



Notice of Audit Committee Meeting

TO:

ALL COUNCILLORS

To be held on

Wednesday, 22 October 2014

Commencing at 4.00pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

J R Attwood
Chief Executive Officer

14 October 2014

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.



AUDIT COMMITTEE MEETING AGENDA

22 October 2014

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SHIRE OF DONNYBROOK/BALINGUP

AUDIT COMMITTEE MEETING AGENDA

To be held in the Council Chambers on Wednesday, 22 October 2014 at 4.00pm

The Chairperson to declare the meeting open at _____, welcome the public gallery and advise them of the meeting procedures.

MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Dilley (President)	John Attwood - CEO	
Cr Mitchell	Emma Thomas - PEHO	
Cr Bailey		
Cr Crowley		
Cr Dawson		
Cr King		
Cr Logiudice		
Cr McCabe		

PUBLIC GALLERY

APOLOGIES

Cr Duncan

1 PUBLIC QUESTION TIME

2 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

3 PETITIONS/DEPUTATIONS/PRESENTATIONS

Presentation

Emma Thomas will provide a presentation on the Risk Management Process.

4 CONFIRMATION OF MINUTES

Moved: Cr

Seconded: Cr

That the Minutes of the Audit Committee Meeting held on 12 February 2014 be confirmed as a true and correct record.

5 REPORTS OF OFFICERS

5.1 Chief Executive Officer

5.1.1	SUBJECT:	ORGANISATIONAL RISK MANAGEMENT REPORT
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	ADM 24
	Author:	E. Thomas – Acting Manager Development & Environmental Services
	Report Date:	8 October 2014 Attachments: 5.1.1 – Organisational Risk Management October 2014 Report

Background

The Shire of Donnybrook-Balingup recognises the importance of managing risk. As such the Shire is committed to managing risks that may impact the achievement of its strategies, goals and objectives. To achieve this, the Shire has an Organisational Risk Management Process in place. This consists of a framework comprising a Strategic Risk Register, policy, procedures and practices.

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal controls and legislative compliance. This is to be undertaken at least once every two years and the results reported to the Councils' Audit Committee.

Comment

The Shire has made good progress in the area of organisational risk management. Over the past nine years the Shire has particularly focused on progressive improvement. This has included the systematic review, updating and implementation of policies and practices. The Report at the **Attachment** to this agenda item provides an overview of the Shire's approach to risk management in the last decade.

An external audit of the Shire's risk management systems and procedures is planned for November 2014. This will also incorporate internal controls and legislative compliance which are encompassed within the Shire's Risk Management Process. AMD Chartered Accountants have been engaged to undertake the works.

Consultation

Staff have liaised with LGIS, the Shire's insurer and risk management advisor, throughout the development and implementation of the Shire's Risk Management Process.

Policy/Statutory/Voting Implications

Policy

Shire Administration Policy 2.45 Organisational Risk Management

Statutory

Local Government (Audit) Regulations 1996

Voting

Simple Majority

Risk Assessment (Optional)

The audit that is planned for November 2014 will provide an external assessment on the Shire's Organisational Risk Management Process. This is considered as an adequate control measure to meet legislative requirements.

Financial Implications

N/A

Strategic Implications

Outcome 4.3.5 of the Shire's *Strategic Community Plan* "Implement Risk Management".

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council receive the Organisational Risk Management Report dated October 2014.

6 CLOSURE OF MEETING

The Shire President advises that the date of the next Audit Committee Meeting will be held on _____, commencing at _____ at the Shire of Donnybrook/Balingup – Council Chambers.

Shire President to declare the meeting closed.