

minutes

Special Audit and Risk Committee

MEETING HELD ON

MONDAY 1 NOVEMBER 2021

Acknowledgement of Traditional Custodians

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

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Note:

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.

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 1 NOVEMBER 2021.

ATTENDANCE

Committee Members

Cr John Raftis
Mayor Hon. Albert Jacob, JP
Cr Tom McLean, JP
Cr Nige Jones
Cr Russell Poliwka
Cr Russ Fishwick, JP
Cr John Logan

Observers

Cr Christine Hamilton-Prime, JP
Cr Adrian Hill
Cr Daniel Kingston
Cr Christopher May
Cr Suzanne Thompson
Cr John Chester

Officers

Mr James Pearson	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Ms Dale Page	Director Planning and Community Development
Mr Matthew MacPherson	Acting Director Infrastructure Services
Mr Mat Humfrey	Director Corporate Services
Mrs Kylie Bergmann	Manager Governance
Mrs Vivienne Stampalija	Governance Coordinator
Mrs Wendy Cowley	Governance Officer

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 7.59pm.

DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY

Nil.

ELECTION OF PRESIDING MEMBER

Section 5.12 of the *Local Government Act 1995* (the Act) 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.

Hon. Mayor Albert Jacob, JP nominated Cr John Raftis for the position of Presiding Member. Cr Raftis accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Cr John Raftis was declared elected unopposed to the position of Presiding Member and assumed the Chair at 8.01pm.

ELECTION OF DEPUTY PRESIDING MEMBER

It is open for the Committee to elect a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member. Alternatively, if the Presiding Member is unavailable to chair the meeting and no Deputy Presiding Member has been appointed, in accordance with Section 5.14 of the Act, the Committee Members present at the meeting may choose one of themselves to preside over the meeting.

Cr Nige Jones self-nominated for the position of Deputy Presiding Member.

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

APOLOGIES AND LEAVE OF ABSENCE

Apology

Mr Richard Thomas, External Member.

Leave of Absence Previously Approved

Cr Nige Jones

2 November 2021 inclusive.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting was not open to the public.

PETITIONS AND DEPUTATIONS

Nil.

2. Review the Chief Executive Officer's (CEO) report into the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance, given to it by the CEO under regulation 17 of the *Local Government (Audit) Regulations 1996* and:
 - report to the Council the results of that review; and
 - give the Council a copy of the CEOs report.
3. Monitor and advise the CEO when the CEO is carrying out functions in relation to a review:
 - under regulation 17(1) of the *Local Government (Audit) Regulations 1996*; and
 - of the appropriateness and effectiveness of the financial management systems and procedures of the City under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.
4. Support the auditor of the City to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*.
5. Review and monitor the internal audit programme and the scope of internal audits.

The proposed 2022 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 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, Sport and Cultural Industries before 31 March annually. Consideration of the City's audit focus often occurs in August, with the audited financial statements usually finalised in November by the Office of Auditor General (OAG), enabling review and adoption by the committee and Council in December.

In this regard, a further special committee meeting will be determined for the purpose of acceptance of the City's Financial Statements and *2020-21 Annual Report* prior to 31 December 2021. This will enable sufficient time for statutory advertising of the acceptance of the *2020-21 Annual Report* prior to the holding of the proposed Annual General Meeting of Electors to be held on 8 February 2022.

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

2022

- Tuesday 1 March 2022, commencing at 5.45pm.
- Monday 8 August 2022, commencing at 5.45pm.
- Tuesday 8 November 2022, 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 Cr Fishwick, SECONDED Cr Logan that Council 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 (Conference Room 2), Boas Avenue, Joondalup:

- 1 Tuesday 1 March 2022, commencing at 5.45pm;**
- 2 Monday 8 August 2022, commencing at 5.45pm;**
- 3 Tuesday 8 November 2022, commencing at 5.45pm.**

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr Raftis, Mayor Jacob, Crs Fishwick, Jones, Logan, McLean and Poliwka.

CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 8.09pm the following Committee Members being present at that time:

CR JOHN RAFTIS
MAYOR HON. ALBERT JACOB, JP
CR RUSS FISHWICK, JP
CR NIGE JONES
CR JOHN LOGAN
CR TOM MCLEAN, JP
CR RUSSELL POLIWKA