



Shire of
Narrogin

**MINUTES
AUDIT ADVISORY COMMITTEE MEETING**

22 February 2023

Commencing at 6.30 pm
Council Chambers
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

The Chief Executive Officer recommends the endorsement of these minutes at the next Audit Advisory Committee Meeting.

Signed:

.....

Date 23 February 2023

These minutes were confirmed at the Audit Advisory Committee Meeting held on 7 February 2024.

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin 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/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

Please note that meetings may be recorded for minute taking purposes.

CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	4
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	4
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	4
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	5
6. MATTERS WHICH REQUIRE DECISIONS	6
6.1 ANNUAL COMPLIANCE AUDIT RETURN 2022	6
7. CLOSURE OF MEETING	24

AUDIT ADVISORY COMMITTEE MEETING MINUTES

22 FEBRUARY 2023

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Acting Presiding Member, Cr G Broad, declared the meeting open at 6.35 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Cr G Broad – Deputy Shire President
Cr R McNab
Cr M Fisher
Cr J Pomykala
Cr T Wiese (attended the meeting from 6.37pm)
Cr T Alexander
Cr J Early

Staff

Mr D Stewart – Chief Executive Officer
Mr T Evans – Executive Manager Technical & Rural Services
Mr M Furr – Executive Manager Corporate & Community Services
Ms V Ward – Executive Assistant

Apologies

Mr L Ballard – Shire President
Cr B Seale
Mr A Awang – Executive Manager Development & Regulatory Services

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

Moved: Cr Pomykala

Seconded: Cr Fisher

That the minutes of the Audit Advisory Committee Meeting held 8 February 2023 be confirmed as an accurate record of the proceedings.

CARRIED 6/0

For: Cr Broad, Cr McNab, Cr Fisher, Cr Pomykala, Cr Alexander, Cr Early.

Against: Nil

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. MATTERS WHICH REQUIRE DECISIONS

6.1 ANNUAL COMPLIANCE AUDIT RETURN 2022

File Reference	14.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 February 2023
Author	Mark Furr – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Compliance Audit Return 2022

Summary

The completed annual Compliance Audit Return for calendar year 2022 is presented to the Audit Advisory Committee for consideration.

Background

It is a requirement of all Local Governments to complete the annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

Consultation

Consultation has been undertaken with:

- Chief Executive Officer;
- Executive Manager Corporate & Community Services;
- Manager Corporate Services;
- Governance Officer; and
- Executive Assistant.

Statutory Environment

The following statutory provisions apply:

- Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.
- Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy Implications

There are no known relevant policy implications.

Financial Implications

There are no known relevant financial implications.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk Matrix

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to present the Compliance Audit Return would result in the non-compliance with the Local Government (Audit) Regulations – Regulation 14, which may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

A risk is often specified in terms of an event or circumstance and the consequences that may flow

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or

extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Compliance Audit Return has been completed for the 2022 calendar year and is submitted for review. There are no issues of non-compliance identified for further attention.

As per the Local Government (Audit) Regulations, this item will be presented to the Audit Advisory Committee Meeting, scheduled for 22 February 2023. The Return has been recommended to Council by Officers.

Voting Requirements

Simple Majority

6.37pm Cr Wiese entered the meeting.

OFFICERS' RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Alexander

That with respect to the Department of Local Government, Sport and Cultural Industries' Compliance Audit Return for Calendar Year 2022, the Audit Advisory Committee recommends its adoption by Council, noting no matters of non-compliance, for approval to lodge with the Department.

CARRIED 7/0

For: Cr Broad, Cr McNab, Cr Fisher, Cr Pomykala, Cr Wiese, Cr Alexander, Cr Early.

Against: Nil



Narrogin - Compliance Audit Return 2022

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A		Victoria Anderson
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A		Victoria Anderson
3	s3.59(2)(c) F&G Regs 7,8,10	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 2022?	N/A		Victoria Anderson
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Victoria Anderson
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Victoria Anderson



Narrogin - Compliance Audit Return 2022

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Victoria Anderson
2	s5.16	Were all delegations to committees in writing?	N/A		Victoria Anderson
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Victoria Anderson
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Victoria Anderson
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	N/A	No Delegations to Committees	Victoria Anderson
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Victoria Anderson
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Resolved OCM 24 April 2022	Victoria Anderson
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Victoria Anderson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Victoria Anderson
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Victoria Anderson
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	https://www.narrogin.wa.gov.au/documents/520/delegations-register	Victoria Anderson
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes		Victoria Anderson
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 in accordance with Admin Reg 19?	Yes		Victoria Anderson



Narrogin - Compliance Audit Return 2022

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Vanessa Ward
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Vanessa Ward
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Vanessa Ward
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	See files in Governance Office	Vanessa Ward
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	See files in Governance Office	Vanessa Ward
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	See files in Governance Office	Vanessa Ward
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	www.narrogin.wa.gov.au/your-shire/your-council/register-of-financial-interests.aspx	Vanessa Ward
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	www.narrogin.wa.gov.au/your-shire/your-council/register-of-financial-interests.aspx	Vanessa Ward
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See files in Governance Office	Vanessa Ward
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	See files in Governance Office	Vanessa Ward
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Vanessa Ward



