

COUNCIL-CREATED COMMITTEES

Art Collection and Advisory Committee

Role of the Committee To:

- (i) Approve art acquisitions within the available adopted budget funds;
- (ii) Develop and maintain a visual art collection of significance and repute that reflects the cultural aspirations of the City of Joondalup and its expressed goals and policies;
- (iii) Build an art collection of appreciating financial value, which constitutes a sound investment for the City;
- (iv) Collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art;
- (v) Collect and commission selectively works of art which enhance the existing Collection and which foster an understanding, enjoyment and appreciation of the visual arts among the broader community and members of the general public;
- (vi) Review the criteria established to determine the award winners.

This committee has delegated authority to approve acquisitions for artworks within the available adopted budget funds.

Previous membership

Cr Kerry Hollywood
Cr Brian Corr
Mayor Troy Pickard
Cr Geoff Amphlett
Cr Russ Fishwick
Chief Executive Officer

Meeting details

Meetings are held on an as-required basis and called in accordance with the Standing Orders Local Law 2005.

RECOMMENDATION That Council, BY AN ABSOLUTE MAJORITY:

(a) ESTABLISHES the Art Collection and Advisory Committee to:

- (i) Approve art acquisitions within the available adopted budget funds;
- (ii) Develop and maintain a visual art collection of significance and repute that reflects the cultural aspirations of the City of Joondalup and its expressed goals and policies;
- (iii) Build an art collection of appreciating financial value, which constitutes a sound investment for the City;
- (iv) Collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art;
- (v) Collect and commission selectively works of art which enhance the existing Collection and which foster an understanding, enjoyment and appreciation of the visual arts among the broader community and members of the general public;
- (vi) Review the criteria established to determine the award winners;

(b) APPOINTS the following representatives to the Art Collection and Advisory Committee:

Five (5) Elected Members
Chief Executive Officer

(c) DELEGATES AUTHORITY to the Art Collection and Advisory Committee to approve acquisitions for artworks within the available adopted budget funds;

(d) DELEGATES AUTHORITY to the Chief Executive Officer to approve acquisitions for artworks up to \$7,500 within the available adopted budget funds.

Audit Committee

Role of the Committee To oversee the internal and external Audit and Risk Management and Compliance functions of the City.

Previous membership Cr Tom McLean
Mayor Troy Pickard
Vacant – North-Central Ward
Vacant – Central Ward Member
Cr Michele Rosano
Cr Russ Fishwick
Cr Fiona Diaz
Mr Robert (Andy) Cowin – External Member
Vacancy – South-East Ward

Meeting details Meetings are held on an as-required basis and called in accordance with the Standing Orders Local Law 2005.

RECOMMENDATION That Council, BY AN ABSOLUTE MAJORITY:

- (a) ESTABLISHES the Audit Committee to oversee the internal and external Audit and Risk Management and Compliance functions of the City;
- (b) APPOINTS the following members to the Audit Committee:

Mayor Troy Pickard	
North Ward	- one representative
North-Central Ward	- one representative
Central Ward	- one representative
South-West Ward	- one representative
South-East Ward	- one representative
South Ward	- one representative
Mr Robert (Andy) Cowin	- External Member

Chief Executive Officer – Performance Review Committee

Role of the Committee	To: <ul style="list-style-type: none">(i) Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;(ii) Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a Council meeting for consideration and actioning;(iii) Review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;(iv) Review the Key Performance Indicators to be met by the Chief Executive Officer;(v) Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;(vi) Review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.
Previous membership	Cr Russ Fishwick Mayor Troy Pickard Cr Tom McLean Vacant – North-Central Ward Cr Geoff Amphlett Cr Mike Norman Cr Brian Corr
Meeting details	The performance review normally takes place following the conclusion of the financial year. While meetings are held on an as required basis in accordance with the Standing Orders Local Law 2005, they are normally held between June and September inclusive each year.

