

SHIRE OF CARNARVON

MINUTES OF AUDIT & RISK MANAGEMENT COMMITTEE MEETING

Council Chambers, Stuart Street
CARNARVON, West Australia
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CONFIRMATION OF MINUTES

These minutes were confirmed by the
Council on

as a true and accurate record

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Chairman

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1.0 ATTENDANCES , APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE

(The Local Government Act 1995 Section 2.25 provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. The leave cannot be granted retrospectively and an apology for non-attendance at a meeting is not an application for leave of absence.)

2.0 ELECTED MEMBER AND PUBLIC QUESTION TIME

3.0 DECLARATIONS OF INTEREST

(Councillors and Staff are reminded of the requirements of Section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting or when the matter is to be discussed.)

4.0 CONFIRMATION OF MINUTES

5.0 ITEMS FOR DISCUSSION

6.0 REPORTS

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

7.1 Tender Document Endorsement – RFT 09/2020 – Coral Bay Airstrip Resheeting

8.0 DATE OF NEXT MEETING

9.0 CLOSURE



**MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS,
STUART STREET CARNARVON ON TUESDAY 15TH DECEMBER 2020 COMMENCING AT 11.00AM**

0.0 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

The Acting/CEO called for nominations for the position of Presiding Member.
Cr Nelson nominated Cr Smith who accepted the nomination and assumed the Chair.
Nominations were called for Deputy Presiding Member.
Cr Nelson nominated Cr Fullarton who accepted the nomination and was duly appointed.

1.0 ATTENDANCES, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Cr E Smith..... Presiding Member/Shire President
Cr B Maslen..... Councillor
Cr L Vandeleur..... Councillor
Cr J Nelson Councillor
Cr A Fullarton Councillor

Mr J Attwood Chief Executive Officer
Mr D Nielsen Executive Manager, Infrastructure Services

Apologies Nil
Observers Cr Pinner

2.0 PUBLIC QUESTION TIME

Nil

3.0 DECLARATIONS OF INTEREST:

Cr Vandeleur (Financial Interest) – Tender Document Endorsement – RFT 09/2020 Coral Bay Airstrip
Resheeting

4.0 CONFIRMATION OF MINUTES:

ARMC 1/12/20

COMMITTEE RESOLUTION

Cr Fullarton/Cr Nelson

That the minutes of the Audit & Risk Management Committee held on 24th March 2020 be confirmed as a true record of proceedings.

CARRIED
F5/AO

5.0 ITEMS FOR DISCUSSION

ARMC 2/12/20

COMMITTEE RESOLUTION

Cr Vandeleur/Cr Maslen

That Standing Orders Section 13 be suspended in order to discuss risk management issues.

CARRIED
F5/AO

(Note - Cr Vandeleur raised the issue of a risk matrix for projects, perhaps an Organisation Risk Document. The CEO to check the Organisation Risk Policy and to be discussed as an item for a future meeting.)

ARMC 3/12/20

COMMITTEE RESOLUTION

Cr Vandeleur/Cr Nelson

That Standing Orders Section 13 be resumed.

CARRIED
F5/AO

6.0 REPORTS

Nil

7.0 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

7.1 TENDER DOCUMENT ENDORSEMENT – RFT 09/2020 CORAL BAY AIRSTRIP RESHEETING

11.15am – Cr Vandeleur declared a Financial Interest in this matter as he has indicated that he will be tendering for the works. Cr Vandeleur therefore left the meeting and did not participate or vote on the matter.

File No:	ADM 2105
Date of Meeting:	15 th December 2020
Location/Address:	Coral Bay
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author/s:	David Nielsen Executive Manager Infrastructure Services SJ Nixon Governance Coordinator
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

OFFICER'S RECOMMENDATION

That the Audit Committee endorses the tender documents RFT 09-2020 – Coral Bay Airport Re-sheeting presented in Schedule 7.1 for advertising in accordance with Regulations 14 and 15 of the Local Government (Functions and General) Regulations 1996.

COMMITTEE RESOLUTION

Cr Nelson/Cr Fullarton

That the Audit & Risk Committee endorses the tender documents RFT 09-2020 – Coral Bay Airport Resheeting presented in Schedule 7.1 for advertising in accordance with Regulations 14 and 15 of the Local Government (Functions and General) Regulations 1996.

CARRIED

F4/A0

(Note to Minute – Cr Fullarton acknowledged the quality and quantity of project work being undertaken by Mr Nielsen.)

11.28am – Cr Vandeleur returned to the meeting and was advised of the Committee’s decision.

8.0 DATE OF NEXT MEETING

To be advised

9.0 CLOSE

The Presiding Member closed the meeting at 11.29am.