



**UNCONFIRMED**

**MINUTES**

**Audit Committee Meeting**

**16 July 2024**

**4:30pm**

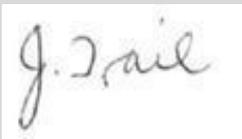
**Kambalda Recreation Centre, Barnes Drive,  
Kambalda**

**SHIRE OF COOLGARDIE**

**NOTICE OF AUDIT COMMITTEE MEETING**

Dear Elected Member

The next Audit Committee Meeting of the Shire of Coolgardie will be held on Tuesday 16 July 2024 commencing at 4:30pm.

A rectangular box containing a handwritten signature in black ink that reads "J. Trail".

**JAMES TRAIL**  
**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

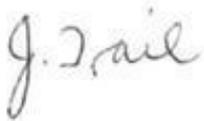
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

**PLEASE NOTE:**

**THE RECOMMENDATIONS CONTAINED IN THIS AGENDA ARE OFFICERS RECOMMENDATIONS ONLY AND SHOULD NOT BE ACTED UPON UNTIL COUNCIL HAS RESOLVED TO ADOPT THOSE RECOMMENDATIONS.**

**THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY PERUSING THE MINUTES OF THE COUNCIL MEETING AT WHICH THESE RECOMMENDATIONS WERE CONSIDERED.**

**MEMBERS OF THE PUBLIC SHOULD ALSO NOTE THAT THEY ACT AT THEIR OWN RISK IF THEY ENACT ANY RESOLUTION PRIOR TO RECEIVING OFFICIAL WRITTEN NOTIFICATION OF COUNCILS DECISION.**



James Trail  
**CHIEF EXECUTIVE OFFICER**

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**MINUTES OF SHIRE OF COOLGARDIE  
AUDIT COMMITTEE MEETING  
HELD AT THE KAMBALDA RECREATION CENTRE, BARNES DRIVE, KAMBALDA  
ON TUESDAY, 16 JULY 2024 AT 4:30PM**

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Shire President, Malcolm Cullen, opened the meeting at 4:30pm and welcomed his fellow Councillors and staff, and thanked them for their attendance.

**2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**PRESENT:**

Cr Malcolm Cullen (Shire President), Cr Tracey Rathbone (Deputy President), Cr Rose Mitchell, Cr Corey Matthews

**IN ATTENDANCE:**

James Trail (Chief Executive Officer), Anita Nathan (Director of Corporate Affairs), Laura Dwyer (Director of Community and Development), Kasey Turner (Executive Assistant)

**APOLOGIES**

Cr Daphne Simmons

**LEAVE OF ABSENCE**

Nil

**3 DECLARATIONS OF INTEREST**

**3.1 Declarations of Financial Interests – Local Government Act Section 5.60A**

Chief Executive Officer, James Trail, declared a financial interest in Item 5.2.1 CEO Credit Card Listing from February 2024 to May 2024.

**3.2 Declarations of Proximity Interests – Local Government Act Section 5.60B**

**3.3 Declarations of Impartiality Interests – Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidate for Election, Code of Conduct for Employees**

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**4.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 5 MARCH 2024**

**Date:** 9 July 2024

**Author:** Kasey Turner, Executive Assistant

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That the Minutes of the Audit Committee Meeting held on 5 March 2024 be confirmed as a true and accurate record.

**AUDIT COMMITTEE RESOLUTION #119/2024**

**Moved:** Cr Rose Mitchell

**Seconded:** Cr Corey Matthews

That the Minutes of the Audit Committee Meeting held on 5 March 2024 be confirmed as a true and accurate record.

**In Favour:** Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews

**Against:** Nil

**CARRIED 4/0**

## 5 REPORTS OF OFFICERS

### 5.1 Executive Services

#### 5.1.1 OFFICE OF AUDITOR GENERAL (OAG) - REPORT - LOCAL GOVERNMENT DISASTER RECOVER PLANNING

**Location:** Shire of Coolgardie  
**Applicant:** Nil  
**Disclosure of Interest:** Nil  
**Date:** 2<sup>nd</sup> July 2024  
**Author:** Steven Tweedie, Consultant

#### SUMMARY

That the Audit Committee note the advice provided by the CEO in relation to the recent OAG Report – Local Government IT Disaster Recovery Planning.

#### BACKGROUND

The Office of the Auditor General (OAG) has recently tabled a Report – Local Government IT Disaster Recovery Planning.

[https://audit.wa.gov.au/wp-content/uploads/2024/05/Report-17\\_Local-Government-ICT-Disaster-Recovery-Planning.pdf](https://audit.wa.gov.au/wp-content/uploads/2024/05/Report-17_Local-Government-ICT-Disaster-Recovery-Planning.pdf)

#### COMMENT

This audit assessed whether six non-metropolitan local government entities of varying sizes effectively plan and test their ability to recover their information technology systems following a disaster.

An assessment of how the Shire of Coolgardie compares with the issues and recommendations is attached and a further report will be provided to a subsequent Audit Committee, if updates are needed.

The OAG states:

**“My Office’s previous information systems audits have consistently found issues with local government disaster recovery planning.**

**This audit was an opportunity to delve a little deeper into entities’ preparedness. Encouragingly, all the entities we audited were aware of the importance of disaster recovery planning to recover their IT systems and most had developed plans.**

**However, none were fully prepared. Further, as all the entities we audited relied on third party vendors to manage and recover their IT systems, it is important that vendor service agreements clearly define what is to be delivered.**

**I encourage entities to use the better practice principles we have included in this report to improve disaster recovery planning across the local government sector.**

**Timely recovery of IT systems after a disaster can reduce financial and reputational losses, and minimise delays in delivering services to the public.”**

Findings included:

- Entities did not appropriately document how they plan to recover their IT systems
  - Most entities did not fully document how they will respond to a disaster.
- Entities did not know if their plans would work as expected
- Service agreements with IT vendors were not adequate
  - Entities’ agreements with IT vendors were not detailed enough to deal with disasters. All the entities relied on IT vendors to participate in disaster recovery planning and testing and to respond in case of disasters

The Report concludes –

**“None of the audited entities were ready to recover their IT systems following a disaster as they had not effectively planned or tested their DRPs (Disaster recovery Plan). All acknowledged the importance of disaster recovery planning and most had developed DRPs.**

**However, only one DRP was adequate and none had tested if their plans would work.**

**Appropriate planning and testing help reduce the likelihood of prolonged system outages that can disrupt business operations, the delivery of services to the community, and be costly to fix.**

**All the audited entities used third party vendors to manage and recover their IT systems.**

**However, none had adequate service agreements in place. The agreements did not clearly define entities’ recovery expectations or vendors’ obligations to prepare and test plans.**

