



MINUTES OF

**AUDIT AND RISK
COMMITTEE MEETING**

HELD ON

**Monday 11 November 2019
5.30 pm**

IN COUNCIL CHAMBERS 83 MANDURAH TERRACE MANDURAH

PRESENT:

COUNCILLOR	P JACKSON [CHAIRMAN]	NORTH WARD
MAYOR	R WILLIAMS	
COUNCILLOR	J GREEN	COASTAL WARD
COUNCILLOR	A ZILANI	NORTH WARD
MR	W TICEHURST	EXTERNAL REPRESENTATIVE

ELECTED MEMBERS OBSERVING:

COUNCILLOR	L RODGERS	EAST WARD
COUNCILLOR	M ROGERS	TOWN WARD

OFFICERS

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	G DAVIES	DEPUTY CHIEF EXECUTIVE OFFICER
MRS	C MIHOVILOVICH	DIRECTOR CORPORATE SERVICES
MR	T FREE	DIRECTOR SUSTAINABLE COMMUNITIES
MRS	L SLAYFORD	MINUTE OFFICER

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

The Chief Executive Officer declared the meeting open at 5.30pm.

ELECTION OF CHAIRPERSON [AGENDA ITEM 2]

The Chief Executive Officer called for nominations for Chairperson of the Audit and Risk Committee. One nomination was received from Councillor Jackson.

AR.1/11/19 NOMINATION OF CHAIRPERSON

That Councillor Jackson be appointed as Chairperson of the Audit and Risk Committee for two years with the term expiring 15 October, 2021.

CARRIED UNANIMOUSLY: 5/0

Councillor Jackson took the Chair.

APOLOGIES [AGENDA ITEM 3]

Councillor Peter Rogers was an apology.

DISCLAIMER [AGENDA ITEM 4]

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the City of Mandurah unless specific delegation of authority has been granted by Council.

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. The City of Mandurah expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Committee meeting.

RESPONSE TO QUESTIONS TAKEN ON NOTICE [AGENDA ITEM 5]

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.

PUBLIC QUESTION TIME [AGENDA ITEM 6]

Nil.

PRESENTATIONS AND ANNOUNCEMENTS BY CHAIRMAN [AGENDA ITEM 7]

Nil.

DEPUTATIONS [AGENDA ITEM 8]

Nil.

CONFIRMATION OF MINUTES [AGENDA ITEM 9]

AR.2/11/19 CONFIRMATION OF MINUTES

RESOLVED: R Williams / P Jackson

That the Minutes of the Audit and Risk Committee meeting of Monday 9 September 2019 be confirmed.

CARRIED UNANIMOUSLY: 5/0

DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS [AGENDA ITEM 10]

Nil.

BUSINESS LEFT OVER FROM PREVIOUS MEETING [AGENDA ITEM 11]

Nil.

REPORTS FROM OFFICERS [AGENDA ITEM 12]

Nil.

REPORTS FROM AUDITORS [AGENDA ITEM 13]

Nil.

LATE AND URGENT BUSINESS ITEMS [AGENDA ITEM 14]

Nil.

QUESTIONS AND ISSUES FROM COMMITTEE MEMBERS [AGENDA ITEM 15]

Nil.

CLOSE OF MEETING [AGENDA ITEM 16]

There being no further business, the Chairman declared the meeting closed at 5.36pm.

CONFIRMED:[CHAIRMAN]