



## Special Meeting of Council

# AGENDA

### Notice of Meeting

Councillors of the Catalina Regional Council are advised that a Special Meeting of Council will be held on Thursday 13 November 2025 at 6:00pm at the City of Stirling, 25 Cedric Street, Stirling.

A handwritten signature in black ink, appearing to read "Chris Adams", is positioned above the printed name.

**CHRIS ADAMS**  
Chief Executive Officer

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

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## MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Ben Mayes	Cr Susan Kennerly
City of Joondalup	Cr Lewis Hutton Cr Christopher May	Cr Russ Fishwick Cr John Raftis
City of Perth	Cr Raj Doshi	Cr David Gonclaves
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale Cr Teresa Olow Cr Karlo Perkov	Cr Andrea Credo
Town of Victoria Park	Cr Claire Anderson	Cr Andra Biondi
City of Vincent	Cr Alison Xamon	Cr Ashley Wallace
City of Wanneroo	Cr Sonet Coetzee Cr Glynis Parker	

## DECLARATION BY ELECTED MEMBERS OF COUNCIL

Prior to the CRC Council meeting, Council members will make a Declaration by reading the words on the form in front of them.

### 1. OFFICIAL OPENING

*On behalf of Councillors, we would like to acknowledge the traditional custodians of this land, the Wadjak people of the Nyoongar nation, on which this meeting is taking place and show our respect for Elders past, present and emerging.*

The Chief Executive Officer to declare the meeting open.

The Chief Executive Officer to advise of any apologies received and of attendance of substitute members.

The Chief Executive to then preside over the election of the Chair of Catalina Regional Council.

## 2. CHIEF EXECUTIVE OFFICER

### 2.1 ELECTION OF CRC CHAIR

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<b>Responsible Officer:</b>	Chief Executive Officer
<b>Attachments:</b>	Nomination Form for Chair and Deputy Chair
<b>Voting Requirements:</b>	Optional Preferential Voting - Absolute Majority

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#### RECOMMENDATION

**That the Council ELECTS Cr ..... as Chair of the Catalina Regional Council for a term commencing on 13 November 2025 and expiring on 16 October 2027.**

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#### PURPOSE

For Council to consider nominations and elect a Chair.

#### LOCAL GOVERNMENT ACT/REGULATION

- *Local Government Act 1995*: Sect 3.66
- *Local Government Act 1995*: Schedule 2.3, Division 2

#### RISK MANAGEMENT IMPLICATIONS

<b>Risk Ref: 2</b>	<b>Risk Rating:</b>
Strategic – Stable and effective governance environment	Moderate
<b>Action:</b>	
None applicable	

Election of a Chair of the Council is an important component of maintaining a stable and effective governance environment.

#### BACKGROUND

Section 3.66 of the *Local Government Act 1995* provides that the Act applies to a Regional Council as if that Council were the local government established for that district. Accordingly, Catalina Regional Council (CRC) is required to elect its Chair under the provisions of Schedule 2.3, Division 2 of the Act.

Recent amendments to the Act have introduced the Optional Preferential Voting (OPV) system for the election of the Chair and Deputy Chair for the CRC.

#### COMMENT

Under Schedule 2.3 of the Act the procedure for the election of the Chair of CRC will be as follows:

1. The Chief Executive Officer will preside over the meeting until a Chair is elected.
2. The CEO will invite nominations from Councillors. Nominations must be in writing using the form provided in Attachment 1.
3. A Councillor nominated by another Councillor must advise the CEO that they are willing to accept the nomination for the role.
4. After the call for nominations by the CEO a reasonable amount of time will be given until the CEO declares that nominations are closed.
5. If only one valid nomination is received, the CEO will declare that Councillor elected as Chair of the CRC.
6. If more than one nomination is received the CEO will cause a secret ballot to occur.
7. Ballot papers will be issued by the CEO. Each ballot paper will be initialled by the CEO to authorise its validity.
8. Councillors are to cast their ballots using the OPV system. Councillors must number at least one box for their ballot to be valid. If after the first count no Councillor has an absolute majority (50% + 1) of the votes the candidate with the lowest number of votes will be eliminated and their preferences distributed. If there is a tie for the least number of votes, the names of those candidates will be placed into opaque spheres and a name drawn. The candidate drawn will be eliminated. This process will continue until a candidate has an absolute majority.
9. If the above process results in an equality of votes between two remaining candidates the count is to be discontinued and the CEO is to close the meeting. The CEO will convene a special council meeting to take place no sooner than 15 minutes after the conclusion of the previous meeting. The election of Chair will then be the first item considered at this meeting.
10. The CEO will declare the result of the election and the Chair will make the declaration of office and then preside over the remainder of the meeting.
11. Local public notice of the result of the election will be given and reported to the Minister for Local Government.