**In one case, the entity did not have a formal arrangement in place and relied on a verbal understanding.**

**Clear and appropriate service agreements help ensure vendors understand an entity’s needs and will prepare for and respond to a disaster as expected.”**

OAG Report Recommendations – relating to 6 non metro LGs assessed	SoC level of compliance or readiness	SoC actions underway, or to be taken
<p><b>1. assess their recovery requirements and appropriately document detailed disaster recovery plans. Consideration should be given to key elements as outlined in Appendix 1 of report - below</b></p> <p><b>Better practice principles – key elements of IT disaster recovery plans</b></p>		
<p><u>Purpose and scope</u> The purpose and scope of the plan should be defined and agreed with senior management. It should include:</p> <ul style="list-style-type: none"> <li>• details and location of the main technology supporting the business</li> <li>• an overview of the organisation and people that manage the technology</li> <li>• the security classification of systems</li> <li>• the relationship of this plan to other business continuity, incident response and cyber security response plans.</li> </ul>	<p>The plan describes how the Shire of Coolgardie will respond to a range of scenarios that may impact the organisation. It describes the roles required, who will fill them and the priorities that the response team should observe in the event of a disaster scenario.</p> <p>The plan contains locations and technology supporting the organisation.</p>	<p>Further improvement can be made by providing detail of the organisation maintaining and responsible for IT during a DR event and the security and classification of the system. Cyber response plans should be considered within the DR plan, including more detailed descriptions of incident response plans and their relevance to the DR plan.</p>
<p><u>Roles and responsibilities</u></p>	<p>Coolgardie's current Disaster Recovery Plan highlights</p>	<p>The Disaster Recovery Plan needs updated delegated</p>

<p>Clearly define the positions, teams and IT vendors with responsibilities for governance, incident escalation and IT disaster recovery. These should have the appropriate skills and knowledge, or contractual arrangements in place. Decision-making and spending authorities should also be clearly documented.</p>	<p><b>positions, IT Vendors, teams and responsibilities for each position throughout the DR process.</b></p>	<p><b>positions and the details of each person and their responsibilities to update the documentation.</b></p>
<p><u>Contact details</u> Contact details for all key external and internal stakeholders.</p>	<p><b>Market Creations (Integrated ICT) 9920 8555 or servicedesk@integratedict.com.au</b></p>	<p><b>Update specific key internal stakeholders contact details and add in specific key external stakeholder contact details.</b></p>
<p><u>Plan activation</u> Clearly document the circumstances and timeframes that cause the plan to be invoked.</p>	<p><b>The disaster recovery incident manager notifies other members of the recovery team and IT recovery team to inform them of the disaster and extent of damage in the areas of responsibility. The most appropriate recovery strategy is agreed, and the IT recovery team commence activities as described in the chosen strategy. A disaster is defined as being a situation such that access to Synergy is unlikely to be achieved within 2 days without resorting to the DR plan.</b></p>	<p><b>Additional consideration to shire services should be undertaken to establish areas of criticality which may affect organisation continuity. Services identified should then be considered for enactment of DR based on timeframe of restoration.</b></p>
<p><u>Recovery objectives</u> Entities should assess the risks and effects a disaster will have to key IT systems. Plans should reflect the current business needs of the entity and outline: • critical business functions and their supporting IT systems. These should be listed in order of importance • recovery time objectives (RTO) - the timeframes in which the IT systems are to be recovered • recovery point objectives (RPO) - the amount of data which can be lost, measured in time.</p>	<p><b>While the plan acknowledges the roles, locations and events of disaster, No RTO's or RPO's are clearly defined.</b></p>	<p><b>Clearly develop Recovery Time and Point Objectives and update the Disaster Recovery Plan accordingly. Update the Disaster Recovery Plan to be suitable with the current environment in which it is being deployed to.</b></p>
<p><u>Recovery procedures</u> A description of, or direction to, recovery procedures for: • networks, servers, applications and databases • security systems • data synchronisation within and between applications, including potential procedures to handle a backlog of information</p>	<p><b>A description and direction of recovery procedures are present for Networks, servers, applications and databases. A description/direction of Security Systems is not mentioned. There is no specific recovery procedures are mentioned for data synchronisation and data restoration, there is a recovery</b></p>	<p><b>Develop specific procedures addressing each key recommendation highlighted by the OAG.</b></p>

<ul style="list-style-type: none"> <li>• data restoration</li> <li>• handover of services to users.</li> </ul>	<p><b>procedure and direction of data restoration.</b></p>	
<p><u>Communication plan</u> Plans should outline the method and frequency of communication to key stakeholders such as the public, enforcement authorities and other government departments.</p>	<p><b>Once damage to IT equipment and related facilities has been assessed, the disaster recovery incident manager must notify relevant authorities to establish priorities and cooperation with government and other supporting organisations.</b></p>	<p><b>The DR plan should be revised to include regular communication frequency guidelines and provide a clearer list of stakeholders.</b></p>
<p><u>Document control and storage</u> Plans should include clear approvals, version control and where the plan will be stored.</p>	<p><b>While version control mechanisms are in place, there has been no version control for the roll out of the Disaster Recovery Plan or documentation since its inception. The plan includes clear approvers in Joel Newey and Bec Horan, however these need updating.</b></p>	<p><b>Review Version Control management and update approvals and clear lines of responsibilities.</b></p>
<p><u>Testing</u> Plans need to be tested to ensure they can recover IT systems and will work as expected. They should detail the intended frequency, nature and scope of testing.</p>	<p><b>One test was conducted successfully in 2021 following this plan. Testing was not completed in 2022 or 2023. The plan highlighted that testing should be conducted annually to follow best practice and clearly highlights Scope and Nature of the test.</b></p>	<p><b>Formulate dedicated testing routines and review testing scope.</b></p>
<p><b><i>2. periodically test their recovery plans, to verify that key IT systems and information can be restored in line with entity expectations</i></b></p>		
<p><b><i>3. review and update their IT vendor service agreements to include obligations for disaster recovery planning, testing and response. Any recourse if services are not met should also be documented.</i></b></p>		

**CONSULTATION**

Bec Horan, Director Governance and Administration  
Integrated ICT, Shire’s IT Consultants

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

It is possible that an outcome of the assessment of the issues in the report may lead to changes to some internal policies and procedures.

**FINANCIAL IMPLICATIONS**

IT Related expenses are accounted for within the 2024/2025 budget.

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That

1. The Audit Committee note the advice provided by the CEO in relation to the recent OAG Report – Local Government IT Disaster Recovery Planning.
2. That the CEO provide a further report to the Audit Committee and Council regarding action taken to address and implement recommendations relevant to the Shire administration which have not been addressed as at the date of this report.

