
LATE AND URGENT BUSINESS ITEM

22.1 SUBJECT: Change to Audit and Risk Committee Meeting Date
DIRECTOR: Chief Executive Officer
MEETING: Council Meeting
MEETING DATE: 22 February 2022

Summary

Council is requested to approve the rescheduling of the Audit and Risk Committee Meeting of 8 March 2022 to the 9 March 2022 and advertise the date on the City's website.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.5/12/21 14 December 2022 Ordinary Council and Committee Meeting Dates, Committee Meeting Structure 2022

Background

At the Ordinary Council Meeting of 14 December 2022, Council adopted the meeting structure and meeting dates for 2022.

Comment

On 10 February 2022, the City received a request for an Electors' Special Meeting. In accordance with Section 5.28 of the *Local Government Act 1995*, the Electors' Special Meeting must take place not more than 35 days after the request for the meeting was received by the Mayor. Decisions made at electors' meeting will be considered by Council at the next Ordinary Council Meeting, which will be the 22 March 2022.

The Electors' Special Meeting has been scheduled for 5:30pm on 8 March 2022 and a local public notice has been provided. City Officers are now recommending that the Audit and Risk Committee Meeting scheduled on 8 March 2022 be rescheduled to 9 March 2022.

In addition, City Officers are requesting that Elected Members note that the Ordinary Council Meeting Agenda for the 22 March 2022, will be circulated to Elected Members by no later than 15 March 2022. This will enable City Officers to finalise the minutes from the Electors' Special Meeting and the Audit and Risk Committee for inclusion to the March agenda distribution.

Consultation

The Presiding Member for the Audit and Risk Committee has been contacted.

Statutory Environment

Local Government Act 1995

5.5. *Convening council meetings*

- (1) *The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*

- (2) *The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

Local Government (Administration) Regulations 1996

12. *Publication of meeting details (Act s. 5.25(1)(g))*

- (1) *In this regulation —*
meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*
- (a) *ordinary council meetings;*
 - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*
- (3) *Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.*

Policy Implications

N/A

Financial Implications

There are no additional financial implications associated with the change of date for the Audit and Risk Committee.

Risk Analysis

The City is required to comply with the Act in regards to appointment of committee members.

Strategic Implications

The following strategies from the City of Mandurah Strategic Community Plan 2020 – 2040 are relevant to this report:

Organisational Excellence:

- Build and retain a skilled, agile, motivated and healthy workforce.
- Ensure the City has the capacity and capability to deliver quality services and facilities through accountable and transparent business practices, governance, risk and financial management.

Conclusion

Council is requested to approve the change of date of the Audit and Risk Committee.

RECOMMENDATION

That Council:

1. **Approve the following amendment to the Audit and Risk Committee meeting date and advertise on the City of Mandurah website:***

Meeting	Date and Time	Comment
Audit and Risk Committee	Wednesday, 9 March 2022 at 5:30pm	Amended from Tuesday 8 March 2022

2. **Note that the agenda for the Ordinary Council Meeting on the 22 March 2022 will be circulated by no later than 15 March 2022.**

****ABSOLUTE MAJORITY REQUIRED****