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***Minutes***

***Audit & Risk Committee Meeting***

***18 February 2019***

**ATTENTION**

**These Minutes are subject to confirmation**

This is a committee which has only made recommendations to Council. No action should be taken on any recommendation contained in these Minutes. The council resolution pertaining to an item will be made at the Ordinary Council Meeting next following this meeting.

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**City of Nedlands**

**Minutes of a meeting of the Audit & Risk Committee held in the Meeting Room at the City of Nedlands** **on Monday 18 Feburary 2019 at 5.30 pm.**

###### Audit & Risk Committee Agenda

# Declaration of Opening

The Presiding Member declared the meeting open at 5.30 pm and drew attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

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

**Councillors** Councillor I S Argyle Dalkeith Ward (Presiding Member)

His Worship the Mayor R M C Hipkins

Councillor G A R Hay Melvista Ward

Councillor L J McManus Coastal Districts Ward

Councillor B G Hodsdon Hollywood Ward

Mr R Senathirajah Community Member

Mr P Setchell Community Member

Mr K Eastwood Community Member

**Staff** Mr M Glover Acting Chief Executive Officer

Mrs L M Driscoll Director Corporate & Strategy

Mrs V Jayaraman Manager Financial Services

Mr A D Melville (arrived 5.33pm) Manager Health & Compliance

Mr A Khetani Senior Finance Officer - Governance

Mrs S C Gibson PA to Director Corporate & Strategy

**Guests** Ms A Cheng Moore Stephens, Risk & Advisory

**Public** There were no members of the public present.

**Press** There were no members of the press present.

**Leave of Absence** Nil.

**(Previously Approved)**

**Absent** Nil.

**Disclaimer**

Members of the public who attend Council 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 taking action on any matter that they may have before Council.

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# Public Question Time

Nil.

# Addresses By Members of the Public (only for items listed on the agenda)

Nil.

# Disclosures of Financial Interest

The Presiding Member reminded Councillors 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 Interests Affecting Impartiality

The Presiding Member reminded Councillors 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.

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

Nil.

# Confirmation of Minutes

## Audit & Risk Committee Meeting 5 November 2018

Moved – Mr Eastwood

Seconded – Councillor Hodsdon

The minutes of the Audit & Risk Committee held 5 November 2018 be confirmed.

**CARRIED UNANIMOUSLY 8/-**

# Items for Discussion

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

Mr A Melville jointed the meeting at 5.33 pm.

# Annual Compliance Audit Return - 2018

|  |  |
| --- | --- |
| **Owner** | City of Nedlands |
| **Officer** | Stacey Gibson – PA to Director Corporate & Strategy |
| **Director** | Lorraine Driscoll – Director Corporate & Strategy |
| **Disclosure of Interest** | No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the Local Government Act (1995). |
| **Attachments** | 1. Draft Annual Compliance Audit Return - 2018 |

Moved – Mayor Hipkins

Seconded – Councillor Hodsdon

**Committee Recommendation / Recommendation to Committee**

**Committee recommend that Council adopts the 2018 Compliance Audit Return with edits as noted at the meeting.**

**CARRIED UNANIMOUSLY 8/-**

**Executive Summary**

The 2018 Compliance Audit Return is an annual return that is required to be reviewed and adopted by Council prior to submission to the Department of Local Government by 31 March 2019. The Audit and Risk Committee are required to review the return and is to submit results for that review to Council.

**Discussion/Overview**

Local governments are required to complete the annual Compliance Audit Return. The attached return for the City of Nedlands is for the period 1 January 2018 to 31 December 2018. It is required to be considered and adopted by Council, and submitted to the Department of Local Government by 31 March 2019. The Audit and Risk Committee is required to review the return and is to submit the results of that review to Council.

In accordance with Regulation 14 and 15 of the Local Government (Audit) Regulations 1996 the Compliance Audit Return 2018 must be:

1. Presented to the Audit and Risk Committee for review and then presented to Council;
2. Adopted by Council;
3. Recorded in the minutes of the meeting at which it was adopted; and
4. A certified copy of the return, along with a copy of the minutes recording its adoption, to be submitted to the Department of Local Government by 31 March 2019.

The City’s 2018 Compliance Audit Return was completed in February following a review and assesement of :

* Council meeting agendas and minutes;
* Performance plans, media advertisements, procedures and policies, registers, delegation records, local laws; and
* Interviews with responsible officers.

**Key Relevant Previous Council Decisions:**

Not applicable.

**Consultation**

The Audit and Risk Committee is required to review the return and is to submit the results of that review to Council.

**Budget/Financial Implications**

The 2018 Compliance Audit Return has been conducted using internal resources and there are no other financial impacts.

# Confidential Items

# 8.1 Internal Audit Actions

|  |  |
| --- | --- |
| **Owner** | City of Nedlands |
| **Officer** | Andrew Melville – Manager Health & Compliance |
| **Director** | Lorraine Driscoll – Director Corporate & Strategy |
| **Disclosure of Interest** | No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the Local Government Act (1995). |
| **Attachments** | 1. Internal Audit Actions Log **CONFIDENTIAL** |

Moved – Mr Eastwood

Seconded – Councillor Hay

**Committee Recommendation / Recommendation to Committee**

**The Audit and Risk Committee receives the internal audit Actions Log.**

**CARRIED UNANIMOUSLY 8/-**

Mr A Melville left the meeting at 6.18 pm and returned at 6.20 pm.

# 8.2 Accounts Payable Process Audit

|  |  |
| --- | --- |
| **Owner** | City of Nedlands |
| **Officer** | Andrew Melville – Manager Health & Compliance |
| **Director** | Lorraine Driscoll – Director Corporate & Strategy |
| **Disclosure of Interest** | No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the Local Government Act (1995). |
| **Attachments** | 1. City of Nedlands Accounts Payable Process Audit Final Report - **CONFIDENTIAL** |

Moved – Councillor Hodsdon

Seconded – Councillor Hay

**Committee Recommendation / Recommendation to Committee**

**The Audit and Risk Committee receives the Accounts Payable Process Audit and notes the findings and recommendations of the Audit and the actions proposed by Administration.**

**CARRIED UNANIMOUSLY 8/-**

# Date of next meeting

The date of the next meeting of this Committee is to be advised.

# Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 6.25 pm.