**AUDIT COMMITTEE RESOLUTION #120/2024**

**Moved: Cr Rose Mitchell**

**Seconded: Cr Tracey Rathbone**

**That**

1. **The Audit Committee note the advice provided by the CEO in relation to the recent OAG Report – Local Government IT Disaster Recovery Planning.**
2. **That the CEO provide a further report to the next available Audit Committee Meeting regarding action taken to address and implement recommendations relevant to the Shire administration which have not been addressed as at the date of this report.**

**In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews**

**Against: Nil**

**CARRIED 4/0**

## 5.1.2 OFFICE OF AUDITOR GENERAL (OAG) - LOCAL GOVERNMENT 2022-2023 FINANCIAL AUDIT RESULTS

Location: Shire of Coolgardie  
Applicant: Nil  
Disclosure of Interest: Nil  
Date: 2<sup>nd</sup> July 2024  
Author: Steven Tweedie, Consultant

### SUMMARY

That the Audit Committee is pleased, that with one small exception, the Shire of Coolgardie has received no adverse findings or reports from the OAG, as revealed in Local Government 2022-23 – Financial Audit Results.

### BACKGROUND

The Office of the Auditor General (OAG) has recently tabled in State Parliament its report - **Local Government 2022-23 – Financial Audit Results**:

[https://audit.wa.gov.au/wp-content/uploads/2024/06/Report-18\\_Local-Government-2022-23-Financial-Audit-Results.pdf](https://audit.wa.gov.au/wp-content/uploads/2024/06/Report-18_Local-Government-2022-23-Financial-Audit-Results.pdf)

### COMMENT

The recently tabled report of the Office of the Auditor General (OAG) - **LOCAL GOVERNMENT 2022-23 – FINANCIAL AUDIT RESULTS** has relevance to the Shire of Coolgardie. The Report also relates to another recently tabled OAG Report - **Local Government 2022-23 – Information Systems Audit Results** – see separate agenda item.

The Auditor General states in her Report:

**“As I reflect on the 2022-23 audit season – our second year auditing the entire local government sector – we are starting to see the impact of the hard work put in by the sector and our stricter timing initiative.**

**Previously, we have provided greater assistance to entities but at financial cost and later publication of financial reports. This year nearly 90% of audit opinions were signed by 31 December 2023 (compared to just 61% by the same time last year), without any significant change in audit outcomes.**

**We are now in a better place to get a holistic and truer picture of the sector earlier than we did last year.**

**Pleasingly, we have seen an overall reduction in the number and significance of financial management control issues reported to entities.**

**However, financial reporting, asset and procurement issues remain at relatively high levels. In addition, completeness and accuracy of asset registers and valuations continue to cause significant difficulties for entities.**

**In particular, valuations are too often accepted without review or question by entity management.**

**We see huge movements in values that entities often cannot explain, suggesting that they have not engaged in any meaningful way with the valuation process and the judgements made for accounting purposes.**

This increases the risk of errors and generally requires additional audit work and cost. Significant changes in asset values should be adequately explained and supported by logic and evidence.

Entities continue to request more guidance with the valuation process. The Department of Local Government, Sport and Cultural Industries (DLGSC) is undertaking a body of work to prepare a valuation guide for the sector.

We are hoping the guide will help entities address the issues we continue to see around valuations, including seeking valuations that appropriately recognise restrictions on land use.

Unfortunately, information systems control issues continue to grow and remain unresolved from previous years. A full analysis of these results is contained within my Local Government 2022-23 – Information Systems Audit Results report.

Entities can improve the cost and timeliness of their audits by focussing on fixing issues, particularly those from prior years. Issues which continue year after year present a real financial management risk to entities.

Assessing and following up on these issues also requires extra audit work, resulting in increased costs to entities.”

To further improve financial reporting timeliness and reduce costs OAG recommends entities should:

- a. submit good quality, reviewed and CEO-signed financial reports for audit no later than 30 September. Supporting work papers and reconciliations should also be available by this date
- b. communicate delays to financial report submission early to minimise disruptions and facilitate resource allocation. Flexibility may be required from entities when rescheduling their audit
- c. engage early with valuers to develop a scope and plan for valuation. This is essential to ensure timely, compliant and sensible valuations. Entity information provided to valuers should be complete and accurate
- d. alert OAG audit engagement leaders to new processes or systems, any issues encountered during the year, or any area of concern or technical accounting determinations
- e. evaluate the significance of errors and decide if they need to be adjusted. Analyse the root cause for the errors.

The Report indicates that there was/were:

- 1 disclaimed opinion – did not include SoC
- 9 qualified opinions – did not include SoC

OAG has commented on the “status and timeliness of audits”, and in relation to SoC, the latter received:

- Type of opinion report - Clear opinion with emphasis of matter or matter of significance paragraph
  - Restatement of Comparative balances We draw attention to Note 30 of the financial statements which states that the amounts reported in the previously issued 30 June 2022 financial report have been restated and disclosed as comparatives in this financial report. The opinion is not modified in respect of this matter.
    - ✓ Two prior period errors were corrected. One correction related to an error in the 2018 valuation of unsealed road infrastructure and the other related to incorrect accounting for a revaluation decrement for other infrastructure.
- Financial report timeliness – audit ready submissions - Extension or statutory deadline was not met with audit ready financial report.

SoC:

- is NOT listed as an entity who received an extension from DLGSC to submit their financial report after the 30 September legislated deadline,
- did NOT receive a qualified opinion,
- did NOT need any prior year qualifications removed.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

##### **Accountable and effective leaders**

High quality corporate governance, accountability and compliance

#### **ATTACHMENTS**

Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER RECOMMENDATION**

That the Audit Committee is pleased, that with one small exception, the Shire of Coolgardie has received no adverse findings or reports from the OAG, as revealed in Local Government 2022-2023 – Financial Audit Results.

#### **AUDIT COMMITTEE RESOLUTION #121/2024**

**Moved:** Cr Rose Mitchell

**Seconded:** Cr Corey Matthews

**That the Audit Committee is pleased, that with one small exception, the Shire of Coolgardie has received no adverse findings or reports from the OAG, as revealed in Local Government 2022-2023 – Financial Audit Results.**

**In Favour:** Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews

**Against:** Nil

**CARRIED 4/0**

**5.1.3 LOCAL GOVERNMENT INQUIRY**

**Location:** NIL  
**Applicant:** NIL  
**Disclosure of Interest:** NIL  
**Date:** 3<sup>rd</sup> July 2024  
**Author:** Rebecca Horan, Director of Governance and Administration

**SUMMARY**

That the Audit Committee recommends to Council, that Council notes the final report outlining the Inquiry Recommendation and actions, endorses the implementation and completion of the Inquiry recommendations and requests the CEO provides the Audit Committee and Ordinary Council Meeting minutes to the Department of Local Government, Sport and Cultural Industries

**BACKGROUND**

Council at its Ordinary Meeting of Council held on the 19<sup>th</sup> December 2023 resolved the following:-

**COUNCIL RESOLUTION #1/2023**

**Moved:** Cr Kathie Lindup  
**Seconded:** Cr Tracey Rathbone

**That Council:**

1. Receive the Report of the Inquiry into the Shire Coolgardie.
2. Authorise the Chief Executive Officer in accordance with the provisions of Section 8.14(3) of the Local Government Act 1995, to provide the Minister with written advice setting out the things that the Shire has done or proposes to do to give effect to the recommendations contained in the report by 4<sup>th</sup> January 2024 – noting that the CEO, in conjunction with Council has already undertaken the process to secure relevant training for Council Members, and staff in January 2024 pertaining to conflict of interest training for Council, and staff, in relation to Recommendation 1 of the Inquiry Report.
3. Authorise the Chief Executive Officer to seek legal advice on any potential implications from the recommendations and conclusions in the Report of the Inquiry into the Shire Coolgardie.

