



## **NOTICE OF MEETING**

### **AUDIT AND RISK COMMITTEE**

Members of the Audit and Risk Committee are advised that a meeting of the Committee will be held in Council Chambers, Civic Building, 83 Mandurah Terrace, Mandurah on:

**Monday 11 November 2019  
at 5.30 pm**

**MARK R NEWMAN**  
Chief Executive Officer  
7 November 2019

Committee Members:  
Mayor Williams  
Councillor P Jackson  
Councillor J Green  
Councillor P Rogers  
Councillor A Zilani  
Mr W Ticehurst

Deputies:  
Councillor D Lee (Deputy Member)  
Councillor D Pember (Deputy Member)

## **AGENDA**

- 1 OPENING OF MEETING**
- 2 ELECTION OF CHAIRPERSON**
- 3 APOLOGIES**
- 4 IMPORTANT NOTE:**

Members of the public are advised that the decisions of this Committee are referred to Council Meetings for consideration and cannot be implemented until approval by Council. Therefore, members of the public should not rely on any decisions of this Committee until Council has formally considered the resolutions agreed at this meeting.

**5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Refer Attachment 5.1

**6 PUBLIC QUESTION TIME**

*Public Question Time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please telephone 9550 3787 or visit the City's website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au).*

**7 PRESENTATIONS****8 DEPUTATIONS**

*Any person or group wishing to make a 5-minute Deputation to the Committee meeting regarding a matter listed on this agenda for consideration must first complete an application form. For more information about making a deputation, or to obtain an application form, please telephone 9550 3787 or visit the City's website [www.mandurah.wa.gov.au](http://www.mandurah.wa.gov.au).*

*NB: Persons making a deputation to this Committee meeting will not be permitted to make a further deputation on the same matter at the successive Council meeting, unless it is demonstrated there is new, relevant material which may impact upon the Council's understanding of the facts of the matter.*

**9 CONFIRMATION OF MINUTES: 9 September 2019 (attached).****10 DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS****11 BUSINESS LEFT OVER FROM PREVIOUS MEETING****12 REPORTS FROM OFFICERS:**

Nil

**13 REPORTS FROM AUDITORS:**

Nil

**14 LATE AND URGENT BUSINESS ITEMS**

**15 QUESTIONS AND ISSUES FROM COMMITTEE MEMBERS**

15.1 Questions from Committee Members

15.2 Issues to be raised by Committee Members

**16 CLOSE OF MEETING**

A light supper will be served in the Councillors Meeting Room following the evening's meetings



MINUTES OF

**AUDIT AND RISK  
COMMITTEE MEETING**

HELD ON

**Monday 9 September 2019  
5.30 pm**

**IN COUNCIL CHAMBERS - 83 MANDURAH TERRACE MANDURAH**

***PRESENT:***

COUNCILLOR	P JACKSON [CHAIRMAN]	NORTH WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	R WORTLEY	NORTH WARD
MR	I ILSLEY	EXTERNAL REPRESENTATIVE

***OFFICERS IN ATTENDANCE:***

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MRS	C MIHOVILOVICH	DIRECTOR CORPORATE SERVICES
MR	C JOHNSON	ACTING DEPUTY CHIEF EXECUTIVE OFFICER
MR	R KING	MANAGER HR AND ORGANISATIONAL DEVELOPMENT
MS	P LADLOW	OCCUPATIONAL HEALTH AND SAFETY ADVISOR
MRS	L SLAYFORD	MINUTE OFFICER

***OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS [AGENDA ITEM 1]***

In the Chairperson's absence the Chief Executive Officer opened the meeting at 5.43pm. Nominations for the position of Chairperson were called for, one nomination was received from Councillor Jackson.

The Chief Executive Officer declared Councillor Jackson Chairperson for the Audit and Risk Committee meeting of 9 September, 2019.

Councillor Jackson took the Chair.

***ATTENDANCE AND APOLOGIES [AGENDA ITEM 2]***

Committee members Mayor Williams and Hon Councillor Riebeling are apologies. Non-committee members Councillors Schumacher and Lynn Rodgers are on leave of absence. Councillor Jackson deputised for Mayor Williams.

***RESPONSE TO QUESTIONS TAKEN ON NOTICE [AGENDA ITEM 3]***

Nil.

***PRESENTATIONS AND ANNOUNCEMENTS BY CHAIRMAN [AGENDA ITEM 4]***

Nil.

***CONFIRMATION OF MINUTES [AGENDA ITEM 5]***

**AR.1/9/19 CONFIRMATION OF MINUTES**

RESOLVED: I Illsley / Peter Rogers

**That the Minutes of the Audit and Risk Committee meeting of Monday, 8 July 2019 be confirmed.**

CARRIED UNANIMOUSLY: 4/0

***DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS [AGENDA ITEM 6]***

Nil.

***BUSINESS LEFT OVER FROM PREVIOUS MEETING [AGENDA ITEM 7]***

Nil.

***SUSPENSION OF STANDING ORDERS [AGENDA ITEM 8]***

Nil.