RECOMMENDATION That Council, BY AN ABSOLUTE MAJORITY:

- (a) ESTABLISHES the Chief Executive Officer – Performance Review Committee to:
- (i) Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
 - (ii) Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a Council meeting for consideration and actioning;
 - (iii) Review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;
 - (iv) Review the Key Performance Indicators to be met by the Chief Executive Officer;
 - (v) Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;
 - (vi) Review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary;
- (b) APPOINTS the following members to the Chief Executive Officer – Performance Review Committee:

Mayor Troy Pickard

North Ward	- one representative
North-Central Ward	- one representative
Central Ward	- one representative
South-West Ward	- one representative
South-East Ward	- one representative
South Ward	- one representative

Ocean Reef Marina Committee

Role of the Committee To provide leadership for, and oversight of, the Ocean Reef Marina project.

Previous membership Mayor Troy Pickard
Vacant – North-Central Ward
Cr Trona Young
Cr Kerry Hollywood
Cr Geoff Amphlett
Cr Michele Rosano
Cr Brian Corr
Cr Russ Fishwick

Meeting details Meetings are held on an as-required basis and called in accordance with the Standing Orders Local Law 2005.

RECOMMENDATION That Council:

(a) BY AN ABSOLUTE MAJORITY, ESTABLISHES the Ocean Reef Marina Committee to provide leadership for, and oversight of, the Ocean Reef Marina Project;

(b) BY AN ABSOLUTE MAJORITY, APPOINTS the following members to the Ocean Reef Marina Committee:

Mayor Troy Pickard
North Ward - one representative
North-Central Ward - two representatives
Central Ward - one representative
South-West Ward - one representative
South-East Ward - one representative
South Ward - one representative

(c) ESTABLISHES the Ocean Reef Marina Community Reference Group to:

- (i) Help develop the concept design and structure plan;
- (ii) Represent the issues, concerns and interests of the community; and
- (iii) Act as a conduit to disseminate information and feedback to and from the wider community;

(d) APPOINTS the following persons to the Ocean Reef Marina Community Reference Group under the categories detailed below:

Category A – Residents of Ocean Reef

Ms Emma Bamforth
Ms Natalie Campion
Mr Ken Eastwood
Mr Gavin Foord

Mr Rob Green
Mr Paul Young
Mr Terry Stuart
Mr Roger Cameron
Dr Lynne Dailey
Ms Kerry Nichols

Category B - Residents of Iluka, Mullaloo, Heathridge, Connolly and Currambine

Mr Andrew Cass
Ms Carmel Lyttleton
Mr Chris Wanless
Mr Joh Holenstein
Mr Craig Wright
Mr Mark Hay
Mr Nazlah Caldwell
Mr Oliver Kay
Mr Damian Jolly

Category C – Industry Group Representatives

Mr Ron Lindsay	(Ocean Reef Surf Sports Club)
Ms Alison Angel	(Ocean Reef Sea Sports Club)
Mr Andrew Slomp	(Sunset Coast Tourism Association)
Mr Ken Blackie	(Whitfords Volunteer Sea Rescue Group)
Mr Mark Carruthers	(Whitfords Volunteer Sea Rescue Group)
Mr Paul Brooker	(Ocean Reef Progress Association)
Mr Jonathon Weston	(Recfishwest)
Mr Michael Norman	(Joondalup Community Coast Care Forum)
Mr Bruce Barnett	(Boating WA)

Category D – North West Corridor Communities

Mr Reiner Repke
Mr Bruce Buzzard
Mr Rohan Tilbrook
Ms Donna Ironmonger
Ms Michelle Noble

- (e) APPOINTS Mayor Pickard as Chairperson on the Community Reference Group;
- (f) INVITES all Elected Members to attend meetings of the Community Reference Group as observers.

Policy Committee

- Role of the Committee To:
- (i) Make recommendations to Council on the development and review of Council and City policies to identify the direction of Council.
 - (ii) Initiate and request the formulation and drafting of both Council and City policies.
 - (iii) Devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies.
 - (iv) Review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995.

Previous membership Cr Kerry Hollywood
Cr Trona Young
Mayor Troy Pickard
Vacant – Central Ward Member
Cr Mike Norman
Cr Sue Hart
Cr Fiona Diaz

Meeting details Meetings are held on an as-required basis and called in accordance with the Standing Orders Local Law 2005.