**In Favour:** Crs Malcolm Cullen, Tracey Rathbone, Sherryl Botting, Kathie Lindup, Rose Mitchell, Daphne Simmons and Corey Matthews

**Against:** Nil

**CARRIED 7/0****COMMENT**

Staff have engaged the services of consultants to work through the recommendations from the Inquiry.

Hammond and Woodhouse were engaged to conduct Conflict of Interest Training for Council members and the management group and Chris Liversage from Conway Highbury as conducted the review of the Shire's procurement/purchasing policy and procedures.

The review and update of the professional development and training program for council members and staff has been conducted internally.

The Shire received confirmation from the Department via email on Wednesday 3<sup>rd</sup> July 2024 that they have reviewed all of the documents provided and are of the view that all three recommendations have now been completed.

**CONSULTATION**

Chris Liversage, Conway Highbury

Andrew Hammond and John Woodhouse, Hammond and Woodhouse Advisory

Department of Local Government

**STATUTORY ENVIRONMENT**

N/A

**POLICY IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

1. **Recommendations and Actions - Final**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That the Audit Committee recommends to Council, that Council

1. NOTES the final report outlining the Inquiry Recommendations and actions implemented as outlined in the attachment.
2. ENDORSES the implementation and completion of the Shire of Coolgardie Inquiry Recommendations; and
3. REQUESTS the CEO provides the Audit Committee and Ordinary Council Meeting minutes to the Department of Local Government, Sport and Cultural Industries evidencing Council's endorsement of the implementation of the Inquiry Recommendations.

**AUDIT COMMITTEE RESOLUTION #122/2024**

**Moved: Cr Corey Matthews**

**Seconded: Cr Tracey Rathbone**

**That the Audit Committee recommends to Council, that Council**

1. **NOTES the final report outlining the Inquiry Recommendations and actions implemented as outlined in the attachment.**
2. **ENDORSES the implementation and completion of the Shire of Coolgardie Inquiry Recommendations; and**
3. **REQUESTS the CEO provides the Audit Committee and Ordinary Council Meeting minutes to the Department of Local Government, Sport and Cultural Industries evidencing Council's endorsement of the implementation of the Inquiry Recommendations.**

**In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews**

**Against: Nil**

**CARRIED 4/0**

**Inquiry into the Shire of Coolgardie  
Recommendations and Actions**

Recommendation	Action	Dates	Notes
<p>All council members and staff to complete conflict of interest training that specifically provides clear guidance in respect of the requirements of the Local Government Act 1995, the relevant regulations and any code of conduct requirements relating to disclosing and managing conflict of interest within 6 months of the date of this report. The Shire is to maintain a public register of that training.</p>	<p>All council members and management group to participate in conflict of interest training as per the recommendation.</p> <p>Hammond Woodhouse Advisory have been engaged to conduct this training.</p> <p>Director Governance and administration to ensure the public training register is updated once training is completed.</p>	<p>3<sup>rd</sup> April 2024 – 9am – 2pm Councillors will attend Conflict of Interest Training.</p> <p>4<sup>th</sup> April 2024 – 9am – 2pm Management Team will attend Conflict of Interest Training</p>	<p>Conflict of Interest Training completed. Email including certificates for participation has been provided to the Department.</p> <p>Public training Register on the website has been updated.</p> <p><a href="https://www.coolgardie.wa.gov.au/registers/training">https://www.coolgardie.wa.gov.au/registers/training</a></p> <p style="text-align: center;"><b>COMPLETED</b></p>
<p>Within 6 months of the date of this report, the Shire to review and update its professional development and training program for council members and staff to include biennial conflict of interest training as an ongoing requirement for all council members and staff members and to provide evidence of any updates and changes to the DLGSC.</p>	<p>Director Governance and Administration to create a professional development program for council members and staff to ensure that it includes biennial (every 2 years) conflict of interest training.</p>	<p>To be completed by 30<sup>th</sup> April 2024</p>	<p>Professional development and training program has been completed and provided to the Department. Copy attached.</p> <p style="text-align: center;"><b>COMPLETED</b></p>

<p>Within 6 months of the date of this report, the Shire to review and update its Procurement/Purchasing Policy and develop procedures that:-</p> <ul style="list-style-type: none"> <li>a. Clearly articulate the staff members who have delegated authority to approve tender documentation, that each document is appropriately approved and signed, and the staff members who are responsible to ensure that tender documents are secured in the Shire’s document management system and retain hard copies as required by relevant legislation;</li> <li>b. Includes a conflict-of-interest checklist, requiring any staff member involved in a tender or procurement process to disclose a conflict of interest and, subject to the extent of the interest, a more senior staff member determining the conflict-of-interest management plan, if the conflict of interest can be appropriately managed.</li> <li>c. Includes a contract management process to undertake: <ul style="list-style-type: none"> <li>i. Formal contract reviews on a periodic basis to confirm</li> </ul> </li> </ul>	<p>Proposal received from Conway Highbury and Purchase order has been raised and issued.</p>	<p>To be completed 30<sup>th</sup> May 2024</p>	<p>Review and related documents have been provided by Conway Highbury have been discussed at an Executive level and recommendation tabled at the May Ordinary Meeting of Council.</p> <p>Review documents tabled and adopted by Council at its Ordinary Meeting held on Tuesday 28<sup>th</sup> May 2024.</p> <p>Documents attached.</p> <p style="text-align: center;"><b>COMPLETED</b></p>
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ii. compliance with tender and scope requirements to limit scope creep, compliance with legislative requirements, budget and value for money; and Formal contract review on a periodic basis to ensure that each contractor is not insolvent, is not subject to litigation or regulator action and is not financially at risk.			
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**5.1.4 RISK AREA SUMMARY**

**Location:** All areas  
**Applicant:** Nil  
**Disclosure of Interest:** Nil  
**Date:** 9 July 2024  
**Author:** Rebecca Horan, Director of Governance and Administration

**SUMMARY**

That the Audit committee receive the risk area summary reports as attached.

