

**AUDIT RISK AND
GOVERNANCE COMMITTEE MEETING**
25 July 2024



Minutes to be confirmed at the next Ordinary Council Meeting on 23 August 2024.

These Unconfirmed Minutes are hereby and certified by:

Presiding Member's Signature _____ **Date** _____

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr Wendy McWhirter-Brooks (Presiding Member) declared the Shire of East Pilbara Audit, Risk and Governance Committee Meeting of 25 July 2024 open at 5.09pm at the Newman Council Chambers.

The Presiding Member acknowledged the Traditional Owners of the land on which the Council met, the Nyiyaparli People, and their continuing connection to the land, waters and community. Council also acknowledged the Martu People as the Custodians of Jigalong which sits in Nyiyaparli Country. The Council paid its respects to all their Elders, past, present and emerging.

All present were requested to turn off and refrain from using their mobile phones for the duration of the meeting. Tablets and Laptops were permitted for the purpose of accessing agenda items.

All present were also advised that the meeting was being audio recorded which can be accessed by members of the public and the media, as such Committee Members were reminded to refrain from making any defamatory statements.

2 ATTENDANCE BY ELECTRONIC MEANS

No requests to attend the meeting via virtual platform (MS TEAMS) were received.

3 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCES

Councillors

Cr Wendy McWhirter-Brooks
Cr Lee Anderson

Councillor/Presiding Member
Councillor

Officers

Steven Harding	Chief Executive Officer
Scott Greenhill	Acting Director Corporate Services
Malcolm Somers	Acting Director Regulatory Services
Joshua Brown	Manager Governance, Risk and Procurement
Michael Hennock	Shire of East Pilbara - Internal Auditor

Public Gallery

Nil

3.2 APOLOGIES

- Shire President, Anthony Middleton
- Cr Peta Baer

3.3 LEAVE OF ABSENCE

Shire President, Anthony Middleton was granted a Leave of Absence for this meeting at the Ordinary Council Meeting held on 28 June 2024.

4 DISCLOSURE OF INTEREST

Nil

5 DECLARATIONS BY COMMITTEE MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER BEFORE THE MEETING

The following declarations were made by the below listed Committee Members:

"I have given due consideration to all matters that are contained in the Business Papers before this meeting."

Cr Wendy McWhirter-Brooks	Councillor/Presiding Member
Cr Lee Anderson	Councillor

6 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING

COMMITTEE DECISION

Moved: Cr Anderson

Seconded: Cr McWhirter-Brooks

The Minutes of the Ordinary and Special Meetings of the Audit Risk and Governance Committee held on 23 February and 14 March 2024 respectively as published on the Shire Website and Councillor Portal be confirmed as a true and correct records of proceedings.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 2/0**

For: Cr Anderson, Cr McWhirter-Brooks

Against: Nil

7 OFFICER REPORTS

7.1 DIRECTORATE - EXECUTIVE

7.1.1 INTERNAL AUDIT CHARTER AND QUALITY ASSURANCE IMPROVEMENT PLAN

COMMITTEE DECISION / OFFICER'S RECOMMENDATION

Moved: Cr Anderson

Seconded: Cr McWhirter-Brooks

That the Committee:

1. Notes the report of business improvements in the Shire's Internal Audit Function;
2. Endorses the Internal Audit Charter, Quality Assurance and Improvement Program, and Internal Audit Manual; and
3. Recommends Council's adoption of the Internal Audit Charter.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 2/0**

For: Cr McWhirter-Brooks Cr Anderson

Against: Nil

7.1.2 DRAFT INTERNAL AUDIT PLAN 2024/25

COMMITTEE DECISION / OFFICER'S RECOMMENDATION

Moved: Cr Anderson

Seconded: Cr McWhirter-Brooks

That the Committee:

That the Committee notes the 2024/25 Draft Internal Audit Plan as reported, and will provide feedback prior to a report being prepared for the next meeting of the Committee to endorse the final 2024/25 Internal Audit Plan.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 2/0**

For: Cr McWhirter-Brooks Cr Anderson

Against: Nil

8 GENERAL BUSINESS

Nil

9 DATE OF NEXT MEETING

The date of the next Audit Risk and Governance Committee Meeting will 22 August 2024, however a change of date to September 2024 is being recommended.

10 CLOSURE

The Audit, Risk and Governance Committee Meeting of the Shire of East Pilbara held on 25 July 2024 was declared closed by the Presiding Member closed at 5.37pm.

The Presiding Member thanked Council Members and Staff for their attendance.