



MINUTES

AUDIT COMMITTEE MEETING

THURSDAY 12 MAY 2022

TIME: 4.30 PM

MEETING HELD ELECTRONICALLY BY ZOOM

Winning Back Waste

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
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The Deputy Chair declared the meeting open at 4.46 pm.

2	ATTENDANCE / APOLOGIES
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AUDIT COMMITTEE MEMBERS

Cr Karen Vernon (Chair) <i>connected to meeting at 5.05 pm</i>	Town of Victoria Park
Cr Frank Cvitan (Deputy Chair)	City of Wanneroo
Cr Paul Miles	City of Wanneroo
Cr Elizabeth Re	City of Stirling
Mr Ash Kumar	External Member

MRC MEMBER COUNCIL OBSERVERS

Cr Chris Hatton	City of Stirling
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MRC OFFICERS

Mr Scott Cairns	Chief Executive Officer
Ms Andrea Slater	Director Corporate Services
Ms Sonia Cherico	Human Resource Officer
Ms Deborah Toward	PA Executive Support

VISITORS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
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5.1 AUDIT COMMITTEE MEETING – 09 MARCH 2022

The minutes of the Audit Committee Meeting of 09 March 2022, have been circulated to members of the Audit Committee and can be found in ***Attachment 2***.

RECOMMENDATION

That the Minutes of the Audit Committee Meeting held on 09 March 2022 be taken as read, confirmed and the Chair invited to sign same as a true record of the proceedings.

Moved Cr Miles, Seconded Cr Re

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 4/0)

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee notes the proposed financial audit timeline for the year ended 30 June 2022.

Moved Cr Miles, Seconded Cr Re

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 4/0)

This Report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The <i>Local Government Act 1995</i> as the report deals with matters concerning risks to the MRC.	
7.2 DRAFT RISK APPETITE STATEMENT AND RISK MANAGEMENT PLAN	
File No:	GF-20-0000408
Attachment (s)	Attachment 4 – Risk Appetite Statement and Risk Management Plan
Date:	5 May 2022
Responsible Officer:	Chief Executive Officer

REPORTS FOR ITEMS 7.1 and 7.2 ARE CONFIDENTIAL AND NOT FOR PUBLIC VIEWING.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee recommends that Council adopt the risk appetite statement and risk management plan.

Moved Cr Re, Seconded Cr Miles

5.05 pm - Cr Vernon connected to the electronic meeting.

AMENDMENT

Moved Cr Miles, Seconded Cr Vernon

The report to be referred back to the Administration to reconsider the Risk Appetite Statement and Risk Management Plan and explore opportunities and bring back to next Audit Committee meeting.

(CARRIED UNANIMOUSLY 5/0)

Moved Cr Re, seconded Cr Miles

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 5/0)



LIST OF ATTACHMENTS

Attachment	Title	Page Number
1	Declaration of Interest Form	12
2	Previous Minutes – 09 March 2022	14



Mindarie Regional Council

DECLARATION OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

To: CHIEF EXECUTIVE OFFICER,
MINDARIE REGIONAL COUNCIL

Name & Position	
Meeting Date	
Item No/ Subject	
Nature of Interest	
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

"A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed



MINUTES

AUDIT COMMITTEE MEETING

WEDNESDAY 9 MARCH 2022

TIME: 4.30 PM

MEETING HELD BY ZOOM

Winning Back Waste

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 4.33 pm.

The Chair welcomed Mr Ash Kumar as the newly appointed member of the Audit Committee.

2 ATTENDANCE / APOLOGIES

AUDIT COMMITTEE MEMBERS

Cr Karen Vernon (Chair)	Town of Victoria Park
Cr Frank Cvitan (Deputy Chair)	City of Wanneroo
Cr Paul Miles	City of Wanneroo
Cr Elizabeth Re	City of Stirling
Mr Ash Kumar	External Member

MRC OFFICERS

Mr Scott Cairns	Chief Executive Officer
Ms Andrea Slater	Director Corporate Services
Ms Deborah Toward	PA Executive Support

VISITORS

Nil

3 TERMS OF REFERENCE

At an Ordinary Council Meeting held on 7 July 2005 the Audit Committee was established by Council under s7.1A of the Local Government Act 1995 and at an Ordinary Council Meeting held on 27 October 2005 Council adopted the Terms of Reference for the operation of the Audit Committee. These terms of reference were subsequently revised by Council at an Ordinary Council Meeting held on 24 April 2014.

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Council's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

The Committee is to facilitate:

- The enhancement of the credibility and objectivity of 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;

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 7.

Local Government (Audit) Regulations 1996 – Section 14 and 15.

POLICY IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

COMMENT

Nil.

RESPONSIBLE OFFICER RECOMMENDATION

That the Audit Committee recommends that Council endorse the Compliance Audit return for the 2021 calendar year, as presented.

Cr Miles moved, Cr Cvitan Seconded

RESOLVED

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 5/0)

PROPOSED AMENDMENT

Moved Cr Vernon, seconded Cr Re

To amend the recommendation by adding the following words:

2. Requests the CEO to bring a report to the next Audit Committee meeting in May 2022 outlining a draft risk appetite statement and a draft risk management plan for consideration;
3. To request the CEO to review the high risk register summary and report on that to the Audit Committee in May 2022.

(CARRIED UNANIMOUSLY 5/0)

SUBSTANTIVE RECOMMENDATION AS AMENDED

1. That the Audit Committee note the High Risk Register as at 24.11.2022 as presented in attachment 4;
2. Requests the CEO to bring a report to the next Audit Committee meeting in May 2022 outlining a draft risk appetite statement and a draft risk management plan for consideration;
3. Requests the CEO to review the high risk register summary and report on that to the Audit Committee in May 2022.

(CARRIED UNANIMOUSLY 5/0)

Moved Cr Vernon, seconded Cr Re

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 5/0)

Doors re-opened at 5.18 pm, the Chair declared the meeting re-opened.

The Chair noted the resolutions passed behind closed doors.

8	NEW BUSINESS
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Terms of Reference Review.

The Audit Committee noted the need for a review of the Terms of Reference (TOR) and agreed that the Administration would review TOR in the first instance, and bring the draft TOR to be workshopped with the Audit Committee, prior to taking to the item to the Ordinary Council meeting on 26 May 2022.