**BACKGROUND**

Management staff are monitoring their risks through the PULSE (Shires Risk Reporting System). Staff will report to the Audit committee quarterly or as requested.

**COMMENT**

All risks have been entered into the PULSE system and those risk owners are to action them accordingly.

**CONSULTATION**

Management Staff

**STATUTORY ENVIRONMENT**

Local Government (Audit) Regulation 17

**POLICY IMPLICATIONS**

Policy Number 2.12 Occupational Safety and Health

Policy 2.6 Risk Management

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

1. Risk Area Summary Report - July 2024 - Confidential

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

That Audit Committee RECEIVE the Risk Area Summary reports as attached.

**AUDIT COMMITTEE RESOLUTION #123/2024**

**Moved: Cr Corey Matthews**

**Seconded: Cr Tracey Rathbone**

**That Audit Committee RECEIVE the Risk Area Summary reports as attached.**

**In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews**

**Against: Nil**

**CARRIED 4/0**

### 5.1.5 OFFICE OF AUDITOR GENERAL (OAG) - LOCAL GOVERNMENT 2022-2023 INFORMATION SYSTEMS AUDIT RESULTS

**Location:** Shire of Coolgardie  
**Applicant:** NIL  
**Disclosure of Interest:** NIL  
**Date:** 9<sup>th</sup> July 2024  
**Author:** Steven Tweedie, Consultant

#### SUMMARY

That the CEO give effect to implementing, where necessary, in a timing and cost-effective manner, the findings and recommendations of the OAG Report - Local Government 2022-23 – Information Systems Audit Results, and where appropriate, report back to Council, via the Audit Committee on issues and implications.

#### BACKGROUND

The Office of the Auditor General (OAG) has recently tabled in State Parliament its report - **Local Government 2022-23 – Information Systems Audit Results:**

<https://audit.wa.gov.au/wp-content/uploads/2024/05/Report-16- Local-Government-2022-23-Information-Systems-Audit-Results.pdf>

#### COMMENT

The recently tabled report of the Office of the Auditor General (OAG) - Local Government 2022-23 – Information Systems Audit Results has relevance to the Shire of Coolgardie.

The Auditor General states in her Report:

**“Our audit results show entities have improved the maturity of their control capability since our first information system audits in 2019-20, with the biggest improvements in risk and change management.**

**However, significant improvements are still needed in all other areas.**

**Information and cyber security remains the highest concern due to the number of weaknesses we continue to identify in the five related categories (access management, endpoint security, human resource security, network security and information security framework).**

**Entities need to better protect themselves against external and internal threats to reduce the risk of security breaches. Internal threats can be notably reduced through fit for-purpose human resource controls such as screening, onboarding and offboarding procedures, and cyber security education programs.**

**This year, we reported 473 (58 significant, 328 moderate, 87 minor) issues to 76 entities.**

**Concerningly, a large proportion (45%) of significant issues were unresolved findings from last year.”**

OAG encourages LGs to implement the Australian Cyber Security Centre’s mitigation strategies designed to protect against common cyber threats with a key focus on Essential Eight controls:

- Access management - common weaknesses included:
  - Administrator privileges were not well managed – excessive numbers of individuals were given administrator privileges. Administrators did not have separate nonprivileged accounts for day-to-day tasks and administrator activity was not logged and monitored. Highly privileged accounts must be well managed as they can change system configurations, access rights and data.
  - Access and activity were not logged and monitored – application, database and network access and activity were not appropriately logged or monitored to detect malicious activity. Entities should use fit-for-purpose tools to correlate and monitor activity from different systems (e.g. network, applications and databases).
  - Multi-factor authentication (MFA) was not used or not applied to all accounts – a lack of MFA can increase the likelihood of unauthorised access.
  - Access was not reviewed – entities did not review accounts to ensure they are required and have least privileges assigned to perform their function. Without a review of accounts (application, network, database, remote access, generic, system and administrator) there is an increased risk of unauthorised access.
  - Access was not appropriately approved – access to key systems should be appropriately approved to prevent inappropriate access being granted.
  
- Endpoint security - common weaknesses included:
  - Unauthorised applications are not prevented – malicious applications could successfully compromise entities' systems and information.
  - Vulnerability management was ineffective – systems that are not regularly scanned and patched to fix known vulnerabilities are more susceptible to compromise.
  - Unsupported systems – key business systems and operating system software were no longer supported by vendors and were therefore not receiving updates designed to fix known vulnerabilities.
  
- Human resource security - common weaknesses included:
  - Inadequate background screening – without fit-for-purpose background screening processes, entities may engage unsuitable individuals (staff or contractors) to positions of trust, increasing insider threat risks.
  - Lack of security awareness training – regular cyber security education creates a culture of awareness that helps prevent social engineering attacks such as phishing and business email compromise.
  - Exit procedures were not completed – not completing exit procedures can contribute to unauthorised access to entities' premises, systems and information. This may also increase post-employment integrity risks such as the use or disclosure of confidential information.
  
- Network security - common weaknesses included:
  - A lack of controls to block unauthorised devices on the physical network – unauthorised devices can spread malware or be used to eavesdrop on communications or access sensitive information.
  - Firewall configurations were not reviewed – reviews help to identify and promptly correct exploitable configuration weaknesses. Firewalls are important security systems that control and protect networks against cyber intrusions.

- **Networks were not segregated – segregation controls to prevent lateral movement between network segments have not been implemented. Without proper network segregation a cyber breach would be difficult to contain.**
- Information security framework - common weaknesses included:
  - **Information and cyber security policies did not exist or were outdated – without fit-for-purpose policies, entities' information security objectives are less likely to be achieved.**
  - **Lack of IT strategy – an IT strategy is crucial for informing decisions about technology and cyber security investments and implementation. The strategy should align technology and cyber security initiatives with business objectives.**
  - **Data loss prevention controls were missing or inadequate – the inadvertent or malicious leakage of information may go undetected and lead to reputational damage.**
- Business continuity - common weaknesses included:
  - **Missing or outdated continuity plans – delivery of services to the community may experience prolonged outages if adequate continuity plans do not exist.**
  - **Plans were not tested – continuity plans must be regularly tested to confirm they can meet recovery expectations.**
  - **Lack of backup restoration testing – entities should regularly restore their backups to ensure complete systems can be recovered to a common point. Business-as-usual recovery of files is not sufficient.**
- IT operations- common weaknesses included:
  - **IT asset registers were poorly maintained and stocktakes not performed – inadequate management of IT assets can result in loss or theft, leading to financial loss and reputational damage.**
  - **Service level agreements were not in place or monitored – a lack of or poorly monitored service level agreements could result in substandard services.**
- Physical security - common weaknesses included:
  - **Access to equipment enclosures/rooms was not controlled – access to equipment enclosures should be authorised, recorded and reviewed to reduce malicious or unintentional damage to IT equipment. Additional controls may include access alarms or CCTV.**
  - **Dedicated server rooms were not well maintained – server rooms need to be clear of unwanted material and cabled tidily to reduce the likelihood of damage to infrastructure.**
- Change management - common weaknesses included:
  - **Change management processes were not documented or not followed – this increases the chance of errors or delays when implementing changes and the likelihood of disruptions and outages.**
- Risk management - common weaknesses included:
  - **IT risk registers not in place or not maintained – IT risks may not be effectively managed without adequate documentation.**

- IT risks not reviewed – timely review of risks is important to ensure mitigation strategies are cost efficient and operate effectively.

