

# minutes

Audit Committee

MEETING HELD ON **TUESDAY 3 NOVEMBER 2015**

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## CITY OF JOONDALUP

MINUTES OF THE SPECIAL AUDIT COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 3 NOVEMBER 2015.

### ATTENDANCE

#### Committee Members

Cr Christine Hamilton-Prime  
Mayor Troy Pickard  
Cr Tom McLean, JP  
Cr Nige Jones  
Cr Russell Poliwka  
Cr John Logan  
Cr Sophie Dwyer

#### Observers

Cr Mike Norman  
Cr Kerry Hollywood  
Cr Philippa Taylor  
Cr Liam Gobbert  
Cr John Chester  
Cr Russ Fishwick, JP

#### Officers

Mr Garry Hunt	Chief Executive Officer
Mr Mike Tidy	Director Corporate Services
Mr Jamie Parry	Director Governance and Strategy
Ms Dale Page	Director Planning and Community Development
Mr Nico Claassen	Director Infrastructure Services
Mr Brad Sillence	Manager Governance
Mr John Byrne	Governance Coordinator
Mrs Lesley Taylor	Governance Officer
Mrs Deborah Gouges	Governance Officer

### DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 8.05pm.

### DECLARATIONS OF INTEREST

Nil.

## **ELECTION OF PRESIDING MEMBER**

Section 5.12 of the *Local Government Act 1995* requires a Committee appointed by a local government, to appoint a Presiding Member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside.

Mayor Pickard nominated Cr Christine Hamilton-Prime for the position of Presiding Member. Cr Hamilton-Prime accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Cr Hamilton-Prime was declared elected unopposed to the position of Presiding Member and assumed the Chair at 8.06pm.

## **ELECTION OF DEPUTY PRESIDING MEMBER**

It is advisable that the Committee appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Mayor Pickard nominated Cr Russell Poliwka for the position of Deputy Presiding Member. Cr Poliwka accepted the nomination.

There being no further nominations at the close of the Election for Deputy Presiding Member, Cr Poliwka was declared elected unopposed to the position of Deputy Presiding Member.

## **APOLOGIES/LEAVE OF ABSENCE**

### **Leave of Absence Previously Approved:**

Cr John Chester	30 October to 8 November 2015 inclusive.
Cr Liam Gobbert	22 November to 23 November 2015 inclusive.
Cr John Chester	30 November to 8 December 2015 inclusive.
Cr Mike Norman	7 December to 11 December 2015 inclusive.
Cr Liam Gobbert	10 December to 15 December 2015 inclusive.

**REPORT****ITEM 1                    SETTING OF MEETING DATES - AUDIT COMMITTEE**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBER</b>	50068, 02153, 101515
<b>ATTACHMENT</b>	Nil
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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**PURPOSE**

For the Audit Committee to consider the proposed schedule of committee meeting dates for 2016.

**EXECUTIVE SUMMARY**

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Audit Committee, ensuring synergy between meeting dates and critical statutory audit operations.

It is recommended the Audit Committee adopts the meeting dates and times for the Audit Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup.

**BACKGROUND**

The Audit Committee was established at the Special Council meeting held on 3 November 2015. The role of the Audit Committee is to provide guidance and assistance to Council as to:

- the carrying out of functions in relation to audits under the *Local Government Act 1995*
- the development of a process used to select and appoint a person to be the City's auditor
- matters to be audited and the scope of audits
- the carrying out of functions relating to other audits and other matters related to financial management
- the review, the appropriateness and effectiveness of the City's systems and procedures in relation to:

- risk management
- internal control
- legislative compliance
- internal and external audit reporting.

The proposed 2016 schedule of Council meeting dates is based on the format used in recent years. That is, a monthly meeting format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so as to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

## **DETAILS**

The Audit Committee is a committee required to be established in accordance with the *Local Government Act 1995* and associated regulations. It is responsible for matters associated with all aspects of financial auditing, legislative compliance, risk management and reviewing the efficiency of the City's use of resources.

Meetings of this committee are usually associated with statutory reporting requirements, including endorsement of the Annual Compliance Audit Return, appointment of the City's Auditor, and adoption of the Audited Financial Statements and Annual Report.

The Compliance Audit Return is required to be endorsed by Council and submitted to the Department of Local Government and Communities before 31 March annually. Consideration of the City's audit focus often occurs in August, with the audited financial statements usually finalised by early October, enabling review and adoption by the committee and Council in November.

In this regard, it is necessary for the Audit Committee to meet in November 2015 to accept the Annual Financial Report and accept the 2014-15 Annual Report. This will enable sufficient time for statutory advertising of the acceptance of the Annual Report prior to the holding of the Annual General Meeting of Electors to be held on 15 December 2015.

It is therefore suggested that the Audit Committee meets as follows:

### 2015

- Monday 9 November 2015, commencing at 5.30pm

### 2016

- Wednesday 2 March 2016, commencing at 7.00pm
- Wednesday 3 August 2016, commencing at 7.00pm
- Wednesday 2 November 2016, commencing at 7.00pm

**Issues and options considered**

The Audit Committee can either:

- adopt the meeting dates as proposed in this report or
- amend the meeting dates.

**Legislation / Strategic Community Plan / policy implications****Legislation**

*Local Government Act 1995.*  
*Local Government (Administration) Regulations 1996.*  
*Local Government (Audit) Regulations 1996.*  
*Local Government (Financial Management) Regulations 1996.*  
*City of Joondalup Meeting Procedures Local Law 2013.*

**Strategic Community Plan****Key theme**

Governance and Leadership.

**Objective**

Corporate capacity.

**Strategic initiative**

Not applicable.

**Policy**

Not applicable.

**Risk management considerations**

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

**Financial / budget implications**

Not applicable.

**Regional significance**

Not applicable.

**Sustainability implications**

Not applicable.

**Consultation**

Not applicable.

**COMMENT**

The proposed dates have been based on the statutory reporting outcomes required of the Audit Committee, the broader monthly meeting cycle of Council, as well as being cognisant of proposed meeting dates for a variety of other committees and civic events.

**VOTING REQUIREMENTS**

Simple Majority.

**MOVED Cr Logan, SECONDED Cr Dwyer that the Audit Committee ADOPTS the following meeting dates and times for the Audit Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:**

<b>Audit Committee To be held in Conference Room 2</b>
<b>Monday 9 November 2015, commencing at 5.30pm</b>
<b>Wednesday 2 March 2016, commencing at 7.00pm</b>
<b>Wednesday 3 August 2016, commencing at 7.00pm</b>
<b>Wednesday 2 November 2016, commencing at 7.00pm</b>

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Hamilton-Prime, Mayor Pickard, Crs Dwyer, Jones, Logan, McLean and Poliwka.



## **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.10pm; the following Committee Members being present at that time:

Cr Christine Hamilton-Prime  
Mayor Troy Pickard  
Cr Tom McLean, JP  
Cr Nige Jones  
Cr Russell Poliwka  
Cr John Logan  
Cr Sophie Dwyer