

SHIRE OF KOJONUP

Kojonup



**Audit & Risk Committee
Minutes**

17 March 2020

TERMS OF REFERENCE

AUDIT & RISK COMMITTEE

Function:

This Committee is responsible for assisting Council in recommending appropriate actions to Council with regards to audit, risk and governance management to ensure accountability to the community in its responsibilities.

Duties and Responsibilities:

- Receive and review the biannual reports from the Chief Executive Officer (CEO) regarding the appropriateness and effectiveness of the Shires risk management, internal controls and legislative compliance and make recommendations to Council;
- Recommend and review the Shires Risk Appetite Statement in order to set the Risk Tolerance of the Council;
- Monitor and receive reports concerning the development, implementation and on-going management of the Shires Risk Management Plan and the effectiveness of its Risk Management Framework;
- Provide advice and assistance to Council as to the carrying out of its functions in relation to audits and recommend;
 - a) a list of those matters to be audited; and
 - b) the scope of the audit to be undertaken;
- Meet with the auditor yearly and provide a report to Council on the matters discussed and the outcome of the discussions;
- Liaise with the (CEO) to ensure that the Shire does everything in its power to:
 - a) assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - b) ensure that audits are conducted successfully and expeditiously;
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - a) determine if any matters raised require action to be taken by the Shire; and
 - b) ensure that appropriate action is taken in respect of those matters;
 - c) Review the report prepared by the CEO in respect of any matters raised in the report of the auditor and present 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;
- Review the scope of the Audit Plan and its effectiveness;
- Consider and recommend adoption of the Annual Financial Report to the Council;
- 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;
- Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council; and
- Review the annual Statutory Compliance Return and make a recommendation on its adoption to Council.

Membership

Four (4) Councillors; and

Two (2) Community Members.

MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING
HELD ON 17 MARCH 2020

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MINUTES

1 DECLARATION OF OPENING

The Chairperson, Cr Gale, declared the meeting open at 9:05 am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

MEMBERS

Cr Kevin Gale	Member (Chairperson)
Cr Parminder Singh	Member
Cr Cindy Wieringa	Member
Cr Felicity Webb	Member
James Hope	Community Member

STAFF (OBSERVERS)

Anthony Middleton	Manager of Corporate & Community Services
Heather Marland	Senior Finance Officer
Judy Stewart	Senior Administration Officer

SENIOR MANAGEMENT TEAM VISITOR:

Anthony Middleton (as above)

APOLOGIES

Roger House	Community Member
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3 PUBLIC QUESTION TIME

Nil

4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

5 CONFIRMATION OF MINUTES

Audit & Risk Committee Meeting held 5 November 2019 ([Attachment 5.1](#))

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr Wieringa, seconded Cr Singh that the minutes of the Audit & Risk Committee Meeting held on 5 November 2019 be confirmed as a true and accurate record.

Carried 5/0

6 DECLARATIONS OF INTEREST

Nil

7 SENIOR MANAGEMENT TEAM DISCUSSION

In accordance with the Financial Management Review adopted in February 2019, one senior manager will attend the Audit & Risk Committee on a rotational basis to discuss the following:

- Update on Manager's areas of responsibility and current projects/issues;
- Questions on Notice from the Audit Committee;
- Management's own recommendations for improvement in key areas;

Anthony Middleton, Manager Corporate & Community Services, will be presenting at this meeting. Questions on Notice can be submitted via email to mcs@kojonup.wa.gov.au.

Meeting Notes

The Manager of Corporate and Community Services addressed the committee and gave an overview of his role and the Corporate and Community Services directorate.

8 AUDIT & RISK COMMITTEE TIMETABLE

As a guide and subject to availability, each Audit & Risk Committee agenda will contain the following (**list to be expanded at the suggestion of members**):

1st Quarter (January – March)

- Committee Status Report
- Compliance Audit Return
- Summary of Risk Management
- Volunteer Management (*Completed November 2019*)
- Leave Provision Adequacy (*deferred until after Annual Report finalised*)

2nd Quarter (April – June)

- Committee Status Report
- Summary of Risk Management
- Fees & Charges Review
- Business Continuity Plan Review
- Shire President's Vehicle Log Book

3rd Quarter (July – September)

- Committee Status Report
- Interim Audit Report
- Summary of Risk Management
- Insurance Overview

4th Quarter (October – December)

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Financial Management Review (each 3 years – 2018, 2021...)
- Risk, Legal Compliance & Internal Controls review (each 3 years – 2018, 2021...)
- Summary of Risk Management

OFFICER COMMENT

The above list will remain at the commencement of each Committee agenda to act as a timetable and enable members to add to the items to be considered.