An assessment has been made of how the Shire of Coolgardie compares with the issues and recommendations, detailed below:

OAG Recommendation	SoC Compliant – completely or partially?	SoC comments on becoming compliant, timeframes, resource implications
<b>Access management - To ensure only authorised individuals have access, entities should:</b>		
a. implement effective access management processes	Compliant	The shire uses a mixture of Microsoft services and physical security measures for effective access management.
b. regularly review active user accounts	Non-compliant	Accounts are managed ad-hoc.
c. enforce strong passphrases/passwords and phishing-resistant multi-factor authentication	Compliant.	The shire enforces complex password policies across the organisation. Regular phishing campaigns are performed, along with MFA for all remote access to critical systems.
d. limit and control administrator privileges	Partial.	The shire relies on administrative privileges being controlled by Integrated ICT, while Synergy administrators permissions are maintained internally.
e. implement automated access monitoring processes to detect malicious activity	Compliant	SIEM and EDR are implemented across the organisation looking for malicious activity.
<b>Endpoint security - Entities should:</b>		
a. implement effective controls against malware	Compliant.	The shire employs the use of SentinelOne and Rocket Cyber SIEM for endpoint protection.
b. promptly identify and address known vulnerabilities	Non-compliant	Application control is not deployed across the shire environment.
c. control installation of software on workstations, servers and mobile devices	Patial.	Integrated ICT control the installation of all software on servers/remote desktop environment. While there is ability to install software on local workstations and mobile devices.
d. prevent unapproved applications and macros from executing	Non-Compliant	Improvement item to be considered. Application control, including macro control is not enabled in the environment.
e. enforce minimum baseline controls for personal or third-party devices connecting to their systems	Partial.	Authentication is required to access shire data by any end point on the network. No specific controls are in place preventing end points from attaching to the network.
f. implement controls to prevent impersonations and detect/prevent phishing emails	Compliant	Controls are in place. The shire utilise 3 <sup>rd</sup> party services for email protection, including abilities such as Phishing

		prevention/detection, impersonation prevention/detection.
g. review and harden server and workstation configurations.	Partial	Improvements such as bit-locker to be considered by the shire. Workstations, although not running administrator accounts by default, have further mechanisms available to be implemented such as Intune/bit-locker.  Servers are fully restricted.
<b>Human resources security - Entities should ensure that:</b>		
a. pre-employment screening is conducted for key positions	Partial	Not on all occasions
b. confidentiality/non-disclosure requirements are in place and understood by individuals	Compliant	Confidential requirements are included in letter of award and/or employment contracts.
c. termination procedures are in place and followed to ensure timely access cancellation and return of assets	Compliant	Yes
d. ongoing security awareness training programs are in place and completed by all staff.	Partial – Unsure of In-house training if any.	4 Phishing and awareness campaigns are run per year which simulate phishing e-mails to a designated target group. Training is then provided to the required staff to teach the around the risks and how to identify phishing e-mails along with protecting from cyber threats.
<b>Network security - Entities should:</b>		
a. implement secure administration processes for network devices	Compliant	All network devices are managed with secure methods of authentication.
b. regularly review their network security controls through penetration tests	Non-compliant.	No Penetration tests have been performed – this service is available through IT provider
c. segregate their network	Compliant	All offices and data networks segregated appropriately.
d. prevent unauthorised devices from connecting to their network	Non-compliant.	
e. adequately secure wireless networks	Compliant	Wifi networks are segregated for guest access and appropriate security mechanisms in place for shire staff accessed wifi.
<b>Information security framework - Entities should:</b>		
a. maintain clear information and cyber security policies and governance structures to oversee and direct IT operations and cyber security	Non-compliant	Shire to implement internal governance structures relating to IT operations and Cyber Security.
b. conduct regular assessments or gain comfort through assurance reports	Non-compliant.	
c. obtain and review service organisation controls (SOC2) report or equivalent when they use software-	Non-compliant.	

as-a-service (SaaS) application for key systems including		
d. classify information and implement data loss prevention controls	Compliant	Backup of Data is implemented across organisation with indication of key data stores and backup retention and frequency periods.
<b>Business continuity</b>		
Entities should maintain up-to-date business continuity, disaster recovery and incident response plans and regularly test them.	Non-compliant	The Shire of Coolgardie as an outdated Disaster Recovery and Business Continuity plan. A refreshed and revised version is recommended.
<b>IT operations - Entities should:</b>		
a. implement appropriate IT incident management processes	Compliant	3 <sup>rd</sup> Party ID provider has a detailed IT Incident Management Response plan and Process that highlights key activities and milestones per incident. This model is followed per incident experienced.
b. regularly monitor supplier performance	Compliant	A Monthly Report is provided to the Shire of Coolgardie monitoring Performance of the ticketing and support services.
c. perform regular reviews of inventory assets	Partial	The Shire of Coolgardie has access to an asset inventory that highlights workstations servers if applicable.
d. have formal service level agreements with suppliers.	Compliant	The Shire of Coolgardie has Service Level Agreements associated with the IT Support being provided.
<b>Physical security - Entities should:</b>		
a. implement effective physical access controls to prevent unauthorised access	Partial	IT Infrastructure is stored in locked rooms which is accessible only to staff
b. maintain environmental controls to prevent damage to IT infrastructure arising from heat, moisture, fire and other hazards	Compliant	Air con, structural integrity etc
c. gain assurance that third-party providers manage their data centres appropriately	Compliant	Appropriate Data Centre management can be provided to the Shire of Coolgardie when requested.
<b>Change management - Entities should:</b>		
a. consistently apply change control processes when making changes to their IT systems	Compliant	All requests for IT change need to be approved by the Director Governance and Admin other than CEO requests.
b. assess and test changes before implementation to minimise errors	Compliant	Third Party IT provider test and control the rollout of any changes prior to being introduced into the greater environment.
c. maintain change control documentation	Non-Compliant	
d. implement controls to detect unauthorised changes.	Non-Compliant	No systems are in place to detect unauthorized changes.
<b>Risk management - Entities should:</b>		
a. understand their information assets and apply controls based on their value	Partial	Needs to be reviewed
b. ensure IT, information and cyber security risks are identified, assessed and treated within appropriate timeframes	Compliant	The Shire utilise the 3 <sup>rd</sup> Party IT provider for best practice and correct priority on IT, Information and Cyber-Security risks.

c. provide executive oversight and remain vigilant against the risks of internal and external threats.	Compliant	3 <sup>rd</sup> Party IT Provider provides detail and any industry updates as it pertains to Cyber Security risks.
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**CONSULTATION**

Integrated ICT  
 Director Governance and Administration

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

Where necessary, relevant policies and procedures will be reviewed and updated to give effect to the OAG findings and recommendations.