RECOMMENDATION That Council, BY AN ABSOLUTE MAJORITY:

- (a) ESTABLISHES the Policy Committee to:
- (i) Make recommendations to Council on the development and review of Council and City policies to identify the direction of Council.
 - (ii) Initiate and request the formulation and drafting of both Council and City policies.
 - (iii) Devise and oversee the method of development (level and manner of community consultation) for the development of Council and City policies.
 - (iv) Review the Council Policy Framework in order to ensure compliance with the provisions of the Local Government Act 1995;
- (b) APPOINTS the following members to the Policy Committee:

Mayor Troy Pickard	
North Ward	- one representative
North-Central Ward	- one representative
Central Ward	- one representative
South-West Ward	- one representative
South-East Ward	- one representative
South Ward	- one representative

Strategic Financial Management Committee

Role of the Committee	<ol style="list-style-type: none">1 Promote and advocate sound financial management within the City and provide advice to the Council on strategic financial management issues;2 In particular advise Council on:<ol style="list-style-type: none">(a) How funding can be achieved for any major capital works project before the Council makes a commitment to a project;(b) Levels of service delivery – determine:<ol style="list-style-type: none">(i) which services to be provided;(ii) Standards of service. Such standard will be determined with reference to:<ul style="list-style-type: none">• best industry practice standards where applicable;• internally agreed standards which will be determined with reference to local community expectations;(c) Preparation of the Plan for the Future with high priority being given to ensure that the Plan is achievable in the long term;(d) Alignment of the Plan for the Future to the Council's Strategic Plan;(e) Consideration of public submissions to the Plan for the Future;(f) Final acceptance of the Plan for the Future.3 Policy development and review of policies with financial implications for the City.
Previous membership	Cr Geoff Amphlett Cr Russ Fishwick Mayor Troy Pickard Cr Tom McLean Cr Trona Young Cr Michele Rosano Cr Brian Corr
Meeting details	Meetings are held on an as-required basis and called in accordance with the Standing Orders Local Law 2005.

RECOMMENDATION That Council, BY AN ABSOLUTE MAJORITY:

(a) ESTABLISHES the Strategic Financial Management Committee to:

(i) Promote and advocate sound financial management within the City and provide advice to the Council on strategic financial management issues;

(ii) In particular advise Council on:

(A) How funding can be achieved for any major capital works project before the Council makes a commitment to a project;

(B) Levels of service delivery – determine:

- which services to be provided;
- Standards of service. Such standard will be determined with reference to:
 - best industry practice standards where applicable;
 - internally agreed standards which will be determined with reference to local community expectations;

(C) Preparation of the Strategic Plan with high priority being given to ensure that the Plan is achievable in the long term;

(D) Consideration of public submissions to the Strategic Plan;

(E) Final acceptance of the Strategic Plan;

(iii) Policy development and review of policies with financial implications for the City.

(b) APPOINTS the following members to the Strategic Financial Management Committee:

Mayor Troy Pickard

North Ward - one representative

North-Central Ward - one representative

Central Ward - one representative

South-West Ward - one representative

South-East Ward - one representative

South Ward - one representative

EXTERNAL COMMITTEES

Community Board of Advice (Joondalup Health Campus)

Role of the Committee To provide input into the direction, development and service of the hospital and advice to the Joondalup Health Campus CEO in accordance with the Joondalup Health Campus – DHSA for the treatment of public patients.

Previous membership Cr Kerry Hollywood

Meeting details Meetings are held bi-monthly at the Joondalup Health Campus.

RECOMMENDATION That Council NOMINATES the following person to represent the City of Joondalup on the Community Board of Advice (Joondalup Health Campus)

One (1) Elected Member

District Emergency Management Committee

Role of the Committee The functions of the District Emergency Management Committee are :

- to assist in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted; and
- to undertake other such functions as are prescribed in the regulations.

Previous membership Cr Tom McLean
Manager Operations Services
Senior Ranger, Ranger Services

Meeting details Meetings are held bi-monthly, alternating between the City of Joondalup and the City of Wanneroo.

RECOMMENDATION That Council NOMINATES the following persons to represent the City of Joondalup on the District Emergency Management Committee:

One (1) Elected Member
Manager Asset Management
Emergency Management Officer

Joondalup Business Association

Role of the Committee To represent the business interests of its members for the Joondalup and Wanneroo areas.

