

12.8 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 18 OCTOBER 2023

- Attachments:**
1. **Minutes of the Audit Committee Meeting 18 October 2023**
 2. **Attachments to Audit Committee -18 October 2023 - Confidential**

RECOMMENDATION:**That Council:**

1. **RECEIVES** the minutes of the Audit Committee Meeting of 18 October 2023, as at Attachment 1 and Confidential Attachments as at Attachment 2; and
2. **APPROVES** the recommendations from the Audit Committee as follows:
 - 2.1 **RECEIVES** the HR Policies and Procedures Audit Report and Use of Assets & Resources Report at Attachment 1;
 - 2.2 **ENDORSES** the management comments provided by Administration which are included in the Audit Reports at Attachment 2;
3. **NOTES :**
 - 3.1 **the findings and any actions arising from the internal audits will be included in the City's audit log until such time as they are completed; and**
 - 3.2 **any new or emerging corporate risks, identified as a result of the internal audit findings, will be documented, assessed and managed through the City's Risk Management Framework**

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 18 October 2023 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with Section 7.1A of the *Local Government Act 1995*. The role of the Audit Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The Audit Committee meets approximately every two months and comprises of up to three external independent members (one of which is the Audit Committee Chair) and four Elected Members.

DETAILS:**Tabling Final Internal Audit Reports – Year One**

Discussion took place around the audit findings with a request that Paxon provide a copy of the sample of vehicle forms not completed so that HR can follow up.

A query was raised on the procedure for deciding which items on the agenda re confidential. It was requested that information on the provisions of the *Local Government Act 1995* be provided to the Committee.

The Committee requested that a report be prepared on the City's criteria for making items confidential.

As a quorum would be lost with the departure of Cr Ioppolo, the following items were deferred to the next meeting, noting neither has actions associated with them.

6.2 Audit Committee Forward Agenda 2023

6.3 Review of the City's Audit Log

Next Meeting

Administration suggested that the planned Audit Committee meeting on 30 November be moved to 7 December 2023, to allow the auditors time to complete the report. The Committee approved the request.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states that the reports and minutes of a Committee meeting are to be provided to Council.

The Audit Committee Terms of Reference govern the functions, powers and membership of the Audit Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 18 October 2023.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

We are open and accountable to an engaged community.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

MINUTES

Audit Committee

18 October 2023

Table of Contents

1 Introduction and Welcome3

2 Apologies / Members on Approved Leave of Absence3

3 Declarations of Interest3

4 In Camera Session3

5 Confirmation of Minutes4

6 Business Arising5

6.1 Tabling final Internal Audit reports - Year one5

7 General Business35

8 Next Meeting35

9 Closure35

AUDIT COMMITTEE MINUTES

18 OCTOBER 2023

**MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AS E-MEETING AND ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON WEDNESDAY, 18 OCTOBER 2023 AT 4.00PM**

PRESENT:	<p>Mr Conley Manifis</p> <p>Cr Ron Alexander</p> <p>Cr Ross Ioppolo</p> <p>Mr George Araj</p>	<p>Independent External Member (Chair) (electronically)</p> <p>North Ward</p> <p>South Ward</p> <p>Independent External Member (electronically)</p>
IN ATTENDANCE:	<p>David MacLennan</p> <p>Rhys Taylor</p> <p>Joslin Colli</p> <p>Nathan Stokes</p> <p>Peter Ferguson</p> <p>Peter Varris</p> <p>Main Bhuiyan</p> <p>Ian Ekins</p> <p>Wendy Barnard</p>	<p>Chief Executive Officer</p> <p>Chief Financial Officer</p> <p>Chief Audit Executive</p> <p>Executive Manager Human Resources</p> <p>Executive Manager Information and Communications Technology</p> <p>Executive Director Infrastructure & Environment (from Item 6.1)</p> <p>Financial Controller</p> <p>Paxon Group (Item 6.1 only) (electronically)</p> <p>Council Liaison Officer</p>

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 4.06pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging".

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Mr Olaf Goy is an apology for this meeting.
Cr Susan Gontaszewski is an apology for this meeting.
Cr Ashley Wallace is an apology for this meeting.

Cr Ross Ioppolo advised that he will have to leave the meeting by 4.30pm.

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

4 IN CAMERA SESSION

Due to Cr Ioppolo having to depart at 4.30pm this session was not held.

AUDIT COMMITTEE MINUTES

18 OCTOBER 2023

5 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Mr Araj, Seconded: Cr Ioppolo

That the minutes of the Audit Committee held on 31 August 2023 be confirmed.

CARRIED (3-1)

For: Mr Manifis, Cr Alexander and Mr Araj

Against: Cr Ioppolo

(Cr Wallace was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

(Mr Goy was an apology for the Meeting.)

AUDIT COMMITTEE MINUTES

18 OCTOBER 2023

6 BUSINESS ARISING**6.1 TABLING FINAL INTERNAL AUDIT REPORTS - YEAR ONE**

Attachments: 1. HR & Payroll Internal Audit Review - Confidential
2. Use of Assets & Resources - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES** the, HR Policies and Procedures Audit Report at Attachment 1 and Use of Assets & Resources Report at Attachment 2;
2. **ENDORSES** the management comments provided by Administration which are included in the Audit Reports at Attachment 1 and 2;
3. **NOTES** that:
 - 3.1 the findings and any actions arising from the internal audits will be included in the City's audit log until such time as they are completed; and
 - 3.2 any new or emerging corporate risks, identified as a result of the internal audit findings, will be documented, assessed and managed through the City's Risk Management Framework.

COMMITTEE DECISION ITEM 6.1

Moved: Cr Ioppolo, **Seconded:** Mr Araj

That the recommendation be adopted.

CARRIED (4-0)

For: Mr Manifis, Cr Alexander, Cr Ioppolo and Mr Araj

Against: Nil

(Cr Wallace was an apology for the Meeting.)

(Cr Gontaszewski was an apology for the Meeting.)

(Mr Goy was an apology for the Meeting.)

NOTE: Paxon to provide details of the sample of vehicle forms not completed to be followed up by HR.

NOTE: Cr Alexander raised a query regarding the procedure for deciding which items on the agenda are confidential. The Committee requested that information be circulated to the Committee on what the guidelines are in the *Local Government Act 1995*.

It was requested that the City's criteria for making items confidential be presented to the next Audit Committee meeting, and that a policy be created if one does not exist.

At 4.27pm Ian Ekins left and did not return

At 4.37 Executive Manager Human Resources left and did not return.

At 4.33pm Cr Ioppolo left the meeting and did not return.

AUDIT COMMITTEE MINUTES**18 OCTOBER 2023****7 GENERAL BUSINESS**

Nil

8 NEXT MEETING

Administration suggest that the planned Audit Committee meeting on 30 November be moved to 7 December 2023, to allow the auditors time to complete the report.

9 CLOSURE

As a quorum would be lost with the departure of Cr Ioppolo, the Chairperson adjourned the meeting at 4.33pm.

As a consequence the following items were deferred:

6.2 Audit Committee Forward Agenda 2023

6.3 Review of the City's Audit Log

These Minutes were confirmed at the 7 December meeting of the Audit Committee as a true record and accurate of the Audit Committee meeting held on 18 October 2023.

Closed at 4.33pm

Signed: Mr Conley Manifis

Dated