



## Special Audit & Risk Committee Notice of Meeting | 25<sup>th</sup> November 2021

Dear Councillors

I respectfully advise that the SPECIAL AUDIT & RISK COMMITTEE MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 25<sup>th</sup> November 2021 following the Ordinary Meeting of Council.

MEETING AGENDA ATTACHED

*Graeme Fardon*

**GRAEME FARDON**  
**CHIEF EXECUTIVE OFFICER**

Date: 19<sup>th</sup> November 2021

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### **Disclaimer**

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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## SHIRE OF QUAIRADING

### Special Audit & Risk Committee

#### ITEM 1      OPENING & ANNOUNCEMENTS

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The Chief Executive Officer opened the Meeting at \_\_\_\_\_ pm.

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

#### ITEM 2      ATTENDANCE AND APOLOGIES

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##### **Councillors**

Cr PD Smith	Shire President
Cr TJ Stacey	Deputy Shire President
Cr E Cheang	
Cr BR Cowcill	
Cr JC Hayes	
Cr JN Haythornthwaite	
Cr JR Hippiisley	
Cr B McGuinness	

##### **Council Officers**

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

##### **Apologies**

##### **Leave of Absence Previously Granted**

## ITEM 3 DISCLOSURE OF INTEREST

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Elected Members in accordance with section 5.61 and 5.65 of the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021 Schedule 1 Division 4 regulation 22:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the 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.

Local Government employees in accordance with section 5.70 or 5.71 of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 Part 4A Division 2, regulation 19AD:

An employee who has an interest in any matter to be discussed at a council or committee meeting attended by the local government employee 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.

## ITEM 4 ELECTION OF PRESIDING MEMBER

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The Chief Executive Officer will oversee and conduct proceedings for the Call for Nominations and the Election of the Presiding Member.

*Blank Proforma Nomination Forms will be provided separately to the Agenda and must be completed by the Nominator and handed or emailed to the Chief Executive Officer before the meeting or during the meeting before the close of nominations.*

### **Election and Declaration of Presiding Member**

If more than one (1) nomination, the Election of the Presiding Member shall be by Secret Ballot.

Presiding Member Elected and takes the Chair.

## ITEM 5      NEXT MEETING DATE

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The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 7<sup>th</sup> December 2021 to be confirmed, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

## ITEM 6      CLOSURE

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There being no further business, the Chairperson closed the Meeting at \_\_\_\_\_ pm.



*Local Government Act 1995*

**NOMINATION FORM FOR ELECTION OF  
PRESIDING MEMBER**

To the Chief Executive Officer

I, .....(full name) hereby nominate

..... (full name of nominee) for the office of  
Presiding Member of the Audit & Risk Committee commencing 25<sup>th</sup> November 2021.

Note:

- 1) The term of office will be a period expiring upon the next election of this office following Council's next ordinary election (i.e. October 2023)
- 2) The nomination will not be accepted unless the nominee advises the Chief Executive Officer in writing or orally that he/she is willing to be nominated for the office of Presiding Member.

Signed ..... (Person nominating)

Dated .....