Previous membership Member Deputy
Mayor Troy Pickard Cr Michele Rosano

Meeting details Meetings are held monthly.

RECOMMENDATION That Council NOMINATES the following persons to represent the City of Joondalup on the Joondalup Business Association:

One (1) Elected Member (ex officio representative)
One (1) Elected Member (ex officio deputy)

Joondalup Business Centre

Role of the Committee To represent the Joondalup Council's interests with respect to business matters affecting the Council that are presented by the Joondalup Business Centre.

The role of the Joondalup Business Centre is to provide an alternative tenancy service, advisory, business development support and mentoring service for new businesses to start up and develop over a two-year period.

Previous membership Cr Tom McLean
Cr Geoff Amphlett

Meeting details Meetings are held four times per year at the Joondalup Business Centre.

RECOMMENDATION That Council NOMINATES the following persons to represent the City of Joondalup on the Joondalup Business Centre:

Two (2) Elected Members

Joondalup Lotteries House Inc

Role of the Committee	To provide secure, affordable accommodation for community organisations in the northern suburbs involved in supporting and/or delivering non-profit human services.
Previous membership	Manager Community Development and Libraries
Meeting details	Meetings are held bi-monthly at Joondalup Lotteries House.
RECOMMENDATION	That Council NOMINATES the following person to represent the City of Joondalup on the Joondalup Lotteries House Inc: Coordinator Community Services

Local Emergency Management Committee

Role of the Committee	The functions of the Local Emergency Management Committee are: <ul style="list-style-type: none">• to advise and assist relevant local governments to ensure that Local Emergency Management Arrangements are established for its district;• to liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements; and• to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by regulations.
Previous membership	Manager Operations Services Senior Ranger, Ranger Services
Meeting details	Meetings are held bi-monthly, alternating between the City of Joondalup and the City of Wanneroo.
RECOMMENDATION	That Council NOMINATES the following persons to represent the City of Joondalup on the Local Emergency Management Committee: Manager Asset Management Emergency Management Officer Principal Environmental Health Officer

Mindarie Regional Council

Role of the Committee	To perform designated functions in connection with waste treatment and disposal.
Previous membership	Cr Russ Fishwick Cr Kerry Hollywood
Meeting details	Meetings are held bi-monthly, rotating around member councils.
RECOMMENDATION	That Council NOMINATES the following persons to represent the City of Joondalup on the Mindarie Regional Council: Two (2) Elected Members
Meeting fee	Councillor annual sitting fee - \$6,000. Annual allowance (which includes telecommunications, IT, travel) - \$1,000.

North Metropolitan Regional Recreation Advisory Group

Role of the Committee	To discuss key issues and trends relating to sport and recreation in local government.
Previous membership	Cr Geoff Amphlett
Meeting details	This committee has been disbanded and is now a networking advisory group.

North West Corridor Coordinating Committee

Role of the Committee	To consider the consultant's report on the North-West Corridor Economic Development Strategy.
Previous membership	Mayor Troy Pickard Cr Geoff Amphlett Cr Michele Rosano Cr Russ Fishwick vacant
Meeting details	This committee has been abolished.

Perth Region NRM – Local Government Reference Group

(formerly Swan Catchment Council – Local Government Reference Group)

Role of the Committee This Group supports the involvement of the Metropolitan Local Governments in delivering 'Integrated Natural Resource Management' as a full partner with the State and Federal Governments.

Previous membership Cr Brian Corr

Meeting details Meetings are held monthly.

RECOMMENDATION That Council NOMINATES the following person to represent the City of Joondalup on the Perth Region NRM – Local Government Reference Group:

One (1) Elected Member

Meeting fee Meeting fees vary depending on length of meeting.

Generally, fees for Chairperson range between \$83 - \$166, and for a member between \$55 - \$166.

Members can also claim for travel allowance.

Small Business Centre Inc

Role of the Committee The objects of the Small Business Centre are to assist in the formation and development of new and sustainable small businesses through the provision of services in the North West Metropolitan region of Perth.