**FINANCIAL IMPLICATIONS**

Unclear at the date of this report, but if there are costs to be incurred in implementing relevant policies and procedures, unable to be absorbed through current budget allocations, the CEO will report to Council accordingly.

**STRATEGIC IMPLICATIONS**

**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That the CEO give effect to implementing, where necessary, in a timing and cost-effective manner, the findings and recommendations of the OAG Report - Local Government 2022-23 – Information Systems Audit Results, and where appropriate, report back to Council, via the Audit Committee on issues and implications.

**AUDIT COMMITTEE RESOLUTION #124/2024**

**Moved:** Cr Rose Mitchell

**Seconded:** Cr Corey Matthews

That the CEO give effect to implementing, where necessary, in a timing and cost-effective manner, the findings and recommendations of the OAG Report - Local Government 2022-23 – Information Systems Audit Results, and where appropriate, report back to Council, via the Audit Committee on issues and implications.

**In Favour:** Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews

**Against:** Nil

**CARRIED 4/0**

**5.1.6 WORKPLACE HEALTH AND SAFETY REPORT**

**Location:** Shire of Coolgardie  
**Applicant:** Nil  
**Disclosure of Interest:** Nil  
**Date:** 10 July 2024  
**Author:** Kathy Brooking, Leisure & Recreation Development Manager

**SUMMARY**

That the Audit Committee receive the Workplace Health and Safety Compliance Schedule and the Workplace Health and Safety Management Review in terms of progress.

**BACKGROUND**

Shire staff have been working in consultation with Nicole Tynan from HSE Collective within the area of Workplace health and Safety across the organisation.

**COMMENT**

Compliance to WHS Act and Regulations requires the Shire to maintain records and processes in accordance with the Act. Ensuring safety of staff, contractors and public is a primary responsibility and role of the Shire.

**CONSULTATION**

Shire Staff  
Contractors  
HSE Collective

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS****Accountable and effective leaders**

High quality corporate governance, accountability and compliance

**ATTACHMENTS**

1. WHS Inspection and Compliance Schedule - Confidential
2. WHS Management Review - Confidential

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

That the Audit Committee RECEIVE the Workplace Health and Safety Inspection and Compliance Schedule and Workplace Health and Safety Management Review Report.

**AUDIT COMMITTEE RESOLUTION #125/2024**

**Moved:** Cr Tracey Rathbone

**Seconded:** Cr Rose Mitchell

That the Audit Committee RECEIVE the Workplace Health and Safety Inspection and Compliance Schedule and Workplace Health and Safety Management Review Report.

**In Favour:** Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews

**Against:** Nil

**CARRIED 4/0**

Chief Executive Officer, James Trail, declared a financial interest in Item 5.2.1 CEO Credit Card Listing from February 2024 to May 2024, and left the meeting at 5:06pm.

## 5.2 Operation Services

### 5.2.1 CEO CREDIT CARD LISTING FROM FEBRUARY 2024 TO MAY 2024

**Location:** Nil

**Applicant:** Nil

**Disclosure of Interest:** CEO, James Trail has a financial interest in this item. In accordance with section 5.70(2) of the Local Government Act 1995, I declare a financial interest in the agenda item List of credit card payments. The interest is in relation to CEO credit card vouchers.

**Date:** 9 July 2024

**Author:** Sachin Kumar, Senior Finance Officer

#### SUMMARY

For the Audit Committee to receive the list of credit card payments from February 2024 to May 2024 for the Chief Executive Officer.

#### BACKGROUND

The Local Government (Financial Management) Regulations 1996, Regulation 13(3)(b) requires that Council receive a list of credit cards paid in the month, and that this be recorded in the minutes. Council has delegated to the Chief Executive Officer that authority to make these payments from the Municipal and Trust Funds.

#### COMMENT

The schedule of payments made under delegated authority as summarised below and recommended to be received by the audit committee, has been checked and is supported by vouchers and invoices which have been duly certified as to the receipt of goods and provision of services, and verification of process and costings.

It is deemed prudent that all Chief Executive Officer credit card vouchers now be presented to the Audit Committee for consideration and recommendation to Council. This is particularly the case given the authorisation required for the Chief Executive Officer credit card.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Regulation 13 – List of Accounts.

#### POLICY IMPLICATIONS

CS-PROCUREMENT POLICY. Policy CS-11 as amended, sets the guides with regards to the purchase of goods or services provided.

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

##### Accountable and effective leaders

Maintain integrated strategic and operational plans

**ATTACHMENTS**

1. CEO Credit Card Listings From February 2024 To May 2024

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

That the Audit Committee,

1. Accept listing (attached) of credit card invoices totalling \$17,068.23 paid from February 2024 to May 2024 by the Chief Executive Officer under delegated authority of Council.
2. Recommend the Council receive the listing of credit card invoices totalling \$17,068.23 paid from the period February 2024 to May 2024 by the Chief Executive Officer under delegated authority.
3. Recommend to Council the Shire President authorise the credit card vouchers totalling \$17,068.23 paid from the period February 2024 to May 2024 by the Chief Executive Officer under delegated authority.

**AUDIT COMMITTEE RESOLUTION #126/2024**

**Moved: Cr Corey Matthews**

**Seconded: Cr Rose Mitchell**

1. **Accept listing (attached) of credit card invoices totalling \$17,068.23 paid from February 2024 to May 2024 by the Chief Executive Officer under delegated authority of Council.**
2. **Recommend the Council receive the listing of credit card invoices totalling \$17,068.23 paid from the period February 2024 to May 2024 by the Chief Executive Officer under delegated authority.**

**In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell and Corey Matthews**

**Against: Nil**

**CARRIED 4/0**

Chief Executive Officer, James Trail, returned to the meeting at 5:15pm.

