



# Audit and Risk Committee Meeting

Tuesday 12 November 2019  
Commencing at 5pm

Held at the Council Chambers, 6177 Great Northern Highway, Bindoon

## **Membership**

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

## **Duties and Responsibilities**

The duties and responsibilities of the ARC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- (b) Develop and recommend to Council—
  - i. a list of those matters to be audited,
  - ii. the scope to be undertaken.
- (c) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
  - i. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*,
  - ii. ensure that audits are conducted successfully and expeditiously.
- (d) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
  - i. determine if any matters raised require action to be taken by the local government,
  - ii. ensure that appropriate action is taken in respect of those matters.
- (e) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- (f) Review the scope of the audit plan and program and its effectiveness.
- (g) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (h) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.

## **Delegated Authority**

Nil

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS.....</b>	<b>4</b>
<b>2.</b>	<b>ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER.....</b>	<b>4</b>
<b>3.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS.....</b>	<b>5</b>
	3.1 Attendance.....	5
	3.2 Apologies.....	5
	3.3 Approved leave of absence.....	5
<b>4.</b>	<b>DISCLOSURE OF INTEREST.....</b>	<b>5</b>
<b>5.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>5</b>
	5.1 Response to previous public questions taken on notice.....	5
	5.2 Public question time.....	5
<b>6.</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>6</b>
	6.1 Audit Committee Meeting – 20 March 2019 .....	6
<b>7.</b>	<b>CLOSURE.....</b>	<b>6</b>

\* indicates separate attachments

Notice is hereby given that the next meeting of the Audit and Risk Committee of the **Shire of Chittering** will be held on **Tuesday 12 November 2019** in the Council Chambers, Bindoon commencing at **5.00pm**.



**MATTHEW GILFELLON**  
Chief Executive Officer

## **1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS**

The Chief Executive Officer to declare the meeting open.

## **2. ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER**

In accordance with the Council Committees and Advisory Groups booklet, members of the Audit and Risk Committee are required to elect their Presiding Member and Deputy presiding member from amongst themselves in accordance with s5.12 of the *Local Government Act 1995*.

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

### *Election of Presiding Member*

Once the Committee have elected their Presiding Member, the Chief Executive Officer will hand the meeting over to them.

### *Election of Deputy Presiding*

**3. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE / ANNOUNCEMENTS**

**3.1 Attendance**

**3.2 Apologies**

**3.3 Approved leave of absence**

Nil

**4. DISCLOSURE OF INTEREST**

Members of the Committee are bound by the provisions of the *Local Government Act 1995, Section 5.65* with respect to disclosure of financial, impartiality or proximity interests.

**5. PUBLIC QUESTION TIME**

**5.1 Response to previous public questions taken on notice**

Nil

**5.2 Public question time**

*Meetings shall be generally open to the public pursuant to the Local Government Act 1995, s5.23 and include question time for members of the pursuant to the Local Government Act 1995, s5.24.*

**6. CONFIRMATION OF MINUTES**

**6.1 Audit Committee Meeting – 20 March 2019**

**6.1 RECOMMENDATION**

That the minutes of the Audit Committee Meeting held on Wednesday 20 March 2019 be confirmed as a true and correct record of proceedings.

**7. CLOSURE**

The Presiding Member to declare the meeting closed.