

**MINUTES**

**Audit Committee Meeting**

**Monday, 17 February 2025**

**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 Committee 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 Committee 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 Attendees

**Councillors** Councillor H Amiry (Presiding Member) Coastal Ward

Mayor F E M Argyle

Councillor F J O Bennett (online) Dalkeith Ward

Councillor R A Coghlan Melvista Ward

Councillor B Brackenridge Melvista Ward

Councillor B G Hodsdon (online) Hollywood Ward

Councillor K A Smyth Coastal Ward

Councillor N R Youngman Dalkeith Ward

**Staff** Ms A Alderson Director Corporate Services

Mr S Amasi Director Technical Services

Ms M Harika Chief Finance and Risk Officer

Mr C Ross Financial Services Consultant

Ms D Hile Manager ICT

Ms A Martin Coordinator Governance Legal and Risk

Ms V Wilkins PA to Director Corporate Services

**External**  Nil

**Public** There were 2 members of the public present and 1 online.

**Press** 0

# Declaration of Opening

The Presiding Member declared the meeting open at 5.30pm 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** Ms K Tonich OAG

Mr M Beevers RSM Partner

# Public Question Time

Public questions submitted to be read at this point.

There were no questions received from members of the public.

# Address by Members of the Public

Addresses by members of the public who have completed Public Address Registration Forms to be made at this point.

There were no addresses from members of the public

# Disclosures of Financial Interest

The Presiding Member will remind Committee Members and Staff of the requirements of Section 5.65 of the Local Government Act to disclose any interest during the meeting when the matter is discussed.

There were no disclosures of financial interest.

# Disclosures of Interest Affecting Impartiality

The Presiding Member reminded Committee Members and Staff of the requirements of Council’s Code of Conduct in accordance with Section 5.103 of the Local Government Act.

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.

Nil.

# Confirmation of Minutes

## Audit Committee Meeting Minutes – 21 November 2024

**Moved by Cr Youngman, seconded by Cr Brackenridge**

**The Audit Committee Meeting Minutes of 21 November 2024 be received.**

**CARRIED UNANIMOUSLY**

# Finance

## ARC 51.02.25 External Audit – key correspondence, audit preparation, and status of FY23 audit findings

|  |  |
| --- | --- |
| Meeting & Date | Audit Committee Meeting – 17 February 2025 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report. |
| **Report Author** | M. Harika – Chief Finance and Risk Officer |
| **CEO** | K. Shannon |
| **Attachments** | 1. FY23 OAG findings remediation status |

**PURPOSE**

This report is for the Audit Committee to be updated on key correspondence and preparation relating to the audit of the City’s financial report for the year ended 30 June 2024.

As the City received a Disclaimer of Opinion for the 30 June 2023 financial report, the Audit Committee have also requested updates on the progress towards remediation of the OAG audit findings

**ADMINISTRATION RECOMMENDATION**

That the Audit Committee:

1. receives the report and notes that:
   1. The draft 30 June 2024 financial report was provided to RSM and the OAG on 9 December 2024, in line with the extension granted by DLGSC.
   2. The City's financial audit costs have increased by $60,000 due to additional work required for addressing the disclaimer opinion, internal control environment, and meeting attendances by RSM and OAG. This additional cost has been included in the mid-year review budget.
2. Requests the CEO to provide cost estimates for the FY23 OAG findings that are listed as open items to be addressed by December 2025.

**VOTING REQUIREMENT**

Simple majority

**COMMITTEE RESOLUTION**

**Administration Recommendation moved as the substantive motion**

**Moved Cr Smyth, seconded Cr Brackenridge**

**CARRIED: 6/2**

**For: Crs. Amiry, Argyle, Brackenridge, Coghlan, Smyth, Hodsdon**

**Against: Crs. Youngman, Bennett**

**BACKGROUND**

The draft 30 June 2024 financial report was provided to RSM and the OAG on 9 December 2024, in line with the extension granted by DLGSC.

The final June 2024 financial audit visit by RSM is scheduled to commence on 10 March 2025 and will run for two weeks. The finance team is preparing the final audit supporting documentation request list, which will be submitted to the auditors by 6 March 2025. An interim audit management letter is yet to be received from RSM and OAG.

