



TOWN OF PORT HEDLAND

AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING

TUESDAY 6 DECEMBER 2016 AT 5:30PM

**COUNCIL CHAMBERS, MCGREGOR STREET,
PORT HEDLAND**

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“A nationally significant, friendly city that people are proud to call home”

*Chris Linnell
Acting Chief Executive Officer*

TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit, Risk and Governance Committee.

2. Introduction

The Audit, Risk and Governance Committee has been established in accordance with Part 7 of the Local Government Act 1995.

The Audit, Risk and Governance Committee is an advisory committee formally appointed by the Council and is responsible to the Council. The Audit, Risk and Governance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Audit, Risk and Governance Committee does not have any management functions and is therefore independent of management.

The ARG committee will primarily focus on relevant matters relating to Audit (internal and external), Risk and Governance.

The Audit, Risk and Governance Committee objective is to assist the Town of Port Hedland Council in liaising with the auditor and overseeing the external audit function and promoting the transparency and accountability of the Town's financial management systems and reporting. The role of the Committee is to report to the Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

3. Objectives

The objectives of the Audit, Risk and Governance Committee are to oversee:

- 3.1 The integrity of external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external auditor.
- 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Town's financial and physical resources.
- 3.4 The systems or procedures that are designed to ensure that the Town and its subsidiaries comply with relevant statutory and regulatory requirements.
- 3.5 The process for recognising risks arising from the Town's operations and strategies, and consider the adequacy of measures taken to manage those risks.
- 3.6 The process and systems which protect the Council against fraud and irregularities.

The Audit, Risk and Governance Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Audit, Risk and Governance Committee has the authority to:

- 4.1 Review and suggest improvements to the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
- 4.2 Formally meet with the Town's appointed external auditor as necessary.
- 4.3 Seek resolution on any disagreements between management and the external auditors on financial reporting.
- 4.4 Advise Council on any or all of the above as deemed necessary.

5. Composition

- 5.1 The Audit, Risk and Governance Committee will comprise of six members, four Elected Members and two independent members.
- 5.2 The Council will appoint Audit, Risk and Governance Committee members.
- 5.3 The Presiding Member and Deputy Presiding Member will be appointed by the Audit, Risk and Governance Committee, biennially by election by all committee members after the Ordinary Local Government Election.
- 5.4 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Town. At least one member of the committee will have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.
- 5.5 Independent members will be appointed until the next Ordinary Local Government Election.
- 5.6 A quorum will be a minimum of 50% of the membership.
- 5.7 Audit, Risk and Governance Committee members are required by the Local Government Act and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.
- 5.8 New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

6. Meetings

- 6.1 Meetings may be called by the Presiding Member of the Audit, Risk and Governance Committee, or at the request of the Mayor or Chief Executive Officer.
- 6.2 The Audit, Risk and Governance Committee meetings are generally open to the public unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the Local Government Act 1995.

- 6.3 All Elected Members are invited to attend each Audit, Risk and Governance Committee meeting.
- 6.4 All Audit, Risk and Governance Committee members are expected to attend each meeting in person.
- 6.5 The Chief Executive Officer will facilitate the meetings of the Audit, Risk and Governance Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.
- 6.6 The Audit, Risk and Governance Committee will develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined in this terms of reference.
- 6.7 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- 6.8 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation.

7. Responsibilities

The Audit, Risk and Governance Committee will carry out the following responsibilities:

7.1 Risk management

- 7.1.1 Review and suggest improvements to whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Town's business and financial risks, including fraud.
- 7.1.2 Determine whether a sound and effective approach has been followed in managing the Town's major risks including those associated with individual projects, program implementation, and activities.
- 7.1.3 Assess the impact of the Town's enterprise risk management framework on its control environment and insurance arrangements.
- 7.1.4 Review and suggest improvements to the process of developing and implementing the Town's fraud control arrangements and satisfy itself the Town has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

7.2 Business continuity

- 7.2.1 Determine whether a sound and effective approach has been followed in establishing the Town's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

7.3 Internal Control

- 7.3.1 Review and suggest improvements to whether management's approach to maintaining an effective internal control framework is sound and effective.
- 7.3.2 Review and suggest improvements to whether management has in place relevant policies and procedures and that they are periodically reviewed and updated.
- 7.3.3 Determine whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
- 7.3.4 Review and suggest improvements to whether appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- 7.3.5 Consider how management identifies any required changes to the design or implementation of key internal controls.

