**MINUTES**

**Audit Committee Meeting**

**Wednesday 5 June 2024**

**These Minutes are subject to confirmation**

Prior to acting on any resolution of the Council contained in these minutes, a check should be made of the Ordinary Meeting of Council following this meeting to ensure that there has not been a correction made to any resolution

**Information**

Audit Committee Meetings are run in accordance with the City of Nedlands Standing Orders Local Law. If you have any questions in relation to items on the agenda, procedural matters, public question time, addressing the Committee or attending meetings please contact the Governance Officer on 9273 3500.

**Public Question Time**

Public question time at an Audit Committee Meeting is available for members of the public to ask a question about items on the agenda. Questions asked by members of the public are not to be accompanied by any statement reflecting adversely upon any Council Member, Committee Member or Employee.

Questions should be submitted as early as possible via the online form available on the City’s website: [Public question time | City of Nedlands](https://www.nedlands.wa.gov.au/public-question-time)

Questions may be taken on notice to allow adequate time to prepare a response and all answers will be published in the minutes of the meeting.

**Addresses by Members of the Public**

Members of the public wishing to address Council in relation to an item on the agenda must complete the online registration form available on the City’s website: [Public Address Registration Form | City of Nedlands](https://www.nedlands.wa.gov.au/public-address-registration-form)

The Presiding Member will determine the order of speakers to address the Council and the number of speakers is to be limited to 2 in support and 2 against any item on an Audit Committee Meeting Agenda. The Public address session will be restricted to 15 minutes unless the Council, by resolution decides otherwise.

**Disclaimer**

Members of the public who attend Audit Committee Meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council’s position. For example, by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to acting on any matter that they may have before Council.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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**Present Attendees**

**Councillors** Mayor F E M Argyle (Online)

Councillor B G Hodsdon (Online) Hollywood Ward

Councillor B Brackenridge Melvista Ward

Councillor R A Coghlan Melvista Ward

Councillor H Amiry (Presiding Member) Coastal Ward

Councillor K A Smyth Coastal Ward

**Staff** Ms K Shannon Chief Executive Officer

Mr M R Cole Director Corporate Services

Ms L Fitzgerald Manager of Financial Services

Ms N Robson Executive Officer

Ms L J Kania Coordinator Governance & Risk

**Consultant** Mr Craig Ross Independent Consultant

**Public** There was 1 member of the public present and 0 online.

**Press** 0

# Declaration of Opening

The Presiding Member declared the meeting open at 5.30 pm and acknowledged the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet, and pay respect to Elders past, present and emerging. The Presiding Member drew attention to the disclaimer on page 2 and advised the meeting was being livestreamed.

# Apologies and Leave of Absence (Previously Approved)

**Leave of Absence** Nil.

**(Previously Approved)**

**Apologies** Councillor N R Youngman Dalkeith Ward

Councillor F J O Bennett Dalkeith Ward

# Public Question Time

Nil

# Address by Members of the Public

Nil

# Disclosures of Financial Interest

There were no disclosures of financial interest.

# Disclosures of Interest Affecting Impartiality

There were no disclosures affecting impartiality.

# Declaration by Members That They Have Not Given Due Consideration to Papers

Nil

# Confirmation of Minutes

## Audit Committee Meeting Minutes – 6 May 2024

Moved – Councillor Smyth

Seconded – Councillor Coghlan

**The Minutes of the Audit Committee Meeting 6 May 2024 be confirmed**

**LOST 2/4**

**(Against: Crs. Brackenridge, Amiry, Smyth, Coghlan)**

Requested correction - blank page to be removed and contents page updated.

## Audit Committee Meeting Minutes – 20 May 2024

Moved – Councillor Smyth

Seconded – Councillor Brackenridge

**The Minutes of the Audit Committee Meeting 20 May 2024 be confirmed**

The vote being tied 3/3, the Presiding Member exercised her casting vote and the motion was

**LOST 3/3**

**(Against: Crs. Brackenridge, Amiry, Coghlan)**

Requested correction – Name of the Presiding member to be updated.

# Items for Discussion

## ARC 14.06.24 – Update from Independent Consultant Report 5

|  |  |
| --- | --- |
| Meeting & Date | Audit Committee Meeting – 5 June 2024 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Nil. |
| **Report Author** | Craig Ross – Independent Consultant |
| **CEO** | Keri Shannon |
| **Attachments** | 1. Progress Report - 5 2. Report 5 Appendix |

**Regulation 11(da) – Not Applicable – Recommendation Adopted**

Moved – Councillor Coghlan

Seconded – Councillor Amiry

**That the Recommendation be received.**

(Printed below for ease of reference)

**CARRIED UNANIMOUSLY 6/-**

**Recommendation**

**That the Audit Committee receives the report from the Independent Consultant.**

**Purpose**

The Independent Consultant will verbally present a report to the Audit Committee.

**Voting Requirement**

Simple Majority.

**Background**

N/A

**Discussion**

N/A

**Consultation**

Not applicable.

**Strategic Implications**

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

**Vision Sustainable and responsible for a bright future**

**Pillar** **Performance**

**Outcome** 11. Effective leadership and governance

**Budget/Financial Implications**

There are no budget or financial implications in this report.

**Legislative and Policy Implications**

Not applicable.

**Decision Implications**

The Committee will be presented with a report from Mr. Ross.

**Conclusion**

Mr Ross will present his report to the Committee.

**Further Information**

Nil.

## ARC15.06.24 – Discussions by the Presiding Member

|  |  |
| --- | --- |
| Meeting & Date | Audit Committee Meeting – 5 June 2024 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Nil. |
| **Report Author** | Keri Shannon |
| **CEO** | Keri Shannon |
| **Attachments** | 1. 2024-2025 Internal Audit Plan 2. Internal Audit Action List |

**Vote held to suspend standing orders**

Moved – Councillor Smyth

Seconded – Councillor Brackenridge

**CARRIED UNANIMOUSLY 6/-**

**Purpose**

Presiding Member summarised and requested an open discussion on the topics below;

1. 2024-2025 Internal Audit Plan
   * Discussion around topics in the Internal Audit Plan
2. Status of Internal Audit Action List
   * Discussion around the full internal audit action list
3. Discussion on Monthly dashboard for Councillors
   * Discussion around what to include on dashboards
4. Discussion on Audit Committee Agenda content
   * Discussion around the example agenda provided by the presiding member
   * Discussion around current agenda and minutes

**Vote to resume standing orders**

Moved – Councillor Smyth

Seconded – Councillor Brackenridge

**CARRIED 6/-**

That the recommendation be adopted.

Moved – Councillor Amiry

Seconded – Councillor Smyth

**Recommendation**

**That the Audit Committee recommends the presiding member to provide a draft amended audit committee agenda to council for consideration.**

**CARRIED UNANIMOUSLY 6/-**

**Voting Requirement**

Simple majority

**Background**

N/A

**Discussion**

N/A

**Consultation**

N/A

**Strategic Implications**

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

**Vision Sustainable and responsible for a bright future**

**Pillar** **Performance**

**Outcome** 11. Effective leadership and governance

**Budget/Financial Implications**

There are no budget or financial implications in this report.

**Legislative and Policy Implications**

Not applicable.

**Decision Implications**

N/A

**Conclusion**

The discussion points will be noted.

**Further Information**

Nil.

# Date of Next Meeting

The date of the next meeting of the Audit Committee Meeting is to be 17 June 2024.

# Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 7.11pm.