



TOWN OF

**Bassendean**

## **MINUTES**

# **Audit and Governance Committee**

**Wednesday 12 June 2024, 5:30 pm**

in the Council Chamber,  
Administration Building  
48 Old Perth Road, Bassendean

## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

The Presiding Member declared the meeting open at 5:06pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

## **2 Announcements by the Presiding Member without Discussion**

Nil

## **3 Attendances, Apologies and Leave of Absence**

### **Present**

#### Councillors

Cr Kathryn Hamilton, Mayor (Presiding Member)  
Cr Paul Poliwka, Deputy Mayor (via Electronic Means)

#### Officers

Mr Paul White, Director Corporate Services  
Ms Joanne Burges, Manager Governance & Strategy  
Ms Waruni De Silva, Manager Financial Services  
Mr Tristan Loney, Manager Information and Technology

#### Community Member

Ms Sasha Rademakers

#### Paxon

Ian Ekins, Associate Director (via Electronic Means)

#### Public

There were no members of the public in attendance.

### **Apologies**

Cr Ken John  
Cr Jamayne Burke  
Mr Ron Back

## **4 Declarations of Interest**

Nil

## 5 Presentations or Deputations

## 6 Confirmation of Minutes

### Council Resolution/Officer Recommendation – Item 6.1

MOVED Cr Kathryn Hamilton, Seconded Ms Sasha Rademakers

That the minutes of the Audit and Governance Committee meeting held on 6 March 2024, be received and confirmed as a true and correct record.

CARRIED UNANIMOUSLY 3/0

## 7 Business Deferred from Previous Meeting

## 8 Reports

<b>8.1</b>	<b>Annual Audit of the Financial Report for 2023/24 - Audit Planning Memorandum</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/AUD/8
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Information</b> For the Council/Committee to note.
<b>Attachments</b>	1. Updated Town of Bassendean Audit Planning Memorandum 30 June 2024 [8.1.1 - 21 pages]

### Purpose

The purpose of this report is to provide the Audit Planning Memorandum (APM) for the audit of the Town's Financial Report for 2023/24 to the Committee.

### Committee/Officer Recommendation – Item 8.1

MOVED Ms Sasha Rademakers, Seconded Cr Kathryn Hamilton,

That the Audit and Governance Committee receives the RSM Audit Planning Memorandum for the audit of the Town’s Financial Report for 2023/24, attached to this report.

**Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

<b>8.2 Draft Audit and Governance Committee Charter</b>	
<b>Property Address</b>	
<b>Landowner/Applicant</b>	
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Directorate</b>	CEO and Council Support
<b>Previous Reports</b>	
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. Audit Committee Charter - Final Draft 310524 [8.2.1 - 9 pages]

**Purpose**

The purpose of this report is for Audit and Governance Committee (Committee) to consider replacing the existing Audit and Governance Committee Instrument of Appointment and Delegation with a contemporary Audit and Governance Committee Charter.

**Committee/Officer Recommendation – Item 8.2**

MOVED Cr Kathryn Hamilton, Seconded Ms Sasha Rademakers,

That the Committee recommend that Council adopt the Audit and Governance Committee Charter as attached to this Report.

**Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

<b>8.3 Record Keeping Policy Review</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	INFM/POLCY/1
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Amended Record Keeping Policy - Tracked changes [8.3.1 - 4 pages]</li> <li>2. Draft Amended Record Keeping Policy - Clean [8.3.2 - 4 pages]</li> </ol>

### Purpose

The purpose of this report is for the Audit and Governance Committee to consider a revised draft Record Keeping Policy for the Town.

### Committee/Officer Recommendation – Item 8.3

MOVED Cr Kathryn Hamilton, Seconded Ms Sasha Rademakers,

That the Audit and Governance Committee:

1. Reviews the draft amended Record Keeping Policy attached to this report; and
2. Recommends that Council adopt the draft amended Record Keeping Policy.

**Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

<b>8.4 Purchasing Policy Review</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A

<b>File Reference</b>	FINM/PROCED/1
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	12 June 2023
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Purchasing Policy - Marked up [8.4.1 - 10 pages]</li> <li>2. Draft Amended Purchasing Policy - June 2024 [8.4.2 - 8 pages]</li> <li>3. Purchasing Policy - LG Comparison [8.4.3 - 4 pages]</li> </ol>

### Purpose

The purpose of this report is for the Audit and Governance Committee to review the Town's Purchasing Policy. A draft amended Purchasing Policy is attached to this report.

### **Committee/Officer Recommendation – Item 8.4**

MOVED Ms Sasha Rademakers, Seconded Cr Kathryn Hamilton,

That the Audit and Governance Committee:

1. Inserts the following into the draft amended Purchasing Policy against the proposed \$1,001 to \$5,000 purchase value threshold: "*The Town will use its general knowledge of the market to ascertain whether the purchase represents value for money. The Town should seek more than one quotation if they are not satisfied that the first choice of supplier would represent value for money*".
2. Recommends Council adopt the draft amended Purchasing Policy attached to this report, as amended by resolution 1 above.
3. Notes the administration will prepare a report for the Committee within 12 months on compliance with the requirements of the Purchasing Policy, informed by its internal audit program.

**Voting requirements: Simple Majority**

**CARRIED UNANIMOUSLY 3/0**

<b>8.5 Audit Findings Log</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	Quarterly
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL - June 2024 Audit Findings Log [8.5.1 - 7 pages]

### **Purpose**

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Findings Log, with updated actions since the meeting of the Committee on 6 March 2024.

### **Committee/Officer Recommendation – Item 8.5**

MOVED Ms Sasha Rademakers, Seconded Cr Paul Poliwka,

That the Audit and Governance Committee receives the Audit Findings Log and notes the action taken or proposed to address the recommendations.

**Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

## **9 Motions of Which Previous Notice Has Been Given**

## **10 Announcements of Notices of Motion for the Next Meeting**

## **11 Confidential Business**

## **12 Closure**

There being no further business, the Presiding Member declared the meeting closed, the time being 5:30 pm.