The recruitment of the financial services team is mostly complete. The Accounting Coordinator started on 31 October 2024, the Management Accountant on 11 November 2024, and the Financial Accountant on 6 January 2025. However, the System Accountant has resigned, and recruitment is underway for an Assistant Accountant. Additionally, the Chief Finance and Risk Officer has resigned, providing four weeks' notice until 28 February 2025, and the recruitment process to find a replacement is underway. The Accounting Coordinator Ronald Bunawan will assume acting duties until a replacement is recruited.

The City's financial audit costs have increased by $60,000 due to additional work required for addressing the disclaimer opinion, internal control environment, and meeting attendances by RSM and OAG. This additional cost has been included in the mid-year review budget.

Most of the FY23 OAG findings have been remediated (see attachment 1), with the following open items to be addressed by December 2025.

* 1.5b. Preparation of infrastructure Asset Masterfile for OneCouncil implementation and financial reporting purposes – pending resource reallocation
* 4. Bank signatories – updates are in progress
* 6. New Systems Accountant recruited to assist the Financial Services team in extraction of information and training – recruitment in progress
* 8. Matching debtors against the respective debtor invoices - to be addressed in OneCouncil Phase 3 Revenue (Debtors)
* 12. Contract variations – in progress
* 14. Manual input of fees and charges for invoicing - to be addressed in OneCouncil Phase 3 Revenue (Debtors)
* 15. Record of verbal quotations – in progress

Most of the ICT findings identified by the OAG during the financial audit for the year ended 30 June 2023 are in progress (refer agenda item 11.1 and attachments). With a new ICT Manager appointed in January 2025, the remaining work is expected to be completed over for multi-year program.

**DISCUSSION**

Nil

**DECISION IMPLICATIONS**

Nil

**CONCLUSION**

The discussion will be noted.

# Strategic Projects

## ARC53.02.25 Update from Director of Technical Services

|  |  |
| --- | --- |
| **Meeting & Date** | Audit Committee Meeting – 17 February 2025 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report. |
| **Report Author** | A Karba-Staggl – Programs and Business Improvement Manager  O Lope – Manager City Projects |
| **Director** | A Alderson – Director Corporate Services  S Amasi – Director Technical Services |
| **Attachments** | 1. Norm Bidi design (Attachment 1)  2. Nedlands North Project Status Report Dec 2024 (Attachment 2) |

**PURPOSE**

This report is an update on the status of the Norm-Bidi Trail, TechOne implementation, Underground Power and ERP requested at the Audit Committee Meeting of 18 September 2024, and as deferred from the 14 October Audit Committee Meeting.

**ADMINISTRATION RECOMMENDATION**

That the Audit Committee receives the report

**VOTING REQUIREMENT**

Simple majority

**COMMITTEE RESOLUTION**

**Presiding member requested each report to be received separately**

**TechOne implementation and ERP Report to be received**

**Moved by Cr Youngman, seconded by Cr Brackenridge**

**LOST 4/4**

**(presiding member casting vote against)**

**For: Crs. Argyle, Smyth, Coghlan, Brackenridge**

**Against: Crs: Youngman, Amiry, Bennett, Hodsdon**

**Norm Bidi Report to be received**

**Moved by Cr Smyth, seconded by Cr Amiry**

**LOST UNANIMOUSLY**

**Underground Power Report to be received**

**Moved by Cr Youngman, seconded by Cr Hodsdon**

**LOST 1/7**

**For: Mayor Argyle**

**Against: Crs: Youngman, Amiry, Bennett, Hodsdon, Smyth, Coghlan, Brackenridge**

**Kennedia Lane update to be received**

**Moved by Cr Youngman, seconded by Cr Brackenridge**

**CARRIED UNANIMOUSLY**

In addition to the carried resolution the Committee have requested the following:

* 1. The Committee requested that each strategic project should be presented as an individual report.
  2. ERP: It should be noted that the Committee have requested that a full update should be presented at the March Audit Risk Committee meeting and to include the link to what was previously presented to the Committee.
  3. Norm Bidi: It should be noted that the Committee have requested that a full update should be presented to the Committee which should include an update of the negotiations and/or stumbling blocks. The CEO is to determine whether the content of the report containing information regarding negotiations should be confidential or not.
  4. Underground Power: It should be noted that the Committee requested that the report should refer to what was previously presented, it should also included financials: costs, payments made, payments due, funding and interest rates, budget and impacts.
  5. Kennedia Lane: It should be noted that the Committee requested that Technical Services consider any options available to assist in alleviating the risk of flooding this winter.

