



City of Belmont
SPECIAL STANDING COMMITTEE
(AUDIT AND RISK)
MINUTES
TABLE OF CONTENTS

23 October 2017

ITEM	SUBJECT HEADING	PAGE
NOTICE OF MEETING		
1.	OFFICIAL OPENING	1
2.	APOLOGIES AND LEAVE OF ABSENCE	1
3.	CONFIRMATION OF MINUTES	1
3.1	STANDING COMMITTEE (AUDIT AND RISK) MEETING HELD 24 JULY 2017	1
4.	REPORTS OF OFFICERS.....	2
4.1	ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS	2
5.	NEXT MEETING	3
6.	CLOSURE	3

ATTACHMENTS INDEX

Nil.

MINUTES OF THE STANDING COMMITTEE (AUDIT AND RISK) MEETING HELD IN THE RIVERVALE ROOM, CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET, CLOVERDALE ON MONDAY, 23 OCTOBER 2017 COMMENCING AT 7.25PM.

MINUTES

PRESENT

Cr P Marks Mayor (Ex-Officio)	East Ward
Cr M Bass	East Ward
Cr J Davis	South Ward
Cr G Sekulla, JP	West Ward

IN ATTENDANCE

Mr R Garrett	A/Chief Executive Officer
Mr J Olynyk, JP	Manager Governance
Mrs M Lymon	Principal Governance and Compliance Advisor
Ms E Cashman	Senior Governance Officer

1. OFFICIAL OPENING

7.25pm The A/Chief Executive Officer welcomed all those in attendance and declared the meeting open.

The A/Chief Executive Officer read the Acknowledgement of Country.

It is important that we acknowledge the traditional owners of the land on which we are meeting today the Noongar Whadjuk people and pay respect to Elders both past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CONFIRMATION OF MINUTES

3.1 STANDING COMMITTEE (AUDIT AND RISK) MEETING HELD 24 JULY 2017
(Circulated under separate cover)

OFFICER RECOMMENDATION

BASS MOVED, MARKS SECONDED,

That the Minutes of the Standing Committee (Audit and Risk) Meeting held 24 July 2017 be confirmed as a true and accurate record.

CARRIED 4 VOTES TO 0

4. REPORTS OF OFFICERS

4.1 ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS

Election of office bearers will be conducted in accordance with the *Local Government Act 1995*. In particular, Schedules 2.3 and 4.1 of the *Local Government Act 1995*, the *Local Government (Administration) 1996* and the *Local Government (Constitution) Regulations 1998* will be adhered to. Please note:

- The election of Presiding Member is to be conducted by the Chief Executive Officer.
- The election of the Deputy Presiding Member is to be conducted by the Presiding Member.
- Nominations for the office are to be given to the Chief Executive Officer in writing prior to the close of nominations. The close of nominations will be announced by the Chief Executive Officer at this point in the Special Committee meeting, giving sufficient time after the announcement and before the closure, for any final nominations to be made.
- If a Councillor is nominated by another Councillor, the Chief Executive Officer is not to accept the nomination unless the nominee has advised the Chief Executive Officer, orally or in writing, that he or she is willing to be nominated for the office of Presiding Member.
- If required, Councillors are to vote on the matter by secret ballot, using the first past the post system (ie place a single tick against their favoured candidate).
- Ballot papers will be prepared, with the order of the names being in alphabetical order (by surname). All ballot papers will be initialled (for authentication) by the Chief Executive Officer before being provided to Councillors.
- Councillors are to mark the ballot paper in such a manner that it cannot be seen by anyone else and return it to the Chief Executive Officer. Spoilt ballot papers can be replaced.
- The Chief Executive Officer will declare the result of the ballot to the meeting. The declaration will include the names of the candidates and the name and term of office of the candidate declared elected.
- All records (as defined by Regulation) of the election will be secured and retained for at least four years.

It should be noted that if after the count of the above mentioned votes there is an equality between two or more candidates, the count is to be discontinued and in the case of the Presiding Member, the meeting is to be adjourned for not more than seven days. In the case of the Deputy Presiding Member, the matter is to be deferred to be dealt with at a future Special Committee meeting, scheduled within the next seven days.

If an adjournment is required (as outlined above) any nomination for the office of Presiding Member or Deputy Presiding Member may be withdrawn and further nominations may be made before or when the meeting resumes.

If at the conclusion of the second count an equality of votes still remains, the Chief Executive Officer is to draw lots to determine which Councillor is to be elected Presiding Member/Deputy Presiding Member.

Item 4.1 Continued

Note

The A/Chief Executive Officer called for nominations for the position of Presiding Member. The following nomination was received:

- Cr Sekulla

As there were no further nominations, the A/Chief Executive Officer closed nominations and declared Cr Sekulla elected unopposed for the position of Presiding Member of the Standing Committee (Audit and Risk).

The A/Chief Executive Officer called for nominations for the position of Deputy Presiding Member. The following nomination was received:

- Cr Bass

There being no further nominations the A/Chief Executive Officer declared Cr Bass elected unopposed for the position of Deputy Presiding Member of the Standing Committee (Audit and Risk).

5. NEXT MEETING

The next meeting of the Standing Committee (Audit and Risk) will be held on Monday, 30 October 2017.

6. CLOSURE

There being no further business, the A/Chief Executive Officer thanked everyone for their attendance and closed the meeting at 7.29pm.

MINUTES CONFIRMATION CERTIFICATION

The undersigned certifies that these minutes of the Standing Committee (Audit and Risk) Meeting held on 23 October 2017 were confirmed as a true and accurate record at the Standing Committee (Audit and Risk) Meeting held 30 October 2017:

Signed by the Person Presiding: _____



PRINT name of the Person Presiding: _____

GEORGE SEKULLA