Discussion was held regarding financial training for the members of the audit committee. The Manager of Corporate and Community Services advised that the two remaining modules that the councilors are required to complete are finance based.

9 REPORTS

9.1 STATUS REPORTS

9.1.1 COMMITTEE STATUS REPORT

Date	Item Number & Title	Issue	Response	Status
15 May 2018	9.3 – Focus Audit – Timely Payment of Suppliers	The Shire should pay all invoices within 30 days of the receipt of the invoice or receipt of the goods and services.	Training of all staff and authorising officers undertaken to have invoices signed and to Finance Officer in a timely manner for payment.	Completed
19 February 2019	10.3 Financial Management Review	Financial Ratios • That the useful life prediction used to calculate depreciation rates be reviewed.	Agenda item in the November Committee & Council meeting.	Completed

10.1.3 SUMMARY OF RISK MANAGEMENT

10.1.3.1 KOJONUP SHOWGROUNDS – LOCAL GOVERNMENT INSURANCE SERVICES (LGIS) RISK ASSESSMENT

Although presented to Council at its 10 December 2019 Ordinary Meeting (in relation to a request for in-principle support for a grant funding application), this meeting represents the first opportunity to present the LGIS November 2019 Kojonup Showgrounds Public Liability Site Risk Assessment (Assessment) to the Audit and Risk Committee for discussion and to make a recommendation to Council on this matter (see separate Officer Report 11.1.1).

10.1.3.2 GENERAL

(Attachment 10.1.3.2 – Risk Management Framework - Dashboard Report)

- Four members of staff (with an involvement in Risk and/or Occupational Safety and Health [OSH] matters) attended the Great Southern Regional Risk Forum in Albany at the beginning of December 2019. Topics included:
 - Resilient Communities (and the long term value of involving, and empowering, communities in their preparation for and recovery from disaster);
 - Dealing with Difficult People (keeping safe/reducing the escalation of negative communication/understanding communication including what we hear, see or feel, and read);
 - Safety Acronyms
 - Investing in a Sustainable Future (Superannuation);
 - Regional Risk Coordinator update/Service Plans;
 - Volunteer and Community Groups (from an insurance perspective);
 - Project Risk Management (identifying, assessing, and acceptance/avoidance);
 - Legal Risk Management (contracts, leases, licences, agreements); and
 - Management of Contractors.
- The Shire's Volunteer Manual was reviewed by Council at its 19 November 2019 meeting and improvements made particularly in the areas relating to volunteer performance and feedback. Various Position Descriptions require conversion to a suitable format for volunteers and are currently the focus with regard to volunteer documentation.
- The Royal Life Saving Society Western Australia Inc audit of the swimming pool was conducted on 3 February 2020 and the organisation, as a whole, has commenced preparation for its next OSH audit due at the end of 2020.

11 OFFICER REPORTS**11.1 COMPLIANCE AUDIT RETURN 2019**

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Thursday, 5 March 2020
FILE NO	CM.REP.1
ATTACHMENT(S)	11.1.1 - Compliance Audit Return 2019

STRATEGIC/CORPORATE IMPLICATIONS		
“Smart Possibilities – Kojonup 2027+”		“Smart Implementation – Kojonup 2018-2022”
Key Pillar	Community Outcomes	Corporate Actions
KP3 - Performance	3.4 – Be organised and transparent with our financial management	3.4.3 – Commit to future state-wide measurement systems testing local government performance

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Committee to consider the Compliance Audit Return for 2019 and make recommendation to the Council.

BACKGROUND

Completion of the Compliance Audit Return (CAR) is mandatory for each local government. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* require a local government to carry out a compliance audit for each calendar year. A local government’s audit committee must review the CAR and report same to Council to adopt after which a certified copy, together with a copy of the section of Council minutes adopting the CAR plus any other relevant information, must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March each year.

COMMENT

The 2019 CAR has been completed following a review of processes and documentation for each activity/area in which compliance is being assessed against the *Local Government Act 1995* and its associated regulations.

For the Audit and Risk Committee’s consideration and recommendation to Council for adoption and subsequent submission to the Department by 31 March 2020.

CONSULTATION

Audit and Risk Committee

Chief Executive Officer

Manager Corporate and Community Services

Development Services Coordinator/Building Surveyor

Executive Assistant

STATUTORY REQUIREMENTS

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —*
- (a) presented to the council at a meeting of the council; and*
 - (b) adopted by the council; and*
 - (c) recorded in the minutes of the meeting at which it is adopted.*

[Regulation 14 inserted: Gazette 23 Apr 1999 p. 1724-5; amended: Gazette 30 Dec 2011 p. 5580-1.]

