

# SHIRE OF LEONORA



## AUDIT AND RISK COMMITTEE MEETING

TO BE HELD 15<sup>TH</sup> DECEMBER 2020, AT THE CONCLUSION OF  
THE ORDINARY MEETING OF COUNCIL.

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JG EPIS  
CHIEF EXECUTIVE OFFICER

**SHIRE OF LEONORA**  
**ORDER OF BUSINESS FOR MEETING TO BE HELD**  
**TUESDAY 15<sup>TH</sup> DECEMBER, 2020**

1. **DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/  
FINANCIAL INTEREST DISCLOSURES**
2. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE  
(PREVIOUSLY APPROVED)**
3. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**  
(Sent out previously)  
Draft motion: That the Minutes of the Audit Committee Meeting held on 15th  
September, 2020, be confirmed as a true and accurate record.
4. **REPORTS OF OFFICERS**
  - 4.1 **Chief Executive Officer**  
Nil
  - 4.2 **Deputy Chief Executive Officer**
    - 4.2.1 **Related Party Transactions and Disclosures**
5. **NEXT MEETING Tuesday 16th March, 2021**
6. **CLOSURE OF MEETING**

#### **4.0 REPORTS OF OFFICERS**

##### **4.1 CHIEF EXECUTIVE OFFICER**

Nil

#### **4.0 REPORTS OF OFFICERS**

##### **4.2 DEPUTY CHIEF EXECUTIVE OFFICER**

###### **4.2.1 RELATED PARTY TRANSACTIONS AND DISCLOSURES**

**SUBMISSION TO:** Meeting of Audit Committee  
Meeting Date: 15<sup>th</sup> December, 2020

**AGENDA REFERENCE:** 4.2.1 AUDIT DEC 20

**SUBJECT:** Related Party Transactions and Disclosures

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 1.8

#### **AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Linda Gray

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 7<sup>th</sup> December, 2020

#### **BACKGROUND**

In accordance with AASB 124 *Related Party Disclosures*, local governments must disclose in the annual financial statements related party relationships, transactions and outstanding balances (including commitments) from 1 July 2016. Related parties include Key Management Personnel (KMP), which in the Shire of Leonora's case will include all elected members and executive staff, their close family members and any entities that they control or jointly control. The disclosure requires any transactions with these parties, whether monetary or not, to be identified and assessed whether disclosure is required or not. A disclosure may be in aggregate and will only occur where a transaction has occurred.

Regarding the disclosures, the following approach was developed in a workshop held at the June 2017 Audit and Risk Committee Meeting to ensure that management can properly address the requirements of the accounting standard:

- A procedure / guide for related party disclosures to be established, which includes the updating of returns quarterly through the Audit and Risk Committee Meetings
- Establishment of a system to identify and record related parties of KMPs
- Establishment of a system to identify and record related party relationships of KMPs
- Establishment of a system to identify and record related party transactions
- Identify 'Ordinary Citizen Transactions' (OCTs) that will not be disclosed by Council
- Create declaration forms to be completed by KMPs
- Set a materiality threshold for management to apply when assessing transactions for inclusion in the financial statements
- Identified the need for a separate workshop to be scheduled for newly elected members and
- For the Audit and Risk Committee to recommend any changes required to the above processes

#### **STATUTORY ENVIRONMENT**

Disclosures were required from Local Government entities from 1 July 2016 in accordance with AASB 124 *Related Party Disclosures*, with the first disclosures made in the Financial Statements for the year ended 30 June 2017.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendation of this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the recommendation of this report that will have any detrimental effect on the Shire’s finances.

**STRATEGIC IMPLICATIONS**

Strategic References within the Shire of Leonora Strategic Community Plan 2017-2027 demonstrate connections between services and the desired outcomes and community vision for the Shire of Leonora, particularly in relation to Governance services in this instance such as 4.1 Efficient service offerings to the community, 4.2 Effective and open engagement with all sections of the community, 4.5 Strong leadership and planning.

**RECOMMENDATIONS**

That the Audit and Risk Committee note the approach taken and the systems established by management with regard to addressing the requirements of *AASB 124 Related Party Disclosures*.

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

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Deputy Chief Executive Officer

**5.0 NEXT MEETING**

16<sup>th</sup> March 2021, following the conclusion of the Ordinary meeting of Council commencing at 9:30am.

**6.0 CLOSURE OF MEETING**