

**MINUTES**

**Audit Committee Meeting**

**Monday 17 June 2024**

**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.

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# Present and Apologies and Leave of Absence (Previously Approved)

**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

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 were 0 members of the public present and 1 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.

# Present and Apologies and Leave of Absence (Previously Approved)

**Leave of Absence** Nil

**(Previously Approved)**

**Apologies**

Councillor F J O Bennett Dalkeith Ward

Councillor N R Youngman 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

Members who have not read the business papers to make declarations at this point.

# Confirmation of Minutes

## Audit Committee Meeting Minutes – 6 May 2024

Moved – Councillor Smyth

Seconded – Councillor Brackenridge

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

**CARRIED UNANIMOUSLY**

**6/-**

## Audit Committee Meeting Minutes – 20 May 2024

Moved – Councillor Smyth

Seconded – Councillor Coghlan

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

**CARRIED UNANIMOUSLY**

**6/-**

## Audit Committee Meeting Minutes – 5 June 2024

Moved – Councillor Amiry

Seconded – Councillor Brackenridge

**The Minutes of the Audit Committee Meeting 5 June 2024 be confirmed.**

**CARRIED UNANIMOUSLY**

**6/-**

# Items for Discussion

## ARC16.06.24 – Update from Moore

|  |  |
| --- | --- |
| **Meeting & Date** | Audit Committee - 17 June 2024 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Nil. |
| **Report Author** | Michael Cole Director Corporate Services |
| **Director** | Keri Shannon |
| **Attachments** | 1. Moore Australia Agenda Paper ARC Meeting 17 June 22024 |

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

Moved – Councillor Smyth

Seconded – Councillor Coghlan

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**6/-**

**Recommendation**

**That the Audit Committee receive the agenda paper from Moore Australia**

**Purpose**

This report is for Moore Australia to present its agenda paper to the Audit

Committee.

**Voting Requirement**

Simple Majority.

**Background**

Moore Australia has submitted an agenda paper for the discussion at the Committee

Meeting.

**Discussion**

This section should introduce the issues that have been considered and entertained in shaping the recommendation. This section should also introduce the options available to the Council.

**Consultation**

Nil.

**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 financial implications to this report.

There may be budget implications when the report’s recommendations are addressed in detail, where operational impacts are estimated and considered by the Administration, and then by Council at the appropriate time. There is no immediate budgetary implication to receiving this report.

**Decision Implications**

Should the recommendations be endorsed, administration will implement actions as outlined in report.

**Conclusion**

That Audit Committee receives the agenda paper from Moore Australia

## ARC18.06.24 - Update from Independent Consultant Report 6

|  |  |
| --- | --- |
| Meeting & Date | Audit Committee Meeting – 17 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 - 6 2. Report 6 Appendix |

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

Moved – Councillor Amiry

Seconded – Councillor Brackenridge

**That the Recommendation be adopted.**

**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.

The elected members then took a vote to close the meeting due to confidentiality of the report.

Moved – Councillor Smyth

Seconded – Councillor Coghlan

**CARRIED UNANIMOUSLY**

**6/-**

The meeting was then closed to the public and livestream stopped under Section 5.23 (2)(f)(ii).

## ARC17.06.24 – Internal Audit Report Cyber Security

|  |  |
| --- | --- |
| **Meeting & Date** | Audit Committee - 17 June 2024 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Nil. |
| **Report Author** | Michael Cole Director Corporate Services |
| **Director** | Keri Shannon |
| **Attachments** | 1. CONFIDENTIAL Internal Audit Cyber Security Report |

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

Moved – Councillor Brackenridge

Seconded – Councillor Coghlan

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**6/-**

**Recommendation**

**That the Audit Committee receive the agenda paper from Moore Australia**

**Purpose**

This report is for Moore Australia to present its agenda paper to the Audit

Committee.

**Voting Requirement**

Simple Majority.

**Background**

Moore Australia has submitted an agenda paper for the discussion at the Committee

Meeting.

**Discussion**

This section should introduce the issues that have been considered and entertained in shaping the recommendation. This section should also introduce the options available to the Council.

**Consultation**

Nil.

**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 financial implications to this report.

There may be budget implications when the report’s recommendations are addressed in detail, where operational impacts are estimated and considered by the Administration, and then by Council at the appropriate time. There is no immediate budgetary implication to receiving this report.

**Decision Implications**

Should the recommendations be endorsed, administration will implement actions as outlined in report.

**Conclusion**

That Audit Committee receives the agenda paper from Moore Australia

**Further Information**

Nil.

The elected members then took a vote to open the meeting back up to the public.

Moved – Councillor Smyth

Seconded – Councillor Coghlan

**CARRIED UNANIMOUSLY**

**6/-**

The meeting was then reopened to the public and livestream resumed.

# Date of Next Meeting

The date of the next meeting of the Audit Committee Meeting is to be 1 July 2024.

# Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 6.35.