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —*
- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) any additional information explaining or qualifying the compliance audit,*
- is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- (2) *In this regulation —*
- certified*** *in relation to a compliance audit return means signed by —*
- (a) the mayor or president; and*
 - (b) the CEO.*

[Regulation 15 inserted: Gazette 23 Apr 1999 p. 1725; amended: Gazette 26 Jun 2018 p. 2386.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Inadequate compliance framework	Compliance Audit Control	Nil (process is being undertaken)
<i>Adequate</i>			
IMPLICATIONS			
Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr Wieringa, seconded Cr Webb that it be recommended to the Council that the Compliance Audit Return for 2019, as attached, be adopted.

CARRIED 5/0

11.2 KOJONUP SHOWGROUNDS PUBLIC LIABILITY RISK ASSESSMENT

AUTHOR	Judy Stewart – Senior Administration Officer
DATE	Wednesday, 12 February 2020
FILE NO	CP.MTC.23; RM.RKA.1
ATTACHMENT(S)	11.2.1 - November 2019 Local Government Insurance Services Public Liability Site Risk Assessment on the Kojonup Showgrounds

STRATEGIC/CORPORATE IMPLICATIONS		
"Smart Possibilities – Kojonup 2027+"		"Smart Implementation – Kojonup 2018-2022"
Key Pillar	Community Outcomes	Corporate Actions
KP 1 - Place KP 3 - Performance	1.2 – Be a happy, healthy, connected and inclusive community driven by the provision of high standard sport, recreation and open space facilities and programs. 3.1 – Be a continually engaged and strategic community which leads and organises throughout the entire stakeholder group. 3.3 – Use a Building Assessment Framework and control our investment in building maintenance.	1.1.4 – Through delivery of an Events Strategy, sponsor, support and promote events that stimulate economic activity and attract visitors to the area. 3.1.7 – Determine responsibilities for all assets and review and update lease conditions where other entities have partial or full responsibility for assets on Council managed land. 3.3.2 – Maximise usage of community facilities whilst reducing the financial obligation on the Shire and its people. 3.3.3 – Implement a ‘Capital Evaluation’ policy and procedure to ensure all potential future projects are evaluated appropriately; and only the projects most aligned to achievement of Council’s objectives and long-term sustainability are selected for implementation. 3.3.4 – Undertake an asset management planning process to review and rationalise Shire buildings to maximise their use and value to the community.

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Audit and Risk Committee to:

- receive and acknowledge a November 2019 Local Government Insurance Services (LGIS) Public Liability Site Risk Assessment (Risk Assessment) on the Kojonup Showgrounds; and
- establish a way forward with regard to mitigating the risks identified within the Assessment and to explore all options contained in item 10.2 of the 10 December 2019 Ordinary Meeting agenda with the Kojonup Pastoral and Agricultural Society Inc (P & A Society).

BACKGROUND

The Kojonup Show is conducted upon freehold land owned by the Shire of Kojonup and is bound by Crown Grant conditions (Racecourse, Agricultural Showground and Recreation purposes). The site is unsecured and contains several buildings that, with the exception of the Wool Room that is hired weekly by the P & A Society to a gymnastics club, are generally used for the annual Show day. As per P & A Society advice, equestrian activities take place on site on an ad-hoc basis.

In the absence of a written agreement for the site's use, there are no written responsibilities for either party, representing an increased risk to all parties involved with the use of the land and buildings. Council, through its Risk Management Framework, is endeavouring to mitigate risk associated with a lack of written agreements over land the Shire either owns or has a management order over. Prior to further pursuing a written agreement with the P & A Society and given the condition of some of the buildings, the Shire engaged LGIS to conduct a Public Liability Site Risk Assessment to identify any public safety issues and determine potential liability risk exposure. The Risk Assessment was received by the Shire on 21 November 2019.

The Risk Assessment of the Kojonup Showgrounds was discussed with members of the P & A Society and the Shire at a meeting held 26 November 2019. The intent of this meeting was to consider the findings of the Risk Assessment in relation to a P & A Society grant funding application (for improvements to the Kojonup Showgrounds) that required Council endorsement. Council members present at the meeting indicated they would be supportive of the funding application on the proviso that any funding received was to be spent on improvements that could be relocated should the Kojonup Show (Show) relocate in the future. During this meeting the Manager of Corporate and Community Services presented a slideshow detailing possible future land tenure and Show venue options. Options presented to the P & A Society for consideration were as follows:

Option 1 - Do Nothing
(Not a viable option)

Option 2 – Shire Ownership/P & A Society Lease
Advantages – Defines responsibilities, each party clear on responsibilities.
Disadvantages – Infrastructure remains old (with large investment required to bring up to standard), Shire is still ultimately responsible for liability (and P & A Society

*decisions), Significant public assets for limited use.
(Option 2 would require the approval of the Minister for Lands.)*

Option 3 – P & A Society Own and Operate

Advantages – P & A Society free to run their own race, Shire liability removed for other parties' decisions.

