



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

MINUTES

SECTION 5.9(2)(a) LGA 1995

Committee Brief

1. *Provide guidance and assistance to the local government -*
 - a) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - b) *as to the development of a process to be used to select and appoint a person to be an auditor; and*
2. *May provide guidance and assistance to the local government as to -*
 - a) *matters to be audited; and*
 - b) *the scope of audits; and*
 - c) *its functions under Part 6 of the Act; and*
 - d) *the carrying out of its functions relating to other audits and other matters related to financial management; and*
3. *Is to review a report given to it by the CEO under Regulation 17(3) (the CEO's report) and is to -*
 - a) *report to the Council the results of that review; and*
 - b) *give a copy of the CEO's report to the Council.*

A meeting of the Audit and Risk Management Committee was held in the Committee Room Lowood Road, Mount Barker WA 6324, at 1.30pm Tuesday 14 June 2016.

Rob Stewart
CHIEF EXECUTIVE OFFICER

Committee Members

Cr K Clements, Cr L Handasyde, Cr J Moir and Cr C Pavlovich (Council 223/15)

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|-------------|---|----------------|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS | 3 |
| 2 | ELECTION OF PRESIDING MEMBER | 3 |
| 3 | RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE | 3 |
| 4 | CONFIRMATION OF MINUTES | 3 |
| 5 | DISCLOSURE OF INTEREST | 3 |
| 6 | ORGANISATIONAL RISK MANAGEMENT | 4 |
| 7 | BUILDING ASSETS | 4 |
| 8 | NEXT MEETING | 5 |
| 9 | CLOSURE OF MEETING | 5 |

Membership

Cr K Clements

Cr L Handasyde

Cr J Moir

Cr C Pavlovich (Presiding Member)

Cr J Hamblin (Deputy for any member)

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.30pm The Chief Executive Officer declared the meeting open.

2 ELECTION OF PRESIDING MEMBER

The Chief Executive Officer called for nominations for the position of Presiding Member.

Cr L Handasyde was nominated for the position of Presiding Member and he indicated his willingness to accept the position. There being no further nominations, the Chief Executive Officer declared Cr Handasyde elected unopposed to the position of Presiding Member.

3 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members Present

Cr L Handasyde – Acting Presiding Member

Cr K Clements

Cr J Hamblin - Deputy

Apologies

Cr J Moir

Leave of Absence

Cr C Pavlovich

Visitors

Cr M O'Dea

Staff

Mr R Stewart - Chief Executive Officer

Mr J Fathers - Deputy Chief Executive Officer

4 CONFIRMATION OF MINUTES

Moved Cr K Clements, seconded Cr L Handasyde:

That the Minutes of the Meeting of the Audit and Risk Management Committee held on 10 May 2016 as circulated, be taken as read and adopted as a correct record.

CARRIED

5 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Nil

6 ORGANISATIONAL RISK MANAGEMENT

In line with a previous Committee request, this item is listed as a permanent fixture on the agenda. The current Organisational Risk Register is attached for information.

During discussion at the meeting held on 14 June 2016, the Committee requested the administration to circulate the revised Strategic Risk Register to all councillors for their review, with a view to further consideration at a Council workshop. It was noted that the Strategic Risk Register would be included in the biennial review of the risk management systems required by Regulation 17 of the Local Government (Audit) Regulations.

7 BUILDING ASSETS

At its meeting held on 10 May 2016, the Acting Chief Executive Officer was requested to provide a list of building assets to be rated for importance as part of the preparation of an Asset Management Plan. This list is also attached, with a Proposed Classification included for the Committee's consideration.

During discussion at the meeting held on 14 June 2016, the Committee requested the administration to bring back this item in August 2016, with further information relating to insurance premiums and recommendations on insurance of buildings with or without lessee contributions to insurance.

8 NEXT MEETING

To be advised.

9 CLOSURE OF MEETING

2.03pm The Presiding Member declared the meeting closed.

CONFIRMED: PRESIDING MEMBER _____ **DATE:** ____ / ____ / ____