

# TOWN OF BASSENDEAN

## NOTICE OF THE INAUGURAL MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE

Dear Committee Member

The inaugural meeting of the Town of Bassendean's Audit and Governance Committee (*formerly the Audit and Risk Management Committee*) will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday 14 February 2018, commencing at 5.30pm.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

7 February 2018

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## A G E N D A

### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

### 2.0 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

#### **(Attachment 1)**

The Committee's *Instrument of Appointment & Delegation* states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Town of Bassendean Standing Orders 2011*.

As this is the first Committee meeting, the positions for Presiding Member and Deputy Presiding Member are to be decided.

The Acting Director Corporate Services will conduct the election of the Presiding Member under delegated authority of the Chief Executive Officer.

The Presiding Member will then call for nominations for Deputy Presiding Member.

Nominations for both of the aforementioned positions are to be made in writing on the provided nomination form (**Attachment 2**). If there is more than one nomination for each position, a secret ballot will be conducted to decide the positions.

**3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**4.0 DEPUTATIONS**

**5.0 CONFIRMATION OF MINUTES**

Nil.

**6.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**7.0 DECLARATIONS OF INTEREST**

**8.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

## **9.0                      REPORTS**

### **9.1                      Overview of the Committee's Role**

The Acting Director Corporate Services will provide an overview of the statutory basis for audit and risk and its role.

### **9.2                      2018 Meeting dates**

The Committee is requested to note the following meeting dates for 2018, which have been endorsed by Council:

9 May; 8 August; and 10 October.

### **9.3                      Consideration of an Additional Meeting of the Committee**

It is proposed to hold an additional meeting of the Audit and Governance Committee on Wednesday, 14 March 2018 commencing at 5.30pm to consider the Annual Compliance Return, which is to be endorsed by Council by 31 March 2018, and the receiving of the 2017/18 Internal Audit Report

#### **OFFICER RECOMMENDATION – ITEM 9.3**

That Council holds an additional meeting the Audit and Governance Committee to be held on Wednesday, 14 March 2018.

## **10.0                      MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

## **11.0                      ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

## **12.0                      CONFIDENTIAL BUSINESS**

**13.0**                    **CLOSURE**

It is recommended that an additional meeting be held on Wednesday, 14 March 2018, commencing at 5.30pm – subject to Council approval.

Attachment 1



## **AUDIT AND GOVERNANCE COMMITTEE**

### **INSTRUMENT OF APPOINTMENT & DELEGATION**

#### **1.0 INTRODUCTION**

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

#### **2.0 NAME**

The name of the Committee shall be the Audit and Risk Management Committee

#### **3.0 OBJECTIVES, STRATEGIES AND PROJECTS**

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following Objectives and Strategies:

##### **5.1 Enhance organisational accountability**

- 5.1.1 Enhance the capability of our people
- 5.1.2 Ensure financial sustainability
- 5.1.3 Strengthen governance, risk management and compliance
- 5.1.4 Improve efficiency and effectiveness of planning and services

○ **Projects for the Term of the Committee include**

- New Elected Member Training and Community Committee member orientation
- Review the Risk Management Framework
- Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.

**5.2 Proactively partner with the community and our stakeholders**

- 5.2.1 Improve customer interfaces and service
- 5.2.2 Engage and communicate with the community
- 5.2.3 Advocate and develop strong partnerships to benefit community

○ **Projects for the Term of the Committee include**

- Develop a new Community Engagement Strategy
- Develop a new Marketing Plan

**5.3 Strive for Improvement and innovation**

- 5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement

○ **Projects for the Term of the Committee include**

- Adopt a formal service review program
- E-commerce development through the Town's website

**4.0 MEMBERSHIP**

Membership of the Committee shall consist of 5 members, comprising the following:

- a) Three Councillors from the Town of Bassendean; and
- b) Two Community Members who live in the Town of Bassendean.

*Note: The Mayor of the Bassendean Town Council shall be an ex-officio member of the committee under section 5.10 (4) unless the Mayor indicates his/her intention not to be such a member. The CEO or a representative of the CEO shall be an ex-officio member of the committee if he or she indicates to Council this intention under section 5.10 (5) to be such a member*

## **5.0 PRESIDING MEMBER**

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders (Local Law No 1).

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

## **6.0 MEETINGS**

The Committee shall meet at least six times per year.

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.
- 6.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.
- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.

## **7.0 QUORUM**

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

## **8.0 DELEGATED POWERS**

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

## **9.0 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

9.1 In accordance with the Local Government Act 1995; and

9.2 At the direction of Council.

## **10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

## **11.0 COMMITTEE DECISIONS**

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

COUNCIL RESOLUTION OCM-12/9/17 DATED 25 September 2017.



Attachment 2



**TOWN *of* BASSENDEAN**

**NOMINATION FOR PRESIDING/DEPUTY PRESIDING  
MEMBERS**

**2017/19 TERM**

I would like to nominate \_\_\_\_\_ (insert name)  
for the position of Presiding Member/Deputy Presiding Member (circle  
position applicable) of the Audit & Governance Committee.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_