



MINUTES

Audit and Risk Management Committee Meeting Friday, 7 February 2020

Date: Friday, 7 February 2020

Time: 8.00am

**Location: Town of Claremont
Claremont Council Chambers
308 Stirling Highway, Claremont**

**Liz Ledger
Chief Executive Officer**

DISCLAIMER

Would all members of the public please note that they are cautioned against taking any action as a result of a Council decision tonight until such time as they have seen a copy of the Minutes or have been advised, in writing, by the Council's Administration with regard to any particular decision. This meeting shall be recorded for Administration purposes only.

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**MINUTES OF TOWN OF CLAREMONT
AUDIT AND RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE TOWN OF CLAREMONT, CLAREMONT COUNCIL CHAMBERS, 308 STIRLING
HIGHWAY, CLAREMONT
ON FRIDAY, 7 FEBRUARY 2020 AT 8.00AM**

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Haynes welcomed staff and members of the Audit & Risk Management Committee and declared the meeting open at 8.00am.

2 RECORD OF ATTENDANCE / APOLOGIES

PRESENT:

Cr Bruce Haynes

Cr Peter Telford

Community Representative Marguerite Anklesaria

IN ATTENDANCE:

Bree Websdale (Director Governance & People)

Andrew Smith (Director Infrastructure)

Cary Green (Director Corporate & Compliance)

Vicki Cobby (Manager Finance)

APOLOGIES:

Mayor Jock Barker

Cr Paul Kelly

Mr Aiuden Daly (Community Representative)

LEAVE OF ABSENCE:

Nil

3 ELECTION OF CHAIRPERSON

Cr Haynes duly elected at 3 December 2019 Committee Meeting as presiding member of the Audit and Risk Management Committee for the period expiring at the next ordinary Local Government Election in 2021.

4 DISCLOSURE OF INTERESTS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE RESOLUTION 011/19

Moved: Community Representative Marguerite Anklesaria

Seconded: Cr Bruce Haynes

That the minutes of the Audit and Risk Management Committee Meeting held on 3 December 2019 be confirmed.

6 PRESENTATION

Nil

7 REPORTS OF THE CEO

7.1 COMPLIANCE AUDIT RETURN 2019

File Number: GOV/00054, D-20-02755

Author: Bree Websdale, Director Governance and People

Authoriser: Liz Ledger, Chief Executive Officer

Attachments: 1. Draft CAR Full Return 18/19

PURPOSE

To present the Compliance Audit Return 2019 for review by the Audit and Risk Management Committee

BACKGROUND

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that a compliance audit for the period 1 January to 31 December is completed each year.

The completed Compliance Audit Return (CAR) must be reviewed by the Town's Audit and Risk Management Committee before being presented to Council for adoption. The adopted CAR is to be certified by both the Mayor and Chief Executive Officer before it is submitted to the Executive Director of the Department of Local Government, Sport and Cultural Industries by 31 March.

The Compliance Audit Return (CAR) is a statutory reporting tool that seeks to evaluate that Town's compliance with targeted sections of the *Local Government Act 1995* over the past calendar year.

DISCUSSION

In completing the Compliance Audit Return, relevant officers designated by the Chief Executive Officer have undertaken an audit of the Town's activities, practices and procedures in line with the *Local Government Act 1995* and its associated regulations. To ensure that a thorough audit has been undertaken, the Town has evidenced each of its responses by citing references to relevant internal and external documents under the 'Comments' section of Attachment 1.

For 2019, there were 104 questions over 10 disciplines, please refer to attachment for further breakdown and detail. The return has been completed by the respective areas and is fully compliant.

PAST RESOLUTIONS

Ordinary Council Meeting 19 February 2019, Resolution 10/19:

That Council adopts the 2018 Compliance Audit Return.

FINANCIAL AND STAFF IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

POLICY AND STATUTORY IMPLICATIONS

Local Government Act 1995 s.7.13(1)(i)

Local Government (Audit) Regulations 1996 cls. 13-16

COMMUNICATION / CONSULTATION

The CAR is completed in consultation with various business units, reviewed by the Governance unit, and overseen by the Executive Leadership Team.

STRATEGIC COMMUNITY PLAN**Leadership and Governance**

We are an open and accountable local government; a leader in community service standards.

- Demonstrate a high standard of governance, accountability, management and strategic planning.
- Continually assess our performance and implement initiatives that drive continuous improvement.

URGENCY

In order to meet statutory deadlines, the Compliance Audit Return must be endorsed by the Audit and Risk Management Committee so that it can be submitted to Council for adoption at the 18 February 2020 OCM.

VOTING REQUIREMENTS

Simple majority decision of Council required.

COMMITTEE RESOLUTION 001/20

Moved: Cr Peter Telford

Seconded: Marguerite Anklesaria

That the Audit and Risk Management Committee -

- 1. Amend wording to the 2019 Compliance Audit Return as discussed; and**
- 2. Recommend Council adopt the 2019 Compliance Audit Return, as amended to be a true and accurate representation of the outcomes of the audit of statutory activities.**

CARRIED

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



Department of
Local Government, Sport
and Cultural Industries

Claremont - 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.

