



# Minutes

## Audit and Risk Management Committee

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Tuesday, 8 May 2018, 5.30 pm

# Table of Contents

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<b>Contents</b>	<b>Page</b>
<b>1. Official opening, welcome and acknowledgement</b>	<b>2</b>
<b>2. Attendance</b>	<b>2</b>
<b>2.1 Apologies</b>	
<b>2.2 Leave of absents</b>	<b>2</b>
<b>3. Disclosures of interests</b>	<b>2</b>
<b>4. Deputations</b>	<b>2</b>
<b>5. Confirmation of minutes</b>	<b>3</b>
<b>6. Announcements by presiding member</b>	<b>3</b>
<b>7. Questions or personal explanations by members</b>	<b>3</b>
<b>8. Reports and recommendations</b>	<b>3</b>
ARMC1805-1 OVERDUE DEBTORS REPORT	3
ARMC1805-2 AUDIT AND RISK UPDATE FOR ASSETS	4
ARMC1805-3 INFORMATION REPORT - PURCHASING POLICY EXEMPTIONS FEBRUARY MARCH AND APRIL 2018	5
ARMC1805-4 CEO PERFORMANCE REVIEW COMMITTEE REPORT	6
<b>9. Motions of which previous notice has been given</b>	<b>7</b>
<b>10. Urgent business</b>	<b>7</b>
<b>11. Late items</b>	<b>7</b>
<b>12. Confidential business</b>	<b>7</b>
<b>13. Closure</b>	<b>7</b>

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## Audit and Risk Management Committee

Minutes of the Audit and Risk Management Committee meeting  
held in the City of Fremantle Administration Building at Fremantle Oval, 70 Parry  
Street Fremantle.  
on **8 May 2018** at 5.30pm.

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### 1. Official opening, welcome and acknowledgement

The Presiding Member declared the meeting open at 5.30 pm.

### 2. Attendance

Cr Jeff McDonald	Presiding Member/Hilton Ward
Cr Jenny Archibald	East Ward
Cr Rachel Pemberton	City Ward
Cr Doug Thompson	North Ward ( <i>arrived 5.39 pm</i> )
Mr Phillip Draber	External Advisor
Phillip St John	Chief Executive Officer
Glen Dougal	Director City Business
Marisa Spaziani	Director People and Culture
Graham Tattersall	Director Infrastructure and Projects
Narelle French	Manager Finance
Kevin Porter	Senior Procurement Officer
Craig Best	Manager Asset Management
Holly Glossop	Governance Support Officer

#### 2.1 Apologies

Dr Brad Pettitt                      Mayor

#### 2.2 Leave of Absence

Nil

### 3. Disclosures of interests

Nil

### 4. Deputations

#### 7.1 Special deputations

Nil

#### 7.2 Presentations

Nil

**5. Confirmation of minutes**

The presiding member noted the date of the minutes of last Audit and Risk Management Committee minutes was incorrect and a minor change was made to the date below.

**COMMITTEE DECISION ITEM**

**Moved: Cr Jeff McDonald**

**Seconded: Cr Rachel Pemberton**

**That the minutes of the Audit and Risk Management Committee meeting dated 13 February 2018 be confirmed as a true and accurate record.**

**Carried: 5/0**

**Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton,  
Cr Jenny Archibald, Mr Phillip Draber**

**6. Announcements by presiding member**

Nil

**7. Questions or personal explanations by members**

Nil

**Doug Thompson entered the meeting at 5.39pm**

**8. Reports and recommendations**

**ARMC1805-1 OVERDUE DEBTORS REPORT**

**Meeting Date:** 8 May 2018  
**Responsible Officer:** Finance Manager  
**Decision Making Authority:** Council  
**Agenda Attachments:** Summary of Overdue Debts above Threshold  
(Confidential under separate cover)

**COMMITTEE RECOMMENDATION ITEM ARMC1805-1**

**(Officer's recommendation)**

**Moved: Cr Jeff McDonald**

**Seconded: Cr Jenny Archibald**

**Council receive the Overdue Debts above Threshold report with \$229,274.86 of outstanding debtors exceeding 90 days and the combined value exceeding \$10,000 as at 31 March 2018.**

**Carried: 5/0**

**Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton,  
Cr Jenny Archibald, Mr Phillip Draber**

**ARMC1805-2 AUDIT AND RISK UPDATE FOR ASSETS**

**Meeting Date:** 8 May 2018  
**Responsible Officer:** Manager Asset Management  
**Decision Making Authority:** Audit and Risk Management Committee

**COMMITTEE RECOMMENDATION ITEM ARMC1805-2**

**(Officer's recommendation)**

**Moved: Cr Jeff McDonald**

**Seconded: Cr Rachel Pemberton**

**Council receive the Officer's update in relation to the City's current position and progress with respect to the City's Asset Management program.**

**Carried: 5/0**  
**Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton,**  
**Cr Jenny Archibald, Mr Phillip Draber**

**ARMC1805-3 INFORMATION REPORT - PURCHASING POLICY EXEMPTIONS  
FEBRUARY MARCH AND APRIL 2018**

**Meeting Date:** 8 May 2018  
**Responsible Officer:** Senior Contracts and Procurement Officer  
**Agenda Attachments:** Confidential Attachment

**COMMITTEE RECOMMENDATION ITEM ARMC1805-3**

**(Officer's recommendation)**

**Moved: Cr Jeff McDonald**

**Seconded: Mr Phillip Draber**

**Council receive the purchasing policy exemptions information report for  
February 2018, March 2018 and April 2018.**

**Carried: 5/0**

**Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton,  
Cr Jenny Archibald, Mr Phillip Draber**

## **ARMC1805-4 CEO PERFORMANCE REVIEW COMMITTEE REPORT**

**Meeting Date:** 8 May 2018  
**Responsible Officer:** Director People and Culture  
**Decision Making Authority:** Council  
**Agenda Attachments:** CEO KPI's and 360 survey areas.

### **COMMITTEE RECOMMENDATION ITEM ARMC1805-4**

**(Officer's recommendation)**

**Moved: Cr Jeff McDonald**

**Seconded: Cr Jenny Archibald**

#### **Council:**

- 1. Approve the recommended approach to the assessment and management of the Chief Executive's performance each year.**
- 2. Receive and approve the assessment of the Chief Executive's achievement of KPIs in 2017.**
- 3. Approve the objectives and KPIs for 2018.**
- 4. Authorise the CEO Review Committee to make minor adjustments to KPI's as necessary.**

**Carried: 5/0**

**Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton,  
Cr Jenny Archibald, Mr Phillip Draber**

**9. Motions of which previous notice has been given**

Nil

**10. Urgent business**

Nil

**11. Late items**

Nil

**12. Confidential business**

Nil

**13. Closure of meeting**

**The Presiding Member declared the meeting closed at 6.13 pm.**