**BACKGROUND**

1. Technology One: OneCouncil ERP system

Phase 3 – One Council ERP Implementation Update

Revenue Module:

Property and Rating (P&R) workshops with Subject Matter Experts (SMEs) commenced on 25 January 2025. System configuration has been completed, with final adjustments to be made during User Acceptance Testing (UAT). The onboarding of the new Business System Analyst has been finalised, and the Enterprise Cash Receipting (ECR) module has been handed over to him.

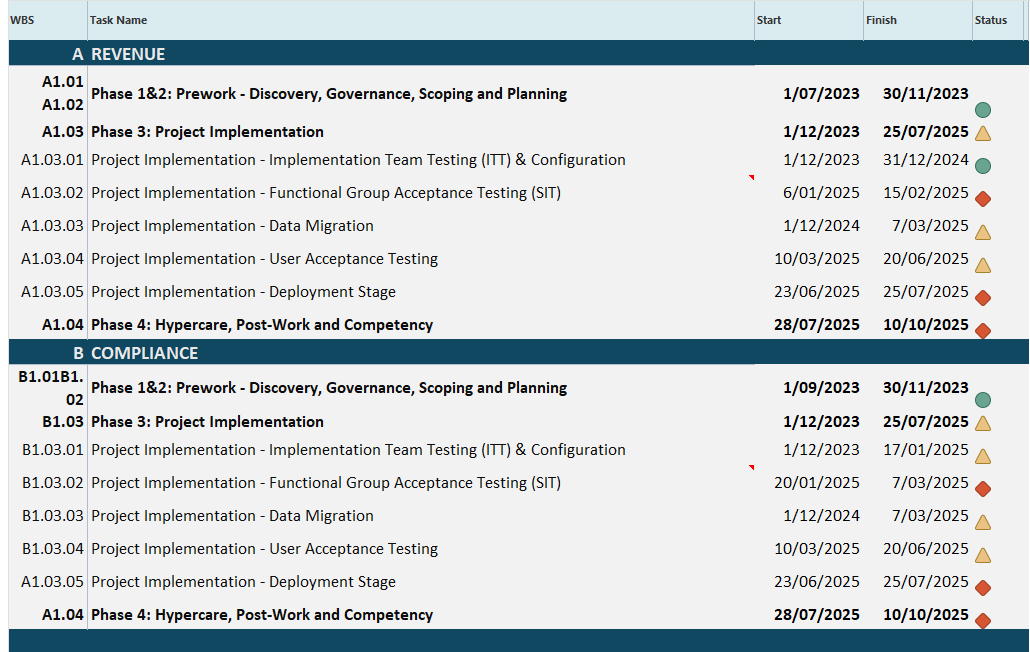
Compliance Module:

The review of (Business Process Automation) BPAs and form templates (DocOnes) are 60% complete. Charge codes have been finalised, pending a final review. Data migration is progressing as planned and is set to be completed by the end of February. The migration for property and land has been completed, while the migration for names is scheduled for completion by 7 February 2025. In addition to the core loaders, smaller data loads will be finalised by the end of the month.

**Change Management:**

ProMapps (a centralised tool to allow documentation of processes, procedures and guidelines) training has been developed, with six sessions currently scheduled and nearly fully booked. Regular meetings with stakeholders, including SMEs and OneCouncil Champions, are ongoing. Change Readiness Focus Groups have been established and Change Readiness Workshops are scheduled for early February. ECR familiarisation sessions for SMEs are currently being delivered. Training is being developed in preparation for UAT, along with e-recruitment training. Regular updates continue to be shared via the intranet and Change Management Reports.

Below is an overview of the project plan and status for Phase 3 implementation.



1. Norm Bidi Trail

The Norm Bidi Trail seeks to join the Swanbourne Reserve to the existing path network within Allan Park.

On 10 October 2024, new line marking was installed. Completed works also included the removal of several trees, and bollards requiring asphalt repairs.

