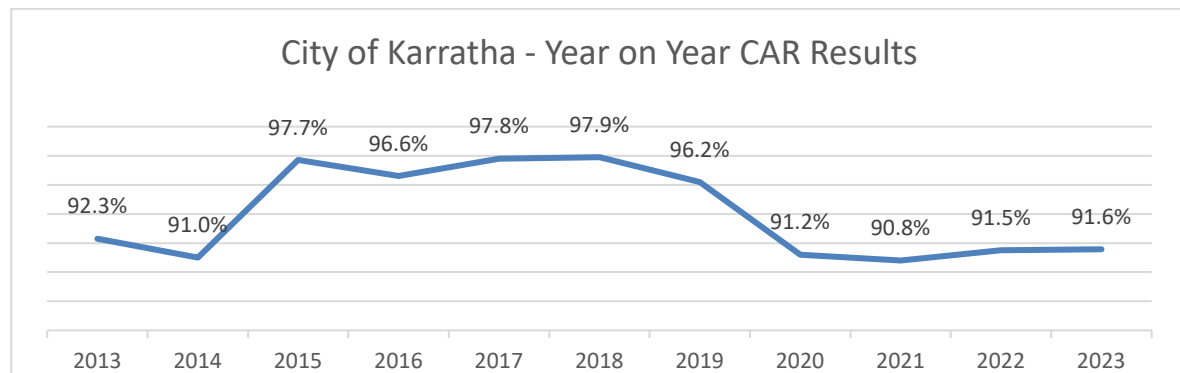
#### BACKGROUND

Each local government is required to submit a CAR for the preceding calendar year, by 31 March following review by the Audit and Organisational Risk Committee and adoption by Council. The CAR is submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) in a prescribed form and addresses statutory requirements in the following areas:

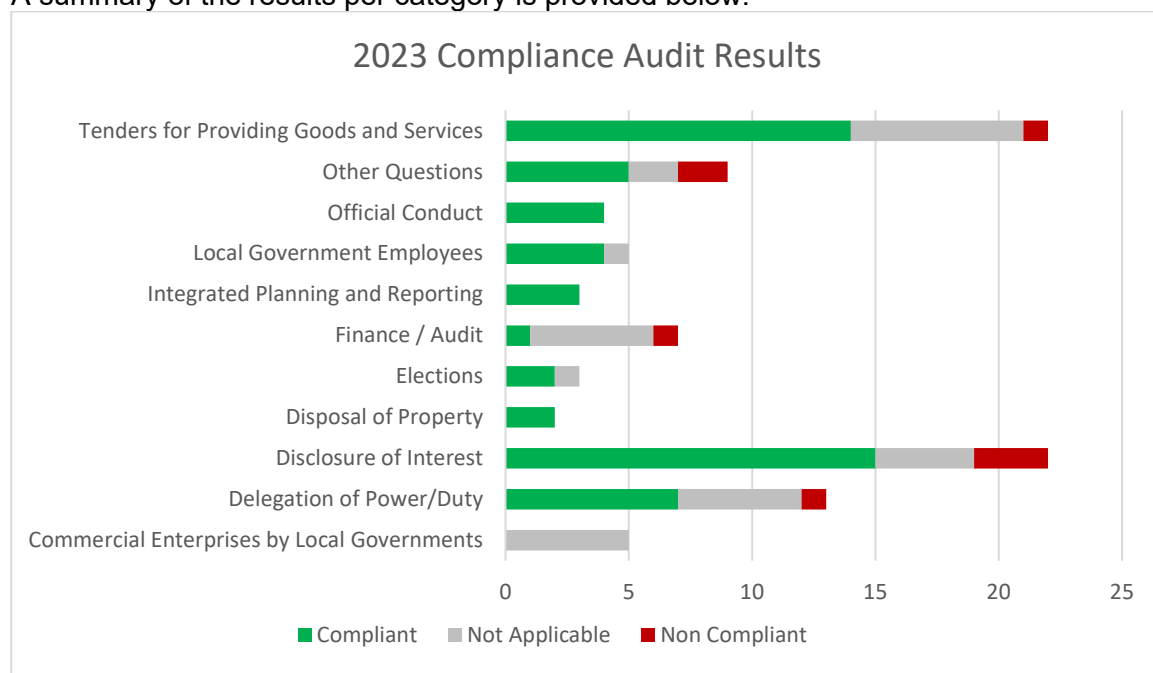
- a) Commercial Enterprises by Local Governments;
- b) Delegation of Power/Duty;
- c) Disclosure of Interest;
- d) Disposal of Property;
- e) Elections;
- f) Finance;
- g) Integrated Planning and Reporting;

- h) Local Government Employees;
- i) Official Conduct;
- j) Optional Questions; and
- k) Tenders for Providing Goods and Services.

As indicated below, historically the City has performed well with annual results for the CAR above 90%. In completing the internal review for the 2023 calendar year, 8 instances of non-compliance were identified against the 95 questions, resulting in a 91.6% compliance rate.