7.4 Financial Report

- 7.4.1 Review and suggest improvements to significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
- 7.4.2 Review with management and the external auditors the results of the audit, including any difficulties encountered, and suggest improvements if required..
- 7.4.3 Review and suggest improvements to the annual financial report and performance report of the Town of Port Hedland and its subsidiaries, and consider whether it is complete, consistent with information known to Audit, Risk and Governance Committee members, and reflects appropriate accounting principles.
- 7.4.4 Review and suggest improvements to the process for the consolidation of financial information of the Town related entities into the financial reports of the Town.
- 7.4.5 Review with management and the external auditors all matters required to be communicated to the Audit, Risk and Governance Committee under the Australian Auditing Standards, and suggest improvements if required..
- 7.4.6 Review and suggest improvements to the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council.
- 7.4.7 Receive the quarterly budget review.

7.5 Compliance

- 7.5.1 Review and suggest improvements to the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.

7.5.2 Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to these findings.

7.5.3 Obtain regular updates from management about compliance matters.

7.5.4 Review and suggest improvements to the annual Compliance Audit Return and report to the Council the results of the review.

7.6 Internal Audit

7.6.1 Review with management and the internal auditor the terms of reference, activities and resourcing of the internal audit function and suggest improvements if required.

7.6.2 Review, suggest improvements to and recommend the annual internal audit plan for approval by the Council and all major changes to the plan.

7.6.3 Monitor that the internal auditor's annual plan is linked with and covers the material business risks.

7.6.4 Monitor processes and practices to ensure that the independence of the audit function is maintained.

7.6.5 Annually review the performance of the internal audit including the level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and suggest improvements if required..

7.6.6 Review and suggest improvements to all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.

7.6.7 Monitor management's implementation of internal audit recommendations.

7.7 External Audit

7.7.1 Review and suggest improvements to the external auditor's proposed audit scope and approach for financial performance audits, including any reliance on internal auditor activity.

7.7.2 Consider the findings and recommendations of relevant Performance Audits undertaken by the external auditor and ensure the Town implements relevant recommendations.

7.7.3 Provide an opportunity for the Audit, Risk and Governance Committee to meet with the external auditors to discuss any matters that the Audit, Risk and Governance Committee or the external auditors believe should be discussed privately.

7.7.4 Annually review and suggest improvements to the performance of external audit including the level of satisfaction with external audit function.

7.7.5 Monitor management's implementation of external audit recommendations.

7.8 Reporting Responsibilities

7.8.1 Report regularly to the Council about Audit, Risk and Governance Committee activities, issues, and related recommendations through circulation of minutes.

7.8.2 Monitor that open communication between the internal auditor, the external auditors, and the Town's management occurs.

7.9 Other Responsibilities

7.9.1 Perform other activities related to this terms of reference as requested by the Council.

7.9.2 Annually review, suggest improvements to and assess the adequacy of the Audit, Risk and Governance Committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

(Adopted by Council at its Ordinary Meeting held 16 November 2011.

Amended by Council at its Ordinary Meeting held 23 October 2013.

Amended by Council at its Ordinary Meeting held on 11 December 2013.

Amended by Council at its Ordinary Meeting held on 27 May 2015.

Amended by Council at its Ordinary Meeting held on 28 October 2015.

Amended by Council at its Ordinary Meeting held on 22 June 2016.)

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Item 1 Opening of Meeting

The Presiding Member declared the meeting open at 5.30pm.

Item 2 Acknowledgement of Traditional Owners

The Presiding Member acknowledges the traditional custodians, the Kariyarra people, and recognises the contribution of Kariyarra elders past, present and future, in working together for the future of Port Hedland.

Item 3 Recording of Attendance

3.1 Attendance

Committee Members:

Mayor Camilo Blanco – Presiding Member
Councillor Lincoln Tavo
Councillor Louise Newbery
Councillor Richard Whitwell

Community Members:

Ms Nina Pangahas
Mr Ron Attwood – Deputy Presiding Member

Officers:

Kathryn Crothers	Acting Director Corporate Services
Grace Waugh	Coordinator Governance
Louise O'Donnell	Governance Officer/ Minute Taker

Public	0
Media	0
ToPH Officers	1

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

3.4 Disclosure of Interests

Nil

Item 4 Response to Previous Questions

4.1 Questions taken on notice from Public at Audit, Risk and Governance Committee Meeting held on Tuesday 8 November 2016

Nil

4.2 Questions taken on notice from Committee Members at Audit, Risk and Governance Committee Meeting held on Tuesday 8 November 2016**4.2.1 Mr Ron Attwood**

I have a question for the auditors. As a Community Member, I missed question time at the last meeting. I have concerns about the tendering process on the quarterly report and I think that the Auditors should be looking into it. Also, there are two overpayments of Elected Members which should also be looked into. Can an explanation be provided on both matters?