To provide the local business community with services and advice, which assist the establishment of the new businesses and enhance the development of existing enterprises.

Previous membership Cr Tom McLean

Meeting details Meetings are held monthly, alternating between the Joondalup and Wanneroo centres.

RECOMMENDATION That Council NOMINATES the following person to represent the City of Joondalup on the Small Business Centre Inc:

One (1) Elected Member

Tamala Park Coastal Reserve Community Advisory Committee

Role of the Committee	To prepare an establishment plan for the proposed new coastal park between Mindarie and Burns Beach
Previous membership	Cr Kerry Hollywood
Meeting details	Meetings are held bi-monthly at the Joondalup Civic Centre.
RECOMMENDATION	That Council NOMINATES the following person to represent the City of Joondalup on the Tamala Park Coastal Reserve Community Advisory Committee: One (1) Elected Member

Tamala Park Regional Council

Role of the Committee	The Tamala Park Regional Council was established for the development of approximately 165 hectares of Lot 118 Mindarie.
Previous membership	Mayor Troy Pickard Cr Michele Rosano
Meeting details	Meetings are held bi-monthly and are rotated between the offices of member Councils. Meetings commence at 5.30pm.
RECOMMENDATION	That Council NOMINATES the following persons to represent the City of Joondalup on the Tamala Park Regional Council: Two (2) Elected Members
Meeting fee	Chairperson \$20,000 pa Deputy Chairperson \$8,500 pa Member \$7,000 pa

WA Local Government Association – North Metropolitan Zone

Role of the Committee The North Metropolitan Zone is comprised of the three north metropolitan local governments, these being the Cities of Joondalup, Stirling and Wanneroo. The Zone is a WA Local Government Association (WALGA) endorsed forum that deals with issues that affect the Zone members both regionally and operationally as local governments. Matters of concern that affect the Zone are forwarded to WALGA for consideration.

Previous membership Members

Mayor Troy Pickard
Cr Trona Young
Cr Tom McLean
Cr Russ Fishwick

Deputies

Cr Mike Norman
Cr Kerry Hollywood
Cr Geoff Amphlett
Cr Brian Corr

Meeting details Meetings are held quarterly and are rotated between the offices of member Councils. Meetings commence at 6.00pm for a duration of approximately two hours.

RECOMMENDATION That Council NOMINATES the following persons to represent the City of Joondalup on the Western Australian Local Government Association – North Metropolitan Zone:

Four (4) Elected Members
Four (4) Elected Members (deputies)

Yellagonga Regional Park Community Advisory Committee

Role of the Committee The Yellagonga Regional Park Community Advisory Committee was established by the Department of Environment and Conservation to provide a regular forum to hear public opinion and exchange advice on management issues affecting the park. The Committee assists in implementing the Yellagonga Regional Park Management Plan and projects lists for the park.

Previous membership	<u>Member</u>	<u>Deputy</u>
	Cr Brian Corr Conservation Officer	Vacant -

Meeting details Meetings are held bi-monthly, alternating between the City of Joondalup and the City of Wanneroo.

RECOMMENDATION That Council NOMINATES the following persons to represent the City of Joondalup on the Yellagonga Regional Park Community Advisory Committee:

One (1) Elected Member
One (1) Elected Member (deputy)
Conservation Officer

AUDIT COMMITTEE CHARTER

CITY OF JOONDALUP

1.0 INTRODUCTION

An amendment to the Local Government Act 1995 (the Act) in 2005 introduced a requirement that all local governments establish an audit committee. Members of the committee are to be appointed by an absolute majority decision of the Council.

Such committees are to provide an independent oversight of the financial systems of the City of Joondalup on behalf of the Council.

As such, the committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the local government's financial reporting and audit responsibilities.