A summary of the results per category is provided below:



The 8 non-compliances relate to:

#### Delegation of Power/Duty

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

Two separate incidents of non-compliance:

- Incident 1, employee disposed of property where a delegation did not exist. A delegation now exists.
- Incident 2, two employees had carried out delegations prior to the application for delegation was approved by the CEO for planning related matters.

Two incidents of non-compliances were noted in the 2022 CAR.

### Disclosure of Interest

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

Two separate incidents of non-compliance:

- Incident 1 – Cr Miller lodged annual return on 4 Sept 2023.
- Incident 2 – employee was on extended leave overseas and completed their annual return on their return to work on 19 Oct 2023.

One incident of non-compliance was noted in the 2022 CAR.

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

No updates had been completed to the online version of the gift register prior to 31 December 2023. One entry existed that should have been removed. The Gift Register is to be updated in February 2024.

*Question 13 – When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to those people?*

The Gift Register was not updated prior to 31 December 2023 to remove former Cr P Long as required once he stepped down from office. The gift register will be updated in February 2024.

### Finance

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

An extension was requested to the compilation of the annual financial return for 2022-2023 which has delayed the finalisation of the auditors report.

This was a non-compliance in the 2022 CAR.

### Other Questions

*Question 7 – Did the local government prepare a report on the training completed by Council Members in the 2022/23 financial year and publish it on the local government's official website by 31 July 2023?*

The training completed by council members has not been updated since the 2021/22 reporting period. This report has now been updated and uploaded for the 2022/23 reporting period.

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

No. An extension was requested to the compilation of the annual financial return for the 2022/23 reporting period.

This was a non-compliance in the 2022 CAR.

### Tenders for Providing Goods and Services

*Question 1 – Did the local government comply with its current purchasing policy [adopted under F&G Reg 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?*

On the whole there would be a high degree of compliance with a few exceptions. An internal audit of procurement activities for the 22/23 Financial Year demonstrated purchasing policy non-compliances including missing mandatory administrative and contractual documentation or not seeking the minimum number of quotations.

All non-compliances have been addressed or currently being addressed and the City continues to review and improve its systems in order to reduce the risk of non-compliances occurring in the future.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CG-8 Significant Decision Making Policy, this matter is considered to be of moderate significance in terms of Council's ability to perform its role.

#### **STATUTORY IMPLICATIONS**

Regulations 13-15 of the *Local Government (Audit) Regulations 1996* provide for compliance audits.

The CAR is to be received and accepted by the Audit and Organisational Risk Committee and Council prior to a certified copy being submitted to the Department of Local Government by 31 March of each year.

#### **COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place with relevant City officers when preparing responses.

#### **COMMUNITY CONSULTATION**

No community consultation is required.

#### **POLICY IMPLICATIONS**

There are no policy implications.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications.

#### **STRATEGIC IMPLICATIONS**

There are no strategic implications.

OR

This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2025. In particular, the Operational Plan 2023-2024 provided for this activity:

Programs/Services:	4.e.1.2	Organisational Risk Management
Projects/Actions:	4.e.1.2.21.2	Complete the annual Compliance Audit Return

#### **RISK MANAGEMENT CONSIDERATIONS**

The level of risk to the City is considered to be as follows:

Category	Risk level	Comments
Health	N/A	Nil
Financial	N/A	Nil
Service Interruption	N/A	Nil
Environment	N/A	Nil
Reputation	Low	The CAR is utilised to inform the DLGSC and is not likely to have significant reputational implications unless major non-compliances are identified through the process.
Compliance	Moderate	The CAR provides an opportunity for self-assessment, to review current practices and identify any areas for operational improvement. Good systems and strong governance are in place to manage this risk.



### **IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

### **RELEVANT PRECEDENTS**

The CAR is submitted to the Audit and Organisational Risk Committee and to Council prior to March 31 each year.

### **VOTING REQUIREMENTS**

Simple Majority.

### **OPTIONS:**

#### Option 1

As per Officer's recommendation.

#### Option 2

That the Audit and Organisational Risk Committee DEFER consideration of the 2023 Compliance Audit Return pending further review, noting that submissions are due to the Department of Local Government, Sport and Cultural Industries by 31 March 2024.

### **CONCLUSION**

Each local government is required to carry out an annual Compliance Audit Return in relation to the period 1 January 2023 to 31 December 2023. Overall, the audit indicates a compliance rate of 91.6% for the City. Measures have been taken to rectify non-compliances and internal controls continue to be monitored to identify and address non-compliances as they occur. These systems continue to reflect a high level of compliance.

## **7 ITEMS FOR INFORMATION ONLY**

No Items for information.

## **8 MATTERS BEHIND CLOSED DOORS**

No matters behind closed doors.

## **9 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 4.59pm.

The date of the next meeting is to be held on Monday, 10 June 2024 at 4:00 pm in Council Chambers - Welcome Road, Karratha.