The Acting Director Corporate Services advised that the Town is waiting on clarification from Mr Attwood as to the details of his concerns. Once the information is received the Town will either answer the questions internally or seek input from the auditors.

4.2.2 Councillor Louise Newberry

Was the \$500,000 per year from FMG towards the use of the stadium, the Matt Dann Theatre etc. a payment and not a grant?

The Presiding Member asked the Acting Director Corporate Service where in the Town of Port Hedland General Purpose Financial Statements for the year ended 30 June 2016 it shows the full payment.

The Acting Director Corporate Services advised that the question would be taken on notice and that the Town may have invoiced the \$500,000 and only received \$375,000, as this note uses the cash accounting method, rather than an accrual method.

The Acting Director Corporate Service advised that FMG was invoiced in 2015/2016 as follows:

\$250,000	October 2015 to March 2016
\$250,000	April 2016 to September 2016

Less \$125,000 accounted for as income received in advance for July – September 2016.

Item 5 Applications for Leave of Absence

Nil

Item 6 Attendance by Telephone/Instantaneous Communications

Nil

Item 7 Public Time

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Local Law on Standing Orders mobile telephones must be switched off and not used during the meeting.'

In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.

The Presiding Member opened Public Question Time at 5:34pm.

7.1 Public Question Time

Nil

The Presiding Member closed Public Question Time at 5.34pm.

The Presiding Member opened Public Statement Time at 5.35pm.

7.2 Public Statement Time

Nil

The Presiding Member closed Public Statement Time at 5.35pm.

7.3 Petitions/Deputations/Presentations/Submissions

Nil

Item 8 Questions from Members without Notice

8.1 Ms Pangahas

Councillor Tavo is now a member of this Committee however an email was received from the Governance Coordinator on 26 October 2016 stating that Councillor Melville was appointed as a member to ARG Committee. The terms of reference of the ARG Committee under section 5.1 states that the Audit, Risk and Governance Committee will comprise of four elected members and two independent members. Has Councillor Melville resigned from this Committee?

The Presiding Member requested clarification from the Governance Coordinator.

The Coordinator Governance advised that the appointment of Councillor Melville to the Committee was only for an interim period until after the Mayoral election, the newly appointed Mayor took on all the duties and positions from a number of different Committees and external working groups that the previous Mayor was on and therefore the appointment of Councillor Melville as a Committee member expired. Councillor Tavo was appointed as the new ARG Committee Member by Council.

Item 1 of attachment 3 of the Risk Register; in relation to the application for GRV Mass Accommodation and GRV Tourist Accommodation, the risk action plan is to accept the risk; is this within the risk appetite of the Council?

The Acting Director Corporate Services advised that the Town is accepting the risk until such time that a new rating strategy is adopted. If tourism and mass accommodation rate in the dollar stays as it is for the 2017/18 budget then the Town will need to seek Ministerial approval. The Town of Port Hedland is happy to do this however there is a risk that the Minister may come back and say that the rate in the dollar needs to be reduced.

In relation to the whole presentation of the risk register, I have previously suggested that there should be a specific timeline for completion as the time factor is quite important to measure the performance of the Council, why has no timeline been incorporated with this risk register?

Why are there not more specific timelines in the risk register?

The Acting Director Corporate Services advised that all of the items on the Risk Register are ongoing but at the moment the risks are only coming out of the council reports. Until there is a risk management framework in place, the Town does not have a comprehensive list of risks. At the February 2017 ARG meeting, the Town will be presenting the risk framework which will result in a more robust register and then the timeframe will be applicable. The Town will be allocating and identifying risks and recording them on the register as part of the Town's operations which would be reviewed by Directors in all business areas.

In relation to item 6 on attachment 3 of the Risk Register; what is the status of the traffic plan and how will the traffic plan reduce the risk?

