

TOWN OF BASSENDEAN

MINUTES

AUDIT AND RISK MANAGEMENT COMMITTEE

**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 6 MAY 2015 AT 9.30AM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Gerry Pule, Presiding Member
Cr Mike Lewis, Town of Bassendean
Mr Craig Weller, Community Representative
Ron Back, Financial Advisor
Michael Costarella, Director Corporate Services
Ken Lapham, Manager Corporate Services
Yvonne Zaffino, Council Support Officer

Apologies

Ms Michelle Rutherford
Mr Tony Macri, Macri and Partners

Visitor

Mr Mark Harris, LGIS

3.0 DEPUTATIONS

Mark Harris from LGIS provided a deputation at the meeting under Item 8.3.

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Meeting held on 4 February 2015

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Craig Weller, Seconded Cr Lewis, that the minutes of the meeting held on 4 February 2015 be confirmed as a true record.

CARRIED

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

6.0 DECLARATIONS OF INTEREST

Nil.

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil.

8.0 REPORTS

8.1 Annual Closed Circuit Television (CCTV) Report (Ref: INFT/ACQ/1 - Simon Stewert-Dawkins, Director Operational Services; Sharna Merritt, Senior Ranger)

APPLICATION

The purpose of this report was to present the annual reportable statistics for the Town's installed CCTV systems as required in the Closed Circuit Television (CCTV) Management & Operational Manual.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

MOVED Cr Lewis, Craig Weller, that the Audit & Risk Management Committee receives the CCTV Management and Operation Annual report.

CARRIED

**8.2 2014/15 Interim Audit – Macri & Partners (Ref: FINM/AUD1
Ken Lapham, Manager Corporate Services)**

APPLICATION

The purpose of this report is to provide Council, through the Audit and Risk Management Committee, with details of the Interim Audit Report and provide management comments and information on the remedial action taken.

The Committee discussed the summary of the issues identified by the Auditor and the appropriate action to have the various recommendations implemented.

The Interim Audit Report is included as a Confidential attachment to the minutes.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

ARMC-1/05/15 MOVED Cr Lewis, Craig Weller, that the Audit and Risk Management Committee receives the Interim Audit Report for the 2014/15 financial period, from Macri & Partners.

CARRIED

**8.3 Review of updated Risk Profiles - Local Government
Insurance Services (Ref: GOVR/LREGLIA/3, Michael
Costarella, Director Corporate Services)**

APPLICATION

The Committee was requested to consider updates to the Risk Profiles in relation to:

1. Business & Community Disruption
2. Failure of IT &/or communication systems and infrastructure.
3. Inadequate asset sustainability practices.

Mr Mark Harris from LGIS provided a deputation on the review and the process carried out.

A number of suggestions were made, including providing the Wardens' names and contact details where they are not specified. Assembly areas for the Depot and Wind in the Willows Child Care centre were also discussed.

COMMITTEE/OFFICER RECOMMENDATION — ITEM 8.3

ARMC-2/05/15 MOVED Craig Weller, Seconded Cr Lewis, that Council:

1. Endorses the updates to the Risk Profiles for:
 - a) Business & Community Disruption;
 - b) Failure of IT &/or communication systems and infrastructure;
 - c) Inadequate asset sustainability practices;
2. Endorses the Business Continuity Plan for the 2015 year attached to the Audit and Risk Management Committee Minutes of 6 May 2015; and
3. Requests a further update on risk matters to be presented to the next Audit and Risk Management meeting to be held 14 October 2015.

CARRIED

9.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

10.0 **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil.

11.0 **CONFIDENTIAL BUSINESS**

Nil.

12.0 **CLOSURE**

The next meeting will be on Wednesday 14 October 2015, commencing at 9.30am.

There being no further business, the Presiding Member closed the meeting at 10.00am.