### 3. CHAIR

#### 3.1 ELECTION OF CRC DEPUTY CHAIR

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<b>Responsible Officer:</b>	Chair
<b>Attachments:</b>	Nomination Form for Chair and Deputy Chair
<b>Voting Requirements:</b>	Optional Preferential Voting - Absolute Majority

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#### RECOMMENDATION

That the Council **ELECTS** Cr ..... as Deputy Chair of the Catalina Regional Council for a term commencing on 13 November 2025 and expiring on 16 October 2027.

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#### PURPOSE

For Council to consider nominations and elect a Deputy Chair.

#### LOCAL GOVERNMENT ACT/REGULATION

- *Local Government Act 1995*: Sect 3.66
- *Local Government Act 1995*: Schedule 2.3, Division 2

#### RISK MANAGEMENT IMPLICATIONS

<b>Risk Ref: 2</b>	<b>Risk Rating:</b>
Strategic – Stable and effective governance environment	Moderate
<b>Action:</b>	
None applicable.	

Election of a Deputy Chair of the Council is an important component of maintaining a stable and effective governance environment.

#### BACKGROUND

Section 3.66 of the *Local Government Act 1995* provides that the Act applies to a Regional Council as if that Council were the local government established for that district. Accordingly, Catalina Regional Council (CRC) is required to elect its Chair under the provisions of Schedule 2.3, Division 2 of the Act.

Recent amendments to the Act have introduced the Optional Preferential Voting (OPV) system for the election of Chair and Deputy Chair for the CRC.

#### COMMENT

Under Schedule 2.3 of the Act the procedure for the election of Deputy Chair of CRC will be as follows:

1. The Chair will invite nominations from Councillors. Nominations must be in writing using the form provided in Attachment 1.
2. A Councillor nominated by another Councillor must advise the Chair that they are willing to accept the nomination for the role.
3. After the call for nominations by the Chair a reasonable amount of time will be given until the Chair declares that nominations are closed.
4. If only one valid nomination is received, the Chair will declare that Councillor elected as Deputy Chair of the CRC.
5. If more than one nomination is received the Chair will cause a secret ballot to occur.
6. Ballot papers will be issued by the CEO. Each ballot paper will be initialled by the CEO to authorise its validity.
7. Councillors are to cast their ballots using the OPV system. Councillors must number at least one box for their ballot to be valid. If after the first count no Councillor has an absolute majority (50% + 1) of the votes the candidate with the lowest number of votes will be eliminated and their preferences distributed. If there is a tie for the least number of votes, the names of those candidates will be placed into opaque spheres and a name drawn. The candidate drawn will be eliminated. This process will continue until a candidate has an absolute majority.
8. If the above process results in an equality of votes between two remaining candidates the count is to be discontinued and the Chair is to close the meeting. The Chair will convene a special council meeting to take place no sooner than 15 minutes after the conclusion of the previous meeting. The election of Deputy Chair will then be the first item considered at this meeting.
9. The Chair will declare the result of the election and invite the Deputy Chair to make the declaration of office.

4. **DISCLOSURE OF INTERESTS**
5. **PUBLIC STATEMENT/QUESTION TIME**
6. **ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**
7. **PETITIONS**

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## 8. ELECTION OF AUDIT, RISK and IMPROVEMENT COMMITTEE

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**Responsible Officer:** Chair  
**Attachments:** CRC Audit Charter 2025  
**Voting Requirements:** Absolute Majority

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### RECOMMENDATION

1. That in accordance with the *Local Government Act 1995*, the following Council members be APPOINTED to the Audit, Risk and Improvement Committee:
    - a. Cr .....
    - b. Cr .....
    - c. Cr .....
    - d. Cr .....
    - e. Cr .....
  2. That Council REQUESTS the CEO to conduct an Expression of Interest process seeking applications from relevantly experienced individuals to become independent members of the ARIC for the period December 2025 to 16 October 2027.
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### PURPOSE

For Council to appoint an Audit, Risk and Improvement Committee.

### LOCAL GOVERNMENT ACT/REGULATION

- *Local Government Act 1995*
- *Local Government (Audit) Regulations 1996*

### RISK MANAGEMENT IMPLICATIONS

<b>Risk Ref: 2</b>	<b>Risk Rating:</b>
Strategic – Stable and effective governance environment	Moderate
<b>Action:</b>	
None applicable.	

Appointment of an Audit, Risk and Improvement Committee is an important component of maintaining a stable and effective governance environment.

### BACKGROUND

Each local government is required by Section 7.1A of the *Local Government Act* to appoint an Audit, Risk and Improvement Committee (ARIC). The ARIC must comprise at least three persons, two of whom are to be Council members. The Chair and Deputy Chair must be independent persons. The Council has previously appointed five Council members to the ARIC.

## COMMENT

Audit, Risk and Improvement Committees have certain statutory functions and also perform functions set out in any audit charter adopted by the Council. The CRC Audit Charter was adopted on 16 October 2025.

The CRC Audit Charter requires the ARIC to meet a minimum of 3 times per year. The ARIC meetings are timed to coincide with the completion of certain statutory requirements.