The Acting Director Corporate Services advised that the Town cannot do anything until Main Roads provides feedback to the Town.

Is the traffic plan being prepared by the Town or Main Roads?

The Acting Director Corporate Services advised that the question would be taken on notice.

Is there an error to the commentary on item 2 and 3 included in attachment 3 of the Risk Register?

The Acting Director Corporate Services confirmed that there is an error and the status will be updated for the next meeting, however she advised that the risk has been mitigated through insuring that the income is not relied on and is budgeted to be transferred to reserve.

8.2 Councillor Whitwell

In relation to the restricted access vehicles turning into Kingsford Smith Business Park and the classification of vehicles that may be aloud, what is the view of administration to this being a reduction of risk?

The Acting Director Corporate Services advised that the question would be taken on notice.

In relation to item 3 on attachment 3 of the Risk Register; is it sufficient to mitigate a risk by giving the company a letter and asking them not to do it again? Is this effective?

The Acting Director Corporate Services advised that the question would be taken on notice.

The wooden steps at the beach near the Civic Centre are appalling and could be a high dangerous risk?

The Presiding Member advised that the question is not relevant to the Committee.

8.3 Mr Attwood

I heard there is a feasibility study of \$10,000 to \$20,000 in relation to the sand at Finucane Island boat ramp?

The Presiding Member advised that the question is not relevant to the Committee.

In regards to item 1 on attachment 1 of the outstanding decisions, why is it taking so long for completion of point 4 of this item?

The Presiding Member stated that this question has been asked at previous ARG meetings and asked the Acting Director Corporate Services if she can provide an answer.

The Acting Director Corporate Services advised that the question would be taken on notice.

In regards to item 2 of attachment 1 of the outstanding decisions, it stated "Part 4 & 6 are currently being investigated by officers however is not a priority given that SHAC is closed for maintenance until early 2017", what has maintenance got to do with the report?

The Acting Director Corporate Services advised it is a priority to get the South Hedland Aquatic Centre opened and functioning within the planned works. If there is sufficient budget then those items will be looked at separately but those particular items listed were not included in the current budget.

Mr Attwood stated in relation to attachment 1 that one of the items is only 20% complete and another is 75% complete even though they have gone over two financial years.

The Acting Director Corporate Services stated that the budget for 2016/17 was quite tight and only priority items were included so this item will remain on the outstanding decisions spreadsheet until such time that there is budget allocated.

Why is the quarterly budget review for 2015 taking so long to be completed in the outstanding decisions spreadsheet?

The Acting Director Corporate Services advised that the question would be taken on notice.

In relation to item 5 of attachment 3 on the Risk Register, it stated that the dredging of the Richardson Street boat ramp is completed, who authorised these works as completed and who authorised these works to be paid? Have there been sounding mechanisms completed on the whole of the dredged area?

The Presiding Member advised that this question would be taken on notice.

Has the budget gone over on the dredging of the Richardson Street boat ramp?

The Acting Director Corporate Services advised that the expenditure has not gone over budget.

Is there any provision for the Committee Members to put agenda items in for the workshop/training session that is booked in for 12 December 2016?

The Coordinator Governance advised that it is specialised WALGA training and the outline will already be set. The trainer will be given the Town of Port Hedland's Standing Orders and previous agendas to assist. There will be an opportunity to raise questions and ask anything on the process of how meetings are run and how to debate but WALGA have a set structure on the areas they need to cover.

Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting

The following Committee Members declared that they had given due consideration to all matters contained in the agenda:

- Mayor Camilo Blanco
- Councillor Louise Newbery
- Councillor Richard Whitwell
- Councillor Lincoln Tavo
- Ms Nina Pangahas
- Mr Ron Attwood

Item 10 Confirmation of Minutes of Previous Meeting

10.1 Confirmation of Minutes of the Audit, Risk and Governance Committee Meeting held on Tuesday 8 November 2016

ARG201617/016 OFFICER RECOMMENDATION/ARG COMMITTEE DECISION

MOVED: MS PANGAHAS

SECONDED: CR WHITWELL

That the Audit, Risk and Governance Committee confirm that the Minutes of the Audit, Risk and Governance Committee Meeting held on Tuesday 8 November 2016 are a true and correct record.