The **design for the Norm Bidi Trail** and associated carpark works is now complete (refer to Attachment 1 for an extract from the Issued Construction drawings). The work is divided into three main areas:

1. **Area 1 - Western Side of the Carpark**: The trail (footpath), along with the associated line marking and parking arrangement changes, has been completed.
2. **Area 2 - Eastern Side of the Carpark**: Line marking and parking arrangement changes are currently on hold because the area is part of the construction site of the contractor building the Hospice. The City of Nedland works in this area will resume once the Hospice contractor demobilises from the site. The estimated duration for the Hospice works, being managed by others, is 18 months, starting from November 2024.
3. **Area 3 - Proposed Path from Swanbourne Reserve to the Carpark**: The works to build the path, which encroaches on the WA Bridge Club (WABC) leased area, are also on hold. This is pending confirmation of changes to the WABC lease boundary, which is currently being negotiated by others.

In addition to the above and attached information we would like to add that following an incident reported by the WABC, the City of Nedlands conducted a site inspection and safety assessment of the installed elements of the project (area 1) and surrounding parking areas. As a result, several minor actions have been recommended and are currently being implemented to improve the overall safety and appearance of the area. These measures, which include weekly site inspections, will remain until we can resume the outstanding works outlined in the above dot points 2 and 3.

The estimated duration of the outstanding works, once we can get access to areas 2 and 3, is 60 days. Please, note that the duration (and the cost) may vary if works in areas 2 and 3 are not done concurrently.

1. Underground Power

The Underground Power Project works currently comprises 2 stages approved at the Council meeting of 28 May 2024 for Nedlands North and Nedlands West.

The installation works for the Nedlands North project are scheduled for completion in April 2025. Refer to attachment 1 for the Western Power December 2024 Project Status Report.

The Nedlands West project has been brought forward earlier than anticipated by Western Power with pre-works commencing February 2025.

Discussions are also underway to clarify between Western Power and the City the ownership of street light poles and lamp components.

A summary of the project budget and City’s contributions is as follows;

|  |  |  |
| --- | --- | --- |
|  | **Nedlands North** | **Nedlands West** |
| Total project budget | $7,695,057 | $16,228,753 |
| City of Nedlands contribution per co-funding agreement | $4,459,862 | $9,664,800 |
| City of Nedlands payments to Western Power to date in accordance with co-funding agreement | $3,041,084 | $nil - six instalments commencing from 31 Aug 2025 to 31 May 2026 |

Under the City's Underground Power Policy, 50 per cent of the City's contribution is recoverable from ratepayers receiving underground power. Rates notices for FY26 are to include an underground power service charge for affected properties in both project areas.

Residents with an existing dome and connection will pay a lesser amount. Subject to clarification of Western Power final costs and connection property status the preliminary service charges for properties in Nedlands North is estimated in the range of $8,000 to $11,000 per property. Modelling for the Nedlands West properties is currently being compiled but is expected to be lower due to the project area layout and higher number of properties.

1. Kennedia Lane resurfacing – update

Works completed to date:

1. A Feature Survey of Kennedia Lane was completed in August 2024.
2. An Underground Services Survey was completed in September 2024.
3. Safety in Design Review and Concept Designs were completed in early December 2024.
4. Drainage inspections and assessments were conducted in December 2024. It included:
   1. Visual condition inspection of pits and pipes
   2. Survey pick-up of pipe inverts and pits

Works scheduled for completion in the following months:

1. Detail Design, including geotechnical and pavement investigation and a cost estimate of the construction works, is scheduled for completion in March 2025
2. Public tender is scheduled to commence in late April and be completed by July 2025 (including mandatory Council approval)
3. Construction works scheduled to commence upon contract award and subject to Council approval in Q3-Q4 2025.

Projected cost of the design works, including preliminary investigations: $55,000

Low confidence estimated projected cost of construction works: $545,000

**DISCUSSION**

Nil

**BUDGET/FINANCIAL IMPLICATIONS**

No implication in receiving the agenda items.

**DECISION IMPLICATIONS**

Nil

**CONCLUSION**

The discussion will be noted.

# Risk Management

## ARC 57.02.25 *Privacy and Responsible Information Sharing Act 2024* (PRIS Act)

|  |  |
| --- | --- |
| Meeting & Date | Audit Committee Meeting – 17 February 2025 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995** | Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report. |
| **Report Author** | Victoria Wilkins – PA to Director Corporate Services  Nalin Dias - Information Technology Governance Coordinator  Donna Hile – Manager of ICT |
| **CEO** | Keri Shannon |
| **Attachments** |  |

**PURPOSE**

This report aims to inform the Committee about the new *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)* legislation currently being implemented by the WA Government. The legislation focuses on how responsible management and use of information can lead to better public services and positive outcomes for the community

**ADMINISTRATION RECOMMENDATION**

That the Audit Committee receives the report.