Disadvantages – liability now rests with a community group, setting the P & A Society up to fail, infrastructure remains old (with large investment required to bring up to standard), significant community assets for limited use.

What would this option look like?

P & A Society would own the land freehold, Crown Grant conditions continue to apply (Racecourse, Agricultural Showgrounds, Public Recreation), P & A Society accept all assets as is/where is, P & A Society accept all possible liabilities (Shire completely removed).

(Option 3 is subject to further advice from the Department of Lands; any dealings relating to the land require the approval of the Minister for Lands.)

Option 4 – Relocate the Show into town

Advantages – Better facilities available 365 days of the year, shared infrastructure for use by other community groups, any investment in new or upgraded facilities open to the whole community, possibility for greater attendances on Show days (e.g.; passing traffic), possibility for combining events (e.g.; Wildflower Show).

Disadvantages: Change, Show format may change (possibly an advantage), parochial protection of how things have always been.

What would this option look like? Sporting Complex and Railway precinct available for use (ideal time of the year as far as other sports are concerned), netball getting a roof over two courts (grant pending), oval lighting for use at night (grant for upgrade pending), old fire brigade running track area under-utilized/available.

The P & A Society expressed a desire for the Kojonup Show to remain at the current Showgrounds venue.

Council, retrospectively to the Society's grant funding application deadline, resolved as follows at its 10 December 2019 Ordinary Meeting:

That Council:

- 1. Provides in-principle support to the Kojonup Pastoral and Agricultural Society Incorporated (P & A Society) lodging applications seeking Commonwealth funding under the Regional Agricultural Show Development Grants Program conditional upon any structures erected using grant funds being capable of being relocated (if required) in the future; and***
- 2. Requests the CEO to explore all options as listed in the Officer Report with the P & A Society.***

COMMENTS

The Shire, now being aware of the public safety issues at the Showgrounds, needs to consider how to address the risk issues before the next annual Show in October 2020. Liability considerations identified by LGIS included:

- unrestricted access to the site,
- unsealed/unlevel roads/walking surfaces,
- lack of signage,
- structural integrity/deteriorating timber in load/retainer areas and walls,
- erosion issues around concrete footings,
- lack of handrails on elevated walkways,
- toilet block hygiene and accessibility issues,
- questionable structural integrity and capability in tiered seating,
- possible manual handling hazards associated with lifting of heavy awnings and security points representing trip hazards when awnings are not erected,
- damaged access ramps,
- lack of light fittings,
- aging electrical infrastructure,
- fit for purpose (unknown if) gymnasium structures,
- an internal sharp iron hazard,
- lack of gutter maintenance,
- bar area cabinetry hazard,
- trip and slip hazards within buildings and other structures; and
- unmaintained trees (risk of branch failure).

The P & A Society felt that some of the matters identified in the Risk Assessment were dealt with during its preparation for the 2019 Show. Some of the other risk matters listed above may be addressed and resolved if the P & A Society funding application is successful. It is recommended that once the funding application results are known and the remaining risks established, Council will be able to determine a way forward via further consultation with the P & A Society and the formation of a written agreement between the two parties.

Any dealings with the Showground land, including lease agreements, require the approval of the Minister for Lands, due to the Crown Grant conditions that apply.

CONSULTATION

Manager Corporate and Community Services
Chief Executive Officer
Council

P&A Society

STATUTORY REQUIREMENTS

In relation to *options* for addressing the risks identified in the Assessment, the following legislation would be relevant should disposal of the Showground land become a consideration:

The *Local Government Act 1995 (Act)* – s. 3.58 (5) (d) - *Disposal of Property* does not apply due to exemption under r. 30 of the *Local Government (Functions and General) Regulations 1996*.

Local Government (Functions and General) Regulations 1996:

30. *Dispositions of property excluded from Act s. 3.58*

(1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

(2) *A disposition of land is an exempt disposition if —*

(b) *the land is disposed of to a body, whether incorporated or not —*

(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

(ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions.*

POLICY IMPLICATIONS

2.3.4 Asset Management – Objective: To guide the management of the Shire's infrastructure assets to meet agreed service delivery and performance expectations, as the asset custodian for the community. To achieve the policy objective, the Shire of Kojonup is committed to ensuring that Asset Management is recognised as a major corporate function.

