

## **CITY OF JOONDALUP**

### **MINUTES OF MEETING OF THE AUDIT COMMITTEE HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY, 28 NOVEMBER 2005**

#### **ATTENDANCE AND APOLOGIES**

##### **Committee Members:**

CMR M ANDERSON - Chairman  
CMR J PATERSON  
CMR P CLOUGH  
CMR S SMITH *from 1836 hrs*  
CMR A FOX

##### **Officers:**

MR G HUNT	Chief Executive Officer
MR P SCHNEIDER	Director, Corporate Services
MR K ROBINSON	Manager, Audit & Executive Services
MRS L TAYLOR	Minute Clerk

#### **APOLOGIES**

Nil.

##### In Attendance

Ms Leanne Karamfiles	Deloitte Touche Tohmatsu
Ms Anna Neuling	Deloitte Touche Tohmatsu

The Chairman declared the meeting open at 1835 hrs.

#### **DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY**

##### **Disclosure of Financial Interests**

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Nil.

**Disclosure of interest affecting impartiality**

Commissioners and employees are required under the Code of Conduct, in addition to declaring any financial interest, to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Commissioner/employee is also encouraged to disclose the nature of the interest.

Nil.

*Cmr Smith entered the room at 1836 hrs.*

**CONFIRMATION OF MINUTES****MINUTES OF THE AUDIT COMMITTEE HELD ON 18 OCTOBER 2005**

**MOVED** Cmr Paterson, **SECONDED** Cmr Clough that the minutes of the meeting of the Audit Committee held on 18 October 2005 be confirmed as a true and correct record.

**The Motion was Put and**

**CARRIED**

**ITEM 1                    SCHEDULE OF ITEMS TO BE PRESENTED TO  
FUTURE AUDIT COMMITTEE MEETINGS - [50068]**

**WARD:**                    All

**RESPONSIBLE**    Mr Garry Hunt  
**DIRECTOR:**        Office of the CEO

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**PURPOSE**

The purpose of this report is to provide the Audit Committee with an indication of the items that will be submitted to the Committee in the course of the next few months.

**EXECUTIVE SUMMARY**

A number of reports have been identified that will require consideration by the Audit Committee. These reports will be submitted at regular intervals over the next few months.

*It is recommended that the Audit Committee NOTES the indicative timetable of meeting dates and schedule of reports as listed in this Report.*

## BACKGROUND

Several matters currently being reviewed will require reports to be submitted to the Audit Committee.

To assist the Committee with planning its schedule of meetings, the following indicative timetables for the finalisation of these reports is provided:

Outcome of Review of Procurement Processes	December 2005
Credit Card Procedures	December 2005
Quarterly Report – Corporate Credit Card Usage	December 2005
Update on Management Audits by Stantons	December 2005
Outstanding Management Actions	February 2006
Audit Charter Review	February 2006
Financial Management Review	February 2006
Risk Management Framework	March 2006

## DETAILS

It is suggested that the Audit Committee meets bi-monthly on the third Thursday of the month, commencing on:

16 February 2006

20 April 2006

15 June 2006

17 August 2006

19 October 2006

14 December 2006 (2<sup>nd</sup> Thursday)

### Link to Strategic Plan:

- 4.2.1 Provide efficient and effective service delivery
- 4.3.3 Provide fair and transparent decision-making processes

### Legislation – Statutory Provisions:

Section 5.8 of the Local Government Act 1995 provides for a local government to establish a committee to assist Council. S7.12 deals with “Duties of local government with respect to audits”.

**Risk Management considerations:**

Not Applicable.

**Financial/Budget Implications:**

Not Applicable.

**Policy implications:**

Not Applicable.

**Regional Significance:**

Not Applicable.

**Sustainability implications:**

Not Applicable.

**Consultation:**

Not Applicable.

**COMMENT**

It is considered prudent that a schedule of meeting dates be adopted to enable the workload of the Committee to be distributed evenly over an appropriate period.

**ATTACHMENTS**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**MOVED Cmr Clough, SECONDED Cmr Fox that the Audit Committee NOTES the indicative timetable of meeting dates and schedule of reports as listed in this Report.**

Chief Executive Officer advised the purpose of this Item was to highlight the program of audit activities and the timelines for presentation of reports to the Committee, together with suggested dates for future meetings.

To a query raised as to whether the suggested meeting dates coincided with dates that may have already been set for both Mindarie Regional Council meetings or WALGA North Metropolitan Zone meetings, it was advised this would be investigated. In the event that this occurred, alternative contingency plans would be put in place.

**The Motion was Put and**

**CARRIED**

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## **ITEM 2            ANNUAL GENERAL MEETING OF ELECTORS – ANNUAL REPORT – AUDITORS**

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Ms Leanne Karamfiles and Ms Anna Neuling of Deloitte Touche Tohmatsu attended the meeting and provided Commissioners with an overview of the audit process prior to the commencement of the Annual General Meeting of Electors.

Discussion ensued, with questions being raised in relation to the processes undertaken as part of the overall audit.

Ms Karamfiles gave a vote of thanks to Chief Executive Officer, Director Corporate Services and his staff for the assistance provided during the audit process.

### **DATE OF NEXT MEETING**

### **CLOSURE**

There being no further business, the Chairman declared the Meeting closed at 1850 hrs; the following Commissioners being present at that time:

CMR J PATERSON  
CMR P CLOUGH  
CMR M ANDERSON  
CMR A FOX  
CMR S SMITH