



SHIRE OF KONDININ AUDIT COMMITTEE

MINUTES OF AUDIT COMMITTEE MEETING

held at 1pm on Wednesday 15th June, 2022 at
Kondinin Council Chambers

David Burton
CHIEF EXECUTIVE OFFICER
3rd June 2022

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Order of Business

1. DECLARATION OF OPENING

The Presiding Member, Cr Beverley Gangell, welcomed those present and declared the meeting open at 11:01AM.

2. RECORD OF ATTENDANCE/APOLOGIES

PRESENT: Cr B Gangell, Cr P Green, Cr B Smith, Cr K Mouritz

STAFF: D Burton CEO, V Bugna MCS, L Genis ESO

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of Audit Committee Meeting – 16TH February 2022

RESOLUTION

Moved: Cr Brett Smith

Seconded: Cr Paul Green

That the minutes of the Audit Committee Meeting held on 16TH February 2022 be confirmed.

Carried: 4/0

4. AUDIT REPORT – REGULATION 17

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Date: 2nd June 2022
Disclosure of Interest: Nil
Attachment: Risk Dashboard Report

SUMMARY

For Council to consider the Risk Assessment Report

BACKGROUND

Under Audit Regulation 17, the Chief Executive Officer is to review certain systems and procedures of the local government.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

COMMENT

The CEO and staff have gone through an extensive Risk Management Assessment tool created for Local Governments to look at various areas and functions with considerations of issues that may arise and Policies, processes and documentation that mitigate the risks to the Shire. This gave a result of Risk consideration for the Shire, from low risk to extreme which is assess based on the severity of the issues that may arise and the likelihood of the matters arising. While it is impossible to eliminate all risks, certain steps can be taken to reduce the likelihood of issues occurring.

The Dashboard Report is a finalised report which displays the Risk Assessment, the controls for those risks and also lists any possible changes in documents or processes that can assist in reducing that risk. Based on the report, our areas of control are adequate to meet the Shires needs in reducing risk, but some additional actions have been listed to increase the ability of the staff to maintain that control or improve it.

This report is now presented to the Audit Committee for adoption.

STATUTORY REQUIREMENTS

As listed in Background.

POLICY IMPLICATION

There are no direct policy implications in relation to this item.

BUDGET IMPLICATIONS

Nil. Most actions are only administrative and can be completed through normal process.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2022-2032

4.2 We are a compliant and resourced Local Government

VOTING REQUIREMENT

Simple Majority

RESOLUTION

Moved: Cr Brett Smith

Seconded: Cr Kent Mouritz

That Council adopt the Risk Assessment Report and actions be noted for completion by CEO.

Carried: 4/0

5. RISK MANAGEMENT STRATEGY

Applicant: Shire of Kondinin
Author: David Burton – Chief Executive Officer
Date: 3 June 2022
Disclosure of Interest: Nil
Attachment: Risk Management Strategy

SUMMARY

For Council to consider the Risk Management Strategy 2022

BACKGROUND

As part of the Regulation 17 Review, the Shire of Kondinin Risk Management Plan was also to be reviewed.

The Shire of Kondinin Risk Management Plan was adopted in December 2019 and was required to be reviewed every two years. When the review began in late 2021, it was noted that the Plan referred to the old Standards which were updated in 2018. As such, a complete rewrite was required.

COMMENT

The Shire of Kondinin Risk Management Strategy 2022 has been drafted to be compliant with ISO 31000:2018 and will provide guidance for the Shire when considering risks in its many forms.

Risk is something that should be considered in all aspects of Shire considerations and clearly defined as an action or consideration to show what has been considered and how it has been managed. It is heavily practiced in the outdoor staff through the various forms used and will also have a gradual process to filter into the other areas of Shire operations to ensure it is a foremost consideration.

STATUTORY REQUIREMENTS

Local Government Act 1995

Local Government (Audit) Regulations 1996

POLICY IMPLICATION

There are no direct policy implications in relation to this item, however a policy will be drafted to comply with the Strategy.

BUDGET IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2022-2032

4.2 We are a compliant and resourced Local Government

VOTING REQUIREMENT

Simple Majority

RESOLUTION

Moved: Cr Paul Green

Seconded: Cr Brett Smith

That Council adopt the Risk Management Strategy 2022.

Carried: 4/0

6. CLOSURE

Being no further business the meeting was closed at 11:15am.