2.3.5 Risk Management – Objective: to state the Shire's intention to identify potential risks before they occur so that impacts can be minimised or opportunities realised; ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles. It is the Shire's Policy to achieve best practice (aligned with AS/NZS 31000:2018 Risk management – Guidelines) in the management of all risks that may affect the Shire meeting its objectives.

FINANCIAL IMPLICATIONS

If the P & A Society is successful in gaining grant funding for the grant application projects outlined during the 26 November 2019 meeting, there is potential for maintenance/fit for purpose whole of life cost implications into the future for the Shire as the owner of the land upon which any infrastructure is placed. Financial impact may also be influenced by the contents of any potential future agreement the Shire enters into with the P & A Society and either party's ability (or lack of) to maintain the infrastructure into the future.

Shire records show an expenditure of \$168,515 on the Show and Showgrounds since 2013/14.

RISK MANAGEMENT IMPLICATION

Risk management implications apply whether or not the P & A Society grant funding applications are successful and the projects identified go ahead.

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
1 – Asset Sustainability Practices	Inadequate maintenance activities	Asset Register; Routine maintenance schedule – buildings; Asset Replacement Schedule	
10 – Management of Facilities, Venues and Events	Lack of lease/contract/agreement/MOU/Licence documentation	Lease agreements for Shire facilities; signage at all venues	Develop lease agreements for all Shire facilities
IMPLICATIONS			
Risk management applies in relation to the ownership of infrastructure on Shire land and ultimate responsibility for that infrastructure. From this perspective, ongoing financial whole of life costs (such as maintenance and security) and fit for purpose requirements fall under the responsibility of the Shire until/unless there is a formal agreement in place that delegates responsibility to another party.			

ASSET MANAGEMENT IMPLICATIONS

As part of the Asset Management Plan 2017 review process and the adoption of the Building Assessment Framework, modelling was undertaken to demonstrate the impact of rationalising the 25 lowest scoring buildings, of which the Showgrounds contains ten (10) of these on the list. Hypothetically, if it is assumed that the Council disposed of these 25 buildings immediately, the results would be as follows:

	Currently	After Disposal of All Buildings with a Score < 30	Difference (Savings)
ASSET VALUE			
Depreciable Assets	\$142.33m	\$136.83m	\$5.51m
Building Assets	\$46.26m	\$40.75m	\$5.51m or 11.9%.
MAINTENANCE			
Underspend on Buildings Maintenance	\$6,390 per year for the next 20 years	\$6,034 per year for the next 20 years	\$356 per year for the next 20 years
Total Maintenance Gap	\$127,802 after 20 years	\$120,680 after 20 years	\$7,122 after 20 years
RENEWAL			
Underspend on Buildings Renewal	\$791,852 per year	\$581,497 per year	\$210,355 per year

(Renewal Gap)			
Total Renewal Funding Gap	\$15.84m after 20 years	\$11.63m after 20 years	\$4.21m over 20 years

The renewal gap figures shown in the above table clearly demonstrate how important this process is for the future financial management of the Shire.

In addition to the figures shown above, essential building maintenance on the top ten (10) ranked buildings in the Building Assessment Framework (such as the Memorial Hall, Sporting Precinct and The Kodja Place) is not adequately being addressed as the assets held by the Shire exceed the available resources to appropriately maintain them.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION:

Moved Cr Singh, seconded Mr J Hope that the November 2019 Public Liability Site Risk Assessment (Risk Assessment) of the Kojonup Showgrounds (Showgrounds) conducted by Local Government Insurance Services be received.

CARRIED 5/0

12 OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH AS RAISED BY MEMBERS

Nil.

13 NEXT MEETING

The next ordinary meeting is scheduled for Tuesday, 5 May 2020 at 9:00am.

However it is anticipated that a meeting will be held prior to this date to discuss the 2018/2019 Financial Audit Report.

14 CLOSURE

There being no further business to discuss, the Chairperson, Cr Gale thanked members for their attendance and declared the meeting closed at 10:44 am.

15 ATTACHMENTS (SEPARATE)

- 5.1 Audit & Risk Committee Minutes 5 November 2019
- 10.1.3.1 & 11.2 LGIS Risk Assessment – Kojonup Showgrounds
- 10.1.3.2 Risk Profiles – Dashboard Report
- 11.1 Compliance Audit Return 2019


Presiding Member

2 JUNE 2020
Date