

minutes

Audit and Risk Committee

MEETING HELD ON **MONDAY 6 NOVEMBER 2017**

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CITY OF JOONDALUP

MINUTES OF THE SPECIAL AUDIT AND RISK COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 6 NOVEMBER 2017.

ATTENDANCE

Committee Members

Mayor Hon. Albert Jacob, JP
Cr Christine Hamilton Prime
Cr Tom McLean, JP
Cr Nige Jones
Cr Christopher May
Cr John Logan
Cr Sophie Dwyer

Observers

Cr Kerry Hollywood
Cr Philippa Taylor
Cr Russell Poliwka
Cr John Chester
Cr Russ Fishwick, JP

Officers

Mr Garry Hunt	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mr Brad Sillence	Manager Governance
Mrs Lesley Taylor	Governance Officer
Mrs Sinead McCarthy	Governance Officer

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.50pm.

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.

Cr John Logan 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 7.52pm.

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.

Cr Christine Hamilton-Prime nominated Cr John Logan for the position of Deputy Presiding Member. Cr Logan accepted the nomination.

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

APOLOGIES/LEAVE OF ABSENCE

Leave of Absence Previously Approved:

Cr Mike Norman	1 November to 6 November 2017 inclusive;
Cr Russ Fishwick, JP	15 November to 20 December 2017 inclusive;
Cr Russ Fishwick, JP	25 January to 18 February 2018 inclusive.

REPORTS**ITEM 1 SETTING OF MEETING DATES – AUDIT AND RISK COMMITTEE**

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

PURPOSE

For the Audit and Risk Committee to consider the proposed schedule of committee meeting dates for 2018.

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 and Risk Committee, ensuring synergy between meeting dates and critical statutory audit operations.

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

BACKGROUND

The Audit and Risk Committee was established at the Special Council meeting held on 6 November 2017. The role of the Audit and Risk 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 2018 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 and Risk 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 and Risk Committee to meet in November 2017 to accept the Annual Financial Report and accept the 2016-17 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 12 December 2017.

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

2017

- Monday 13 November 2017, commencing at 6.00pm.

2018

- Tuesday 6 March 2018, commencing at 5.45pm
- Tuesday 7 August 2018, commencing at 5.45pm
- Tuesday 6 November 2018, commencing at 5.45pm.

Issues and options considered

The Audit and Risk 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 and Risk 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 Mayor Jacob, SECONDED Cr Jones that the Audit and Risk Committee ADOPTS the following meeting dates and times for the Audit and Risk Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:

Audit and Risk Committee to be held in Conference Room 2
Monday 13 November 2017, commencing at 6.00pm
Tuesday 6 March 2018, commencing at 5.45pm
Tuesday 7 August 2018, commencing at 5.45pm
Tuesday 6 November 2018, commencing at 5.45pm

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Mayor Jacob, Crs Dwyer, Hamilton-Prime, Jones, Logan, McLean and May.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.55pm; the following Committee Members being present at that time:

MAYOR HON. ALBERT JACOB, JP
CR TOM MCLEAN, JP
CR NIGE JONES
CR CHRISTOPHER MAY
CR CHRISTINE HAMILTON-PRIME
CR JOHN LOGAN
CR SOPHIE DWYER