**VOTING REQUIREMENT**

Simple majority

**COMMITTEE RESOLUTION**

**Administration recommendation be moved as the substantive motion**

**Moved by Cr Amiry, seconded by Cr Brackenridge**

**CARRIED UNANIMOUSLY**

**BACKGROUND**

The WA Government offers various services and programs aimed at improving the quality of life for Western Australians. To provide these services, it collects and stores a significant amount of information about residents.

To ensure the protection of personal information and support the responsible use and sharing of government data, the WA Government is drafting privacy and responsible information-sharing legislation.

The Privacy and Responsible Information Sharing (PRIS) legislation will give Western Australians more control over their personal information and enhance the delivery of government services. It will allow for appropriate data sharing within the government, ensuring accountability and transparency in how the government uses this information.

The legislation will create two key positions within government: the Privacy Commissioner and the Chief Data Officer. These roles will help protect individuals' privacy and ensure the responsible use and sharing of government data for the public good. The Privacy Commissioner will be an independent role reporting directly to Parliament, overseeing privacy matters in WA. The Chief Data Officer will promote transparency, accountability, and the safe use of government-held information.

Overall, the *PRIS Act* will introduce reforms that provide:

1. Guiding principles and a framework for the collection, protection, use, and sharing of personal information across the public sector.
2. A mandatory data breach notification system that requires agencies to inform the Privacy Commissioner and affected individuals about serious data breaches involving personal information.
3. A framework that supports Aboriginal data sovereignty and governance in WA by ensuring that Aboriginal people and communities are consulted or involved when data about them is shared.

The Privacy and Responsible Information Sharing legislation will offer numerous benefits to Western Australia.

Stronger privacy protections for personal and sensitive information will ensure that data is kept safe and secure. These protections will clarify how the government collects, stores, uses, and shares (or does not share) information to support decision-making and service delivery. The legislation will also provide options for individuals to file complaints and seek restitution if their privacy has been violated.

The WA community will benefit from secure data sharing across the public sector, which will lead to better planning, decision-making, and improved community outcomes. Information is one of the government’s most valuable assets, and secure data sharing can drive innovation, improve decision-making, and enable better resource allocation.

Government agencies, researchers, and community organisations across WA will have easier access to government data, with privacy principles and frameworks applied consistently. This will support analysis and insights that address complex issues in economics, the environment, and communities, ultimately contributing to a safer and fairer society for everyone.

The Privacy and Responsible Information Sharing legislation is based on best practices from across Australia and internationally, aiming to balance the needs and expectations of the WA community and the public sector. This new legislation will improve the quality of life for Western Australians while enhancing transparency and accountability in government decision-making.

**Implications to the City of Nedlands**

**Approach**

The Administration have formed an internal working group (PRIS Board Group) to facilitate reviewing, improving and implementing the new *PRIS Act* requirements. The group includes staff from governance, executive services and records management.

The PRIS Implementation Steering Committee (ISC) Secretariat issue quarterly surveys to the PRIS Board to complete to track progress. This was last completed in December 2024 (progress report attached).

The PRIS Board are currently working on the February 2025 submission, following the completion of this progress update the group will meet to discuss the outcome and establish an action plan to enable analysis of what is required from the City of Nedlands and develop an action plan to ensure that the City of Nedlands meets requirements and any deadlines. Further updates will be provided once this work has been completed.

It should be noted that there are no financial or workforce related implications.

**DISCUSSION**

Nil

**DECISION IMPLICATIONS**

Nil

**CONCLUSION**

The discussion will be noted

# Confidential items

**Motion to close the Meeting**

**Mover: Cr Youngman Seconded: Mayor Argyle**

**CARRIED UNANIMOUSLY**

There being no further business, the Presiding Member declared the meeting closed at 8.02pm.

# Date of Next Meeting

The date of the next meeting of the Audit Committee Meeting is to be 26 March 2025.

***Note date of next meeting is 17 March 2025.***

***Cr Bennett left the meeting 8.27pm***

***Cr Hodsdon left the meeting 8.27pm***

# Reopening the meeting to the public

**Motion to reopen** **the meeting to the public**

**Mover: Cr Youngman, Seconded Cr Smyth**

**CARRIED UNANIMOUSLY**

# Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 8.28pm.