**Shire of Coolgardie**  
**Payments by Delegated Authority**  
**01 February 2024 to 31 May 2024**  
**CEO Credit Cards**

Date	Description	Value	Card
5/02/2024	News Pty Limited Surry Hills - Monthly Subscription Fee To The Australian Newspaper	\$ 40.00	2664
8/02/2024	Adobe Systems Pty Ltd Sydney - Monthly Adobe Subscription Fee For The Whole Organisation	\$ 581.84	2664
8/02/2024	News Pty Limited Surry Hills - Monthly Subscription Fee To The Australian Today'S Paper	\$ 20.00	2664
12/02/2024	Xero Au Inv-33335946 Hawthorn - Monthly Gvroc Subscription Fee	\$ 65.00	2664
12/02/2024	Virgin Austr7954410016441 Brisbane - Flights For Director Of Community And Development To Attend National General Assembly In Canberra. Perth - Canberra Return 30/06/2024 - 06/07/2024	\$ 1,321.63	2664
12/02/2024	Virgin Austr7954410016936 Brisbane - Flights For Cfo To Attend The National General Assembly In Canberra. Perth - Canberra Return 01/07/2024 - 06/07/2024	\$ 1,250.94	2664
15/02/2024	Wanewsdti Osborne Park - Monthly Subscription Fee To The West Australian Newspaper	\$ 28.00	2664
19/02/2024	Qantas Airways Ltd (Ec Mascot - Flights Allan Tranter Creating Communities Consultant To Attend Chris Adams Workshop - Credited To Travel Bank. Perth - Kal Return 22/02/2024 - 23/02/2024	\$ 1,286.43	2664
19/02/2024	Bayswater Car Rentals Bayswater - Rental Car - Transportation For Ceo To Attend Coolgardie Collaboration Workshop And Coolgardie Advocacy Meeting With Creating Communities In Perth	\$ 668.75	2664
20/02/2024	Virgin Austr7952195473769 Brisbane - Flights For Ceo To Return On Site Back In Office. Perth - Kal One Way 18/02/2024	\$ 781.00	2664
21/02/2024	Bayswater Car Rentals Bayswater - Rental Car - Transportation For Ceo To Attend Coolgardie Collaboration Workshop And Coolgardie Advocacy Meeting With Creating Communities In Perth - Refunded	-\$ 381.93	2664
27/02/2024	Europcar Perth Airport In Perth Airport - Rental Car Used For Personal Use - Invoice Back Ceo	\$ 715.78	2664
4/03/2024	Qantas Airways Ltd Ec Mascot - Credit Received	-\$ 822.62	2664
4/03/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Newspaper	\$ 40.00	2664
4/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Subscription Fee For An Additional Adobe Licence	\$ 6.93	2664
5/03/2024	Qantas Air New South Wales - Annual Frequent Flyer Membership Fee For Ceo	\$ 570.00	2664
7/03/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Newspaper	\$ 20.00	2664
8/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Adobe Subscription Fee For The Entire Organisation	\$ 616.83	2664
11/03/2024	Xero Au Inv-33961365 Hawthorn - Monthly Subscription Fee To Gvroc	\$ 65.00	2664
11/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Subscription Fee For An Additional Adobe Licence	\$ 34.01	2664
14/03/2024	Wanewsdti Osborne Park - Monthly Subscription Fee To The West Australian And Sunday Times	\$ 28.00	2664
18/03/2024	Adobe Systems Pty Ltd Sydney - Monthly Subscription Fee For An Additional Adobe Licence	\$ 24.98	2664
29/03/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Newspaper	\$ 40.00	2664
4/04/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Paper	\$ 20.00	2664
5/04/2024	Virgin Australia Brisbane - Flights For Andrew Hammond And John Woodhouse After Hosting The Conflict Of Interest Training For Management And Councillors. Kal - Perth 04/04/2024	\$ 1,120.90	2664
8/04/2024	Adobe Sydney - Monthly Adobe Subscription For The Entire Organisation	\$ 686.81	2664
11/04/2024	Wa News Dti Osborne Park - Monthly Subscription To The West Australian And The Sunday Times Newspaper	\$ 28.00	2664
11/04/2024	Xero Au Inv-34587873 Hawthorn - Monthly Gvroc Subscription Fee	\$ 65.00	2664
29/04/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australia News Paper	\$ 40.00	2664
29/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend 2024 Minerals Conference In Canberra. Kal - Perth Return 08/09/2024 - 12/09/2024	\$ 401.91	2664

**Shire of Coolgardie  
Payments by Delegated Authority  
01 February 2024 to 31 May 2024  
CEO Credit Cards**

29/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend 2024 Minerals Conference. Perth - Canberra Return 09/09/2024 - 12/09/2024	\$ 967.39	2664
29/04/2024	Rti*Rocket Hotels *Va Ingot Sydney - Accommodation - 08/09/2024 To 09/09/2024 - Ceo To Stay In Perth For Morning Flight To Canberra To Attend The 2024 Minerals Conference	\$ 195.60	2664
26/04/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Paper	\$ 20.00	2664
30/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend The 2024 National General Assembly. Kal - Perth Return 30/06/2024 -07/07/2024	\$ 401.91	2664
30/04/2024	Virgin Australia Brisbane - Flights For Ceo To Attend The Mining Summit 2024 . Kal - Perth Return 21/05/2024 - 23/05/2024	\$ 401.91	2664
6/05/2024	Fairfax Business 0292822833 - Registration For Ceo To Attend Financial Review Summit - 22/05/2024	\$ 1,592.71	2664
8/05/2024	Adobe Sydney - Monthly Adobe Subscription For The Entire Organisation	\$ 863.80	2664
9/05/2024	Wanewsdti Osborne Park - Monthly Subscription To The West Australian And The Sunday Times Newspapers	\$ 28.00	2664
10/05/2024	Minerals Council Forrest - Registration And Accommodation For Ceo To Attend Minerals Week In Canberra - 09/09/2024 To 11/09/2024	\$ 2,300.00	2664
13/05/2024	Xero Au Inv-35218094 Hawthorn - Monthly Gvroc Subscription Fee	\$ 65.00	2664
24/05/2024	Gm Taxipay Mascot - Taxi - Ceo To Attend Financial Review Mining Summit	\$ 68.25	2664
27/05/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Newspaper	\$ 40.00	2664
27/05/2024	Hyatt Regency Perth Opi - Accommodation For Ceo To Attend Financial Review Summit 2024 - 21/06/2024 To 23/06/2024	\$ 691.22	2664
27/05/2024	Gm Taxipay Mascot - Taxi - Ceo To Perth Airport To Return After Financial Review Mining Summits 2024	\$ 49.25	2664
30/05/2024	News Pty Limited Surry Hills - Monthly Subscription To The Australian Today'S Newspaper	\$ 20.00	2664
		<b>\$ 17,068.23</b>	

**6 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**6.1 Elected Members**

**6.2 Shire Officers**

**7 CLOSURE OF MEETING**

**The Meeting closed at 5:14pm.**