12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	https://www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/documents/your_shire/master_-_register_of_gifts_25_november_2022.pdf	Vanessa Ward
13	s5.89A(6)	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 that person?	Yes		Vanessa Ward
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	See files in Governance Office	Vanessa Ward
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	https://www.narrogin.wa.gov.au/your-shire/your-council/register-of-financial-interests.aspx	Vanessa Ward
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Vanessa Ward
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	Yes	Permission granted 23/02/2022	Vanessa Ward
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Adopted 24/02/2022	Vanessa Ward
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No		Vanessa Ward
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates	Vanessa Ward



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

GOVERNMENT OF
WESTERN AUSTRALIA

21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	www.narrog n.wa.gov.au/ documents/1 53/employee- code-of-con duct-(interim)	Vanessa Ward
----	-----------------	---	-----	---	--------------



Narrogin - Compliance Audit Return 202

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Lease of Shire property – Holyoake, Westpac, Skill Hire,	Victoria Anderson
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	Lease of Shire Property as stated above	Victoria Anderson



Narrogin - Compliance Audit Return 2022

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 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 donors 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 forms relating to each candidate?	Yes	Next Election October 2023, however no disclosures made	Vanessa Ward
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	Next Election October 2023	Vanessa Ward
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	Next Election October 2023	Vanessa Ward



Narrogin - Compliance Audit Return 2022

Finance					
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	OCM Minutes 26 October 2022	Alex Mulenga
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Alex Mulenga
3	s7.3(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes		Alex Mulenga
4	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?	N/A		Alex Mulenga
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		Alex Mulenga
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	Yes	https://www.narrogin.wa.gov.au/documents/1410/shire-of-narrogin-annual-report-2021-22	Vanessa Ward
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	https://www.narrogin.wa.gov.au/documents/1413/minutes-8-02-2023-special-council-meeting-(unconfirmed)	Vanessa Ward



Narrogin - Compliance Audit Return 2022

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Reviewed 22 May 2019	Mark Furr
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Reviewed OCM 27 July 2022	Mark Furr
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	https://www.narrogin.wa.gov.au/documents/1367/corporate-business-plan-2022-2026	Mark Furr



Narrogin - Compliance Audit Return 2022

Local Government Employees						
No	Reference	Question	Response	Comments	Respondent	
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Victoria Anderson	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Victoria Anderson	
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 under section 5.36(4)?	N/A		Victoria Anderson	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	OCM April 22	Victoria Anderson	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Victoria Anderson	



Narrogin - Compliance Audit Return 2022

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated as defined by section 5.37 who is to be its complaints officer?	Yes	Appointed by CEO as per s.5.120 LGA	Victoria Anderson
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes	https://www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/documents/our_council/rules_of_conduct_complaints.pdf	Victoria Anderson
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes	https://www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/documents/our_council/rules_of_conduct_complaints.pdf	Victoria Anderson
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	https://www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/documents/our_council/rules_of_conduct_complaints.pdf	Victoria Anderson



Narrogin - Compliance Audit Return 2022

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
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 Financial Management Reg 5(2)(c) within the three years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	Yes	Financial Management Reg 5 Review & Audit Regulation 17 Completed 19/09/2022	Mark Furr
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 Audit Reg 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	On Ordinary Council Agenda for February 2023	Mark Furr
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/documents/your_shire/master_-_register_of_gifts_25_november_2022.pdf	Vanessa Ward
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Council Policy 1.15. Reviewed 7 June 2021	Vanessa Ward
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	www.narrogin.wa.gov.au	Vanessa Ward
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Council Policy 1.17 Reviewed 24 November 2021	Vanessa Ward
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes	www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx	Vanessa Ward
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes		Alex Mulenga
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Adoption of Budget OCM 27 July 2022 Audit Advisory Committee Meeting Minutes 22 February 2023	Alex Mulenga



Narrogin - Compliance Audit Return 2022

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 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?	Yes	Council Policy 3.1 (a)(b)(c)	Victoria Anderson
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all 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 Regulations?	N/A	No Tenders were invited for the 2021/22 financial year Caravan Park – Tender advertised Oct 22 Library Extension Tender advertised Dec 22 Tenders not finalized till 2023	Victoria Anderson
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	YES	Both Caravan Park and Library Extension Tenders advertised in the West Australian	Victoria Anderson
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Victoria Anderson
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		Victoria Anderson
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes		Victoria Anderson
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	https://www.narrogin.wa.gov.au/profiles/narrogin/assets/clientdata/tenders/tender_register_16_december_2022.pdf	Victoria Anderson



8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	RFT 22/23-01 Accommodation Units Narrogin Caravan Park	Victoria Anderson
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	Only one submission which did not meet application requirements	Victoria Anderson
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Victoria Anderson
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Victoria Anderson
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Victoria Anderson
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Victoria Anderson
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Victoria Anderson
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Victoria Anderson
16	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 notice of the variation?	N/A		Victoria Anderson
17	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 pre-qualified supplier panel application?	N/A		Victoria Anderson
18	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		Victoria Anderson
19	F&G Reg 24AH(1)	Did the local government reject any 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		Victoria Anderson



20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	Victoria Anderson
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	Victoria Anderson
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	Victoria Anderson

7. CLOSURE OF MEETING

There being no further business to discuss, the Acting Presiding Member declared the meeting closed at 6.43 pm.