At its meeting of 20 February 2025, Council approved the appointment of an independent Chair of the ARIC for the period February – October 2025.

An Expression of Interest process is now to be conducted seeking applications from relevantly experienced individuals to become independent members of the ARIC for the period December 2025 to 16 October 2027.

9. **ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
  
10. **QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
  
11. **FORMAL CLOSURE OF MEETING**

# APPENDICES

# Appendix 1



*Local Government Act 1995*  
Schedule 2.31

## **NOMINATION FORM**

### **Chair**

I, ..... being a Councillor of the Catalina Regional Council nominate Councillor ..... for the position of Chair of the Catalina Regional Council.

Signed: .....

Dated: .....

### **Deputy Chair**

I, ..... being a Councillor of the Catalina Regional Council nominate Councillor ..... for the position of Deputy Chair of the Catalina Regional Council.

Signed: .....

Dated: .....

### **Acceptance of Nomination**

I, ..... the person nominated above advise that I am willing to be nominated for the Office of Chair / Deputy Chair of the Catalina Regional Council.

Signed: .....

Dated: .....

# **Appendix 2**

# AUDIT CHARTER

(Terms of Reference)

Responsible Officer	Chief Executive Officer
Initial Council adoption	13 August 2015
Amendments	2021, 2022, 2023, 2024
Last Council adoption	16 October 2025
Review due	August 2026

## BACKGROUND

Section 7.1A of the *Local Government Act* requires each local government to appoint an Audit, Risk and Improvement Committee comprising of at least 3 persons.

The Audit, Risk and Improvement Committee (ARIC) may recommend to the Council good management practices and guidelines relating to financial control and (generally) matters covered by part 6 (Financial Management) of the *Local Government Act*.

## COMMENT

Although it is possible for the Council to delegate functions to the ARIC, it is generally considered good governance practice to have the Committee operate in a review and recommendation role to allow input of independent opinion on Council actions and policies from a risk management and probity perspective.

The scope of activity for the ARIC can be changed from time to time.

### **Scope of Activity – ARIC**

1. Recommending adoption of an audit charter
2. Review of statutory documents
  - Annual budget
  - Statutory budget review 1 January – 30 March (yearly)
  - Annual financial statement
  - Compliance audit
3. Review of guidelines and policies relating to *Local Government Act 1995* part 6
  - Purchasing Policy
  - Investment Policy
  - Procurement Policy
  - Payment of Accounts & Security of Payments Policy
  - Credit Card Policy
  - Records Management Policy
  - Payment of Distributions Policy
  - Fraud & Corruption Prevention Policy
  - Gifts, Benefits or Hospitality Policy
  - Legislative Compliance Policy
  - Information & Technology Acceptable Use Policy
  - Governance & Internal Controls Framework

4. Regulation 17 Review  
Consideration of Regulation 17 Review and monitoring of implementation of actions.
5. Review of Risk Register

The Council has adopted the following as the Audit Charter Terms of Reference for the ARIC.

### **1. Objectives of ARIC**

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

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The Committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- The credibility and objectivity of internal and 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;
- The coordination of the internal audit function with the external audit;
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

### **2. Powers of the ARIC**

The Committee is a formally appointed Committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The ARIC is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

### **3. Membership**

ARICs must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of a local government or an employee of the local government. The deputy presiding member must also be independent.

The Committee will consist of a minimum of five members including the independent members.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the Committee.

The local government shall provide secretarial and administrative support to the Committee.

#### **4. Meetings**

The Committee shall meet at least three times in each calendar year.

At least one meeting per annum is required to meet with the external auditor.

Additional meetings shall be convened at the discretion of the presiding person.

#### **5. Reporting**

Reports and recommendations of the ARIC shall be presented to the next ordinary meeting of the Council.

#### **6. Duties and Responsibilities**

The duties and responsibilities of the Committee will be to:

- a) Provide guidance and assistance to the Council as to the carrying out the functions of the local government in relation to audits.
- b) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- c) Liaise with the CEO to ensure that the local government does everything in its power to:
  - Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - Ensure that audits are conducted successfully and expeditiously.
- d) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
  - Determine if any matters raised require action to be taken by the local government; and
  - Ensure that appropriate action is taken in respect of those matters.
- e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- f) Review the scope of the audit plan and program and its effectiveness.
- g) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.

- h) Review reports of any special internal audits by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.
- i) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- j) Review the local government's draft annual financial report, focusing on:
  - Accounting policies and practices;
  - Changes to accounting policies and practices;
  - The process used in making significant accounting estimates;
  - Significant adjustments to the financial report (if any) arising from the audit process;
  - Compliance with accounting standards and other reporting requirements;
  - Significant variances from prior years.
- k) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- l) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
- m) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.
- n) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.
- o) Consider Regulation 17 Review recommendations and monitor implementation of approved actions.

This Audit Charter (Terms of Reference) is authorised by the Chief Executive Officer on 16 October 2025.