Commercial Enterprises by Local Governments					
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		Bree Websdale
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		Bree Websdale
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		Bree Websdale
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		Bree Websdale
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		Bree Websdale

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



Department of
Local Government, Sport
and Cultural Industries

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A		Bree Websdale
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Bree Websdale
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Bree Websdale
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Bree Websdale
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A		Bree Websdale
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		Bree Websdale
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Bree Websdale
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes	Full review of delegations undertaken by Council at OCM on 18/6/19	Bree Websdale
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	OCM on 18/6/19	Bree Websdale
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	OCM on 18/6/19 Resolution 66/19	Bree Websdale
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Bree Websdale
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	OCM on 18/6/2019	Bree Websdale
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		Bree Websdale

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)?	N/A		Bree Websdale

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



Department of
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and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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?	N/A		Bree Websdale
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?	N/A		Bree Websdale
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		Bree Websdale
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		Bree Websdale
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?	Yes		Bree Websdale
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?	Yes		Bree Websdale
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Bree Websdale
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Bree Websdale
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		Bree Websdale
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Bree Websdale
12	s5.88(1)(2) 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 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Bree Websdale
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Bree Websdale
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		Bree Websdale

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



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No	Reference	Question	Response	Comments	Respondent
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		Bree Websdale
16	s5.103 Admin Reg 34C & Rules of Conduct 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?	N/A		Bree Websdale
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?	N/A		Bree Websdale
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?	N/A		Bree Websdale
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes		Bree Websdale

Disposal of Property

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		Bree Websdale
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		Bree Websdale

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



Department of
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Elections					
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		Bree Websdale
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		Bree Websdale
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		Vicki Cobby
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	No delegated powers	Bree Websdale
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	Appointed by OAG	Bree Websdale
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?	No	Appointed by OAG	Bree Websdale
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	OCM 17/12/19 Resolution 205/19	Bree Websdale
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	OCM 17/12/19 Resolution 205/19	Bree Websdale
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?	N/A	No action taken	Bree Websdale

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



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No	Reference	Question	Response	Comments	Respondent
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?	N/A	No significant matters raised	Bree Websdale
9	S7.12A (5)	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		Bree Websdale
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Bree Websdale
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes	x	Bree Websdale
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Bree Websdale
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		Bree Websdale
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		Bree Websdale

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



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	CBP adopted 19 June 2018 102/18	Bree Websdale
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes		Bree Websdale
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Original SCP adopted 27 June 2017	Bree Websdale
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the 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?	Yes		Bree Websdale
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	Prepared in conjunction with the CBP	Bree Websdale
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Prepared in conjunction with the CBP	Bree Websdale
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	Prepared in conjunction with the CBP	Bree Websdale

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Local Government Employees					
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	No CEO appointment in time period	Bree Websdale
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of 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	No designated senior employees	Bree Websdale
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	No CEO appointment in time period	Bree Websdale
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	No CEO appointment in time period	Bree Websdale
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A	No designated senior employees	Bree Websdale

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



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
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	CEO is complaints officer	Bree Websdale
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	No complaints made	Bree Websdale
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		Bree Websdale
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		Bree Websdale
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		Bree Websdale
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		Bree Websdale

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



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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 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?	N/A	no response	Bree Websdale
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?	N/A	no response	Bree Websdale
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?	N/A	no response	Bree Websdale
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?	N/A	no response	Bree Websdale

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		Bree Websdale
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		Bree Websdale
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		bree websdale
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		bree websdale

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



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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?	Yes		bree websdale
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		bree websdale
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		Bree Websdale
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		bree websdale
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		bree websdale
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		bree websdale
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		bree websdale
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		Bree Websdale
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		Bree Websdale
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		Bree Websdale
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		bree websdale
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	Yes		Bree Websdale
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	Yes		Bree Websdale

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



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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?	Yes		Bree Websdale
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?	Yes		Bree Websdale
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		bree websdale
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?	Yes		Bree Websdale
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?	Yes		Bree Websdale
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?	Yes		Bree Websdale
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?	N/A		Bree Websdale
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?	N/A		Bree Websdale
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		Bree Websdale

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



Department of
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No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with its 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		Bree Websdale

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

Signed Mayor / President, Claremont

Signed CEO, Claremont

8 OTHER BUSINESS

Ms Anklesaria requested a copy of the previous financial years statements.

Each staff member in attendance gave a brief introduction and their role in the organisation in relation to Audit and Risk.

9 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PRESIDING PERSON OR BY DECISION OF MEETING

Nil

10 FUTURE MEETINGS OF COMMITTEE

Date yet to be decided for the next Audit & Risk Management Committee meeting. Date will be set following liaison with the Director of Corporate & Compliance and other Committee Members not in attendance regarding availability.

11 DECLARATION OF CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at 8.16am.

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CHAIRPERSON