CARRIED 6/0

Item 11 Announcements by Presiding Member without Discussion

Nil

Disclaimer

Members of the public are cautioned against taking any action on Committee decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

Item 12 Reports of Officers

12.1 Corporate Services**12.1.1 Monthly Audit, Risk and Governance Committee Reports**

File No: 12/14/0002
Applicant/ Proponent: N/A
Subject Land/ Locality: N/A
Date: 28/11/2016
Author: Grace Waugh, Coordinator Governance
Authorising Officer: Kathryn Crothers, Acting Director Corporate Services
Disclosure of Interest from Author: Nil
Authority/Discretion: Information Purposes - includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').

Attachments:

1. Monthly Status of Audit, Risk and Governance Committee Decisions (under separate cover)
2. Monthly Audit, Risk and Governance Committee Decision Completion Report (under separate cover)
3. Monthly Risk Register Report (under separate cover)

OFFICER RECOMMENDATION 1/MOTION**MOVED: CR TAVO****SECONDED: MAYOR BLANCO**

That the Audit, Risk and Governance Committee receive the following reports:

1. Monthly Status of Audit, Risk and Governance Committee Decisions, as at 28 November 2016;
2. Monthly Audit, Risk and Governance Committee Decision Completion Report, as at 28 November 2016; and
3. Monthly Risk Register Report as at 29 November 2016.

MOTION LOST 2/4

For: Mayor Blanco and Councillor Tavo

Against: Councillor Newberry, Councillor Whitwell, Ms Pangahas and Mr Attwood

ARG201617/017 OFFICER RECOMMENDATION 2/ARG COMMITTEE DECISION**MOVED: CR TAVO****SECONDED: MS PANGAHAS**

That with respect to the scheduled Audit, Risk and Governance Committee meetings of 2017, the Committee:

- 1. Cancels the meeting scheduled for 3 January 2017, due to the limited availability of Committee Members and Town Officers.**
- 2. Agrees to hold its first meeting of 2017 on the first Tuesday of February, being 7 February 2017, at 5:30pm in Council Chambers.**

CARRIED 6/0

EXECUTIVE SUMMARY

The purpose of this report is to provide the Audit Risk and Governance (ARG) Committee with the monthly status of all outstanding ARG Committee decisions, all completed ARG Committee decisions and the current Risk Register within the stated period.

Given the limited availability of Committee members and Town Officers over the Christmas and New Year period, it is recommended that the Audit, Risk and Governance Committee cancel the scheduled meeting of January, which would be held on 3 January 2017.

As many of the Town Officers are away during the Christmas and New Year period, the only report that would likely be added to the committee meeting agenda for January, would be the monthly reports.

BACKGROUND

To ensure accountability and transparency, an update of all previous ARG decisions are to be provided to the ARG Committee for review. Committee Members have requested that these be provided monthly.

The Risk Register is being used to manage all risks identified with a risk rating of 10 and higher. Currently 5 items of an ongoing nature are listed on the register and are being monitored on a monthly basis.

Consultation*Internal*

- Director Corporate Services

LEGISLATIVE IMPLICATIONS

As this report is for information purposes only, there are no legislative implications associated with receiving the attached reports.

POLICY IMPLICATIONS

As this report is for information purposes only, there are no policy implications associated with receiving the attached reports.

FINANCIAL IMPLICATIONS

As this report is for information purposes only, there are no financial implications associated with receiving the attached reports.

STRATEGIC IMPLICATIONS

Section 4.1 'Strategic and best practice local government administration' of the Strategic Community Plan applies as monitoring previous committee decisions assists with delivering high quality corporate governance accountability.

SUSTAINABILITY IMPLICATIONS

Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Risk

As the attached reports are for information purposes only, the risk assessment table has been removed.

A risk assessment for each item contained in the monthly status update, would have been completed as part of the original agenda item, and can be found in the minutes of the relevant meeting of which it was first tabled.

CONCLUSION

It is recommended that the Audit, Risk and Governance Committee note the attached reports which provide a status on the ARG Committee Decisions, and cancel the meeting scheduled for 3 January 2017.

Item 13 Motions of Which Previous Notice Has Been Given

Nil

Item 14 New Business of an Urgent Nature

Nil

Item 15 Matters for Which Meeting May Be Closed (Confidential Matters)

Nil

Item 16 Closure

16.1 Date of Next Meeting

The next Audit, Risk and Governance Committee Meeting will be held on Tuesday 7 February 2017, commencing at 5:30pm.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6.05pm.