2.0 OBJECTIVES AND FUNCTIONS OF THE AUDIT COMMITTEE

Objectives

- 2.1 The primary objective of the Audit Committee is to oversee the annual external audit and liaise with the City's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.
- 2.2 Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the City's affairs, determining the local government's policies and overseeing the allocation of the City's finances and resources. The committee will ensure openness in the City's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the City's financial accounting systems and compliance with legislation.
- 2.3 The committee is to facilitate:
 - the enhancement of the credibility and objectivity of internal and external financial reporting;
 - effective management of financial and other risks and the protection of Council assets;
 - compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - the coordination of the internal audit function with the external audit;
 - the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

Functions

As part of its function, the Audit committee: -

- 2.4 is to provide guidance and assistance to the Council: -
- as to the carrying out of its functions in relation to audits;
 - as to the development of a process to be used to select and appoint a person to be the auditor; and
- 2.5 may provide guidance and assistance to the Council as to: -
- matters to be audited;
 - the scope of the audit;
 - its functions under Part 6 of the Local Government Act, 1995 that relate to financial management; and
 - the carrying out of its functions relating to other audits and other matters related to financial management.

3.0 POWERS OF THE AUDIT COMMITTEE

- 3.1 The committee is a formally appointed committee of Council in accordance with the Local Government Act, 1995 and is responsible to that body.
- 3.2 The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.
- 3.3 The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

4.0 MEMBERSHIP

- 4.1 The committee will consist of eight (8) members as follows:

Mayor	
North Ward	- one representative and one deputy
North-Central Ward	- one representative and one deputy
Central Ward	- one representative and one deputy
South-West Ward	- one representative and one deputy
South-East Ward	- one representative and one deputy
South Ward	- one representative and one deputy
One Representative	- external to the operations of the City of Joondalup

- 4.2 The quorum of the committee shall be determined in accordance with the requirements of the Local Government Act, 1995.
- 4.3 All members shall have full voting rights.
- 4.4 Appointment of external persons, being natural persons shall be made by Council by way of a public advertisement and be for a maximum term as defined by the Local Government Act, 1995. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- 4.5 External persons appointed to the committee shall: -
- be either a member of CPA Australia or the Institute of Chartered Accountants (Australia); and
 - have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.
- 4.6 The City may pay a remuneration to each external person who is a member of the committee on the basis of an annual fee to be set as part of the budget process.
- 4.7 When appointing the external member to the Audit Committee as detailed within the Audit Charter, the Council may prefer to appoint a person who is enrolled to vote in the elections for the City of Joondalup in accordance with the provisions of the Local Government Act, 1995.
- 4.8 The CEO and employees shall not be members of the committee and the CEO or his/her nominee shall attend all meetings to provide advice and guidance to the committee.
- 4.9 The City shall provide secretarial and administrative support to the committee.

5.0 MEETINGS

- 5.1 The committee shall meet at least quarterly as determined by the committee. A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in June to coincide with the approval of corporate plans, annual plans and budgets and in August to coincide with the finalisation of the financial statements and the draft annual report to the Minister.
- 5.2 Additional meetings shall be convened in accordance with the requirements of the City of Joondalup's Standing Orders Local Law 2005.
- 5.3 A decision of the committee is to be made by simple majority.

6.0 REPORTING

- 6.1 All decisions made at a meeting of the committee are to be considered at the next ordinary council meeting or, if that is not practicable: -
- a. at the first ordinary council meeting after that meeting; or
 - b. at a special meeting called for that purpose.
- 6.2 The committee shall report annually to the Council summarising its activities during the previous financial year.

7.0 DUTIES AND RESPONSIBILITIES

- 7.1 Duties and responsibilities of the Audit Committee will include:
- a. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:
 - internal controls over significant areas of risk, including non-financial management control systems;
 - internal controls over revenue, expenditure, assets and liability processes;
 - the efficiency, effectiveness and economy of significant Council programs; and
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
 - b. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer and report back to Council.
 - c. Review the level of resources allocated to internal audit and the scope of its authority.
 - d. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
 - e. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
 - f. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference. Review management's response to, and actions taken as a result of the issues raised.

- g. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
- h. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
- i. Review Council's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
- j. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
- k. Discuss with the external auditor the scope of the audit and the planning of the audit.
- l. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- m. Review tendering arrangements and advise Council.
- n. Review the annual performance statement and recommend its adoption to Council.
- o. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
- p. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
- q. Monitor the progress of any major lawsuits facing the Council
- r. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- s. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.

- t. The Audit Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.

The Audit Committee may seek information or obtain advice on matters of concern using the normal processes of the City.