



City of Nedlands

AGENDA

Audit Committee Meeting Monday, 17 February 2025

Notice of Meeting

To Mayor & Councillors

A Meeting of the Audit Committee of the City of Nedlands is to be held on Monday, 17 February 2025 in the Council chambers at 71 Stirling Highway Nedlands commencing at 5.30pm.

This meeting will be livestreamed - [Livestreaming Council & Committee Meetings » City of Nedlands](#)

**Keri Shannon | Chief Executive Officer
10 February 2025**



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](#)

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](#)

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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1. Declaration of Opening

The Presiding Member will declare the meeting open at 5.30 pm and acknowledge 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 will draw attention to the disclaimer on page 2 and advise the meeting is being livestreamed.

2. Present and Apologies and Leave of Absence (Previously Approved)

**Leave of Absence
(Previously Approved)** None as at distribution of this agenda.

Apologies None as at distribution of this agenda.

3. Public Question Time

Public questions submitted to be read at this point.

4. 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.

5. Disclosures of Financial Interest

The Presiding Member will remind Council 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.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

6. Disclosures of Interest Affecting Impartiality

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



Council Members and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

Consequently, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

7. 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.

8. Confirmation of Minutes

The Minutes of the Audit Committee Meeting 21 November 2024 are to be accepted as a true and correct record of that meeting.



9. Finance

9.1. 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.

Recommendation

That the Audit Committee receives the report.

Voting Requirement

Simple majority

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.



9.2 ARC 52.02.25 Internal Audit Update (Confidential)

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	



10. Strategic Projects

10.1 ARC 53.02.25 Update from Director Corporate Services/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, and Underground Power requested at the Audit Committee Meeting of 18 September 2024, and as deferred from the 14 October Audit Committee Meeting.

Recommendation

That the Audit Committee receives the report

Voting Requirement

Simple majority

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.

WBS	Task Name	Start	Finish	Status
A REVENUE				
A1.01	Phase 1&2: Pework - Discovery, Governance, Scoping and Planning	1/07/2023	30/11/2023	●
A1.02	Phase 3: Project Implementation	1/12/2023	25/07/2025	▲
A1.03.01	Project Implementation - Implementation Team Testing (ITT) & Configuration	1/12/2023	31/12/2024	●
A1.03.02	Project Implementation - Functional Group Acceptance Testing (SIT)	6/01/2025	15/02/2025	◆
A1.03.03	Project Implementation - Data Migration	1/12/2024	7/03/2025	▲
A1.03.04	Project Implementation - User Acceptance Testing	10/03/2025	20/06/2025	▲
A1.03.05	Project Implementation - Deployment Stage	23/06/2025	25/07/2025	◆
A1.04	Phase 4: Hypercare, Post-Work and Competency	28/07/2025	10/10/2025	◆
B COMPLIANCE				
B1.01B1.02	Phase 1&2: Pework - Discovery, Governance, Scoping and Planning	1/09/2023	30/11/2023	●
B1.03	Phase 3: Project Implementation	1/12/2023	25/07/2025	▲
B1.03.01	Project Implementation - Implementation Team Testing (ITT) & Configuration	1/12/2023	17/01/2025	▲
B1.03.02	Project Implementation - Functional Group Acceptance Testing (SIT)	20/01/2025	7/03/2025	◆
B1.03.03	Project Implementation - Data Migration	1/12/2024	7/03/2025	▲
B1.03.04	Project Implementation - User Acceptance Testing	10/03/2025	20/06/2025	▲
A1.03.05	Project Implementation - Deployment Stage	23/06/2025	25/07/2025	◆
A1.04	Phase 4: Hypercare, Post-Work and Competency	28/07/2025	10/10/2025	◆



2. 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.

3. 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.

Discussion

Nil

Budget/Financial Implications

No implication in receiving the agenda items.

Decision Implications

Nil

Conclusion

The discussion will be noted.



11. Information, Communication & Technology

11.1. ARC 54.02.25 Annual External Audit – ICT Update (Confidential)

Meeting & Date	Audit Committee Meeting – 19 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	D. Hile - Manager ICT
Director	A. Alderson – Director Corporate Services
Attachments	



11.2 ARC 55.02.25 Microsoft Business Connectivity Services (Confidential)

Meeting & Date	Audit Committee Meeting – 19 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	D. Hile - Manager ICT
Director	A. Alderson – Director Corporate Services
Attachments	



12. Risk Management

12.1.ARC 56.02.25 Update on Risk Management and Emerging Risks (Confidential)

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	



12.2.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 of 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.

Recommendation

That the Audit Committee receives the report.

Voting Requirement

Simple majority

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



13. Any Other Business

Committee Members can raise any other business for discussion at the discretion of the Presiding Member.

14. Date of Next Meeting

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

15. Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.