**ITEMS FROM OFFICERS [AGENDA ITEM 9]**

**AR.2/9/19 OSH ANNUAL REVIEW 2018 - 2019 (PL/RK) (REPORT 1)**

The City is now operating under our second Three Year Strategic OSH Plan which has been developed referencing the 2018 LGIS Worksafe Plan Audit recommendations. 2018-2019 has seen a continued focus on improving/reviewing our occupational health and safety systems and culture. Council is requested to note the progress being made in continuing the Three Year Strategic OSH Plan and the ongoing risk identification and management being conducted across the City. Council is also requested to note the City's current OSH performance.

The Manager HR and Organisational Development delivered a visual presentation as per Attachment 1 of the report. Discussion ensued in regard to changes and improvements in the health and safety programs and beneficial effect on the workforce. The Manager HR and Organisational Development, Occupational Health and Safety Advisor and Acting Deputy Chief Executive provided clarification on points discussed. Councillor Peter Rogers requested clarification as to why the number of workplace inspections had reduced from the previous year which was taken on notice.

Discussion in relation to psychological claims ensued. The Chief Executive Officer undertook to include further information in this regard within quarterly reporting to Council.

Councillor Wortley moved with Councillor Peter Rogers seconding the report recommendation.

RESOLVED TO RECOMMEND: R Wortley / Peter Rogers

**That Council**

- 1. Notes the continuation of the Three Year Strategic OSH Plan.**
- 2. Notes the City's OSH performance for the 2018/19 financial year.**

CARRIED UNANIMOUSLY: 4/0

**AR.3/9/19 AUDITOR GENERAL'S REPORT ON BUILDING APPROVALS (CM) (REPORT 2)**

The Office of the Auditor General (OAG) has released the findings of the performance audit in relation to Local Government Building Approvals (Report 28 June 2018-19) which was tabled in Parliament on 26 June 2019. The City of Mandurah was selected as one of the local governments to be audited for the regulation, monitoring and enforcement of permits for new houses and major renovations requiring approval for the 2016/17 and 2017/18 financial years. The purpose of the audit was to determine if local government entities effectively regulate residential building permits. The OAG did not review:

- Approvals for planning, demolitions and commercial buildings;
- Other building activities like patios, retaining walls and swimming pools; or
- How builders inspect the quality of their own work.

In accordance with section 7.12A of the *Local Government Act 1995*, it is recommended that the Audit and Risk Committee recommend to Council that the action plan is submitted to the Minister for Local Government that addresses the significant matters arising from the audit relevant to the City of Mandurah and that this is published on the City of Mandurah's website within 14 days of submitting the report to the Minister for Local Government.

Councillor Wortley moved the report recommendation which was seconded by Mr Illsley. Clarification in regard to conflict of interest processes raised were responded to by the Chief Executive Officer and Director Corporate Services who indicated this is currently under review and forms part of the 2020 Work Plan.

RESOLVED TO RECOMMEND: R Wortley / I Illsley

**That Council:**

- 1. Note the Office of the Auditor General’s performance audit in relation to Local Government Building Approvals (Report 28 June 2018-19) as detailed in Attachment 1 of the report;**
- 2. Approve the action plan (as detailed in Attachment 2 of the report) and submit to the Minister for Local Government; and**
- 3. Publish the action plan on the City of Mandurah’s website within 14 days of the report being submitted to the Minister for Local Government.**

CARRIED UNANIMOUSLY: 4/0

***LATE AND URGENT BUSINESS ITEMS [AGENDA ITEM 10]***

Nil.

***QUESTIONS AND ISSUES FROM COMMITTEE MEMBERS [AGENDA ITEM 11]***

Nil.

***REINSTATE STANDING ORDERS [AGENDA ITEM 12]***

Nil.

***CLOSE OF MEETING [AGENDA ITEM 13]***

There being no further business, the Chairman declared the meeting closed at 6.19pm.

CONFIRMED: .....[CHAIRMAN]

**RESPONSE TO QUESTIONS TAKEN ON NOTICE AT THE AUDIT AND RISK COMMITTEE MEETING HELD ON TUESDAY, 9 SEPTEMBER 2019**

**AR.2/9/19 OSH ANNUAL REVIEW 2018 - 2019 (PL/RK) (REPORT 1)**

Councillor Peter Rogers requested clarification as to why the number of workplace inspections had reduced from the previous year which was taken on notice.

Response:

*The downward trend in OSH inspections from 2017-2018 to 2018-2019 can be explained by the following:*

*In 2017-2018, additional inspections were carried out at the MARC (both aquatic and dry side inspections). This was to accommodate for the recent refurbishments and enable staff to fully understand the key safety and health aspects of the new facilities. In April 2018, the dry side inspections were changed to bi-monthly and the MARC aquatics went from bi-monthly to quarterly.*

*The 2018-2019 data also excluded some inspections as they had not been uploaded into the City's records system (WeConnect) prior to the Audit and Risk Report being compiled.*

*In an effort to improve the timely delivery of the inspection process, the OSH Workplace Inspection Schedule will be updated on a monthly basis with completed inspection dates discussed at monthly OSH Committee meetings.*

*NB: This information was presented to the Council meeting of 24 September 2019.*