



# Town of Cottesloe

I hereby certify that the minutes of the Special Council meeting held  
on

**Tuesday, 12 March 2024**

were confirmed as a true and accurate record by Council resolution.

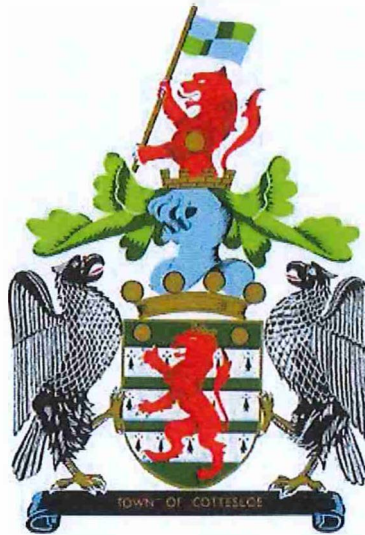
Signed:

Presiding Member

Date: 9 April 2024

A handwritten signature in blue ink, appearing to read 'Korvane', is written over the signature line. The signature is stylized and extends downwards and to the right.

# TOWN OF COTTESLOE



## SPECIAL COUNCIL MEETING CONFIRMED MINUTES

SPECIAL COUNCIL MEETING  
HELD IN THE  
Council Chambers, Cottesloe Civic Centre  
109 Broome Street, Cottesloe  
5:00 PM Tuesday, 12 March 2024

  
**WILLIAM MATTHEW SCOTT**  
Chief Executive Officer

19 March 2024

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Agenda and minutes are available on the Town's website [www.cottesloe.wa.gov.au](http://www.cottesloe.wa.gov.au)

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

The Presiding Member announced the meeting opened at 5:09 pm.

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

**2 DISCLAIMER**

The Presiding Member drew attention to the Town’s Disclaimer.

**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Presiding Member announced that the meeting is being recorded, solely for the purpose of confirming the correctness of the Minutes.

The Presiding Member thanked Council for attending the Special Council Meeting and thanked Cr Mason for putting up her hand at the time to be on the Audit Committee but family comes first.

**4 PUBLIC QUESTION TIME**

**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.2 PUBLIC QUESTIONS**

Nil

**5 PUBLIC STATEMENT TIME**

Nil

**6 ATTENDANCE**

**Elected Members**

- Mayor Lorraine Young
- Cr Melissa Harkins
- Cr Katy Mason
- Cr Jeffrey Irvine
- Cr Sonja Heath

**Officers**

- |                          |                               |
|--------------------------|-------------------------------|
| Mr William Matthew Scott | Chief Executive Officer       |
| Mr Shaun Kan             | Director Engineering Services |
| Ms Jacquelyne Pilkington | Governance & Executive Office |
|                          | Coordinator                   |

Mr Steve Cleaver

Director Development and Regulatory  
Services

**6.1 APOLOGIES**

Cr Helen Sadler  
Cr Chilla Bulbeck  
Cr Brad Wyllynko  
Cr Michael Thomas

**Officers Apologies**

Mr Shane Collie

Director Corporate and Community Services

**6.2 APPROVED LEAVE OF ABSENCE**

**6.3 APPLICATIONS FOR LEAVE OF ABSENCE**

SCM001/2024

Moved Mayor Young

Seconded Cr Harkins

That Cr Mason be granted a leave of absence from 04 July to 25 July 2024.

**Carried 5/0**

SCM002/2024

Moved Mayor Young

Seconded Cr Heath

That Cr Harkins be granted a leave of absence on the 26 March 2024.

**Carried 5/0**

**7 DECLARATION OF INTERESTS**

Nil

**8 PRESENTATIONS**

**8.1 PETITIONS**

Nil

**8.2 PRESENTATIONS**

Nil

**8.3 DEPUTATIONS**

Nil

**9 REPORTS**

**9.1 REPORTS OF OFFICERS**

**EXECUTIVE SERVICES**

**9.1.1 ELECTED MEMBER APPOINTMENT TO AUDIT COMMITTEE**

<b>Directorate:</b>	<b>Executive Services</b>
<b>Author(s):</b>	<b>Shane Collie, Director Corporate and Community Services</b>
<b>Authoriser(s):</b>	<b>William Matthew Scott, Chief Executive Officer</b>
<b>File Reference:</b>	<b>D24/9282</b>
<b>Applicant(s):</b>	<b>Internal</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

**SUMMARY**

For Council to appoint a replacement member to the Audit Committee.

**OFFICER RECOMMENDATION IN BRIEF**

That Council appoint Cr \_\_\_\_\_ to the Town of Cottesloe Audit Committee.

**BACKGROUND**

Cr Mason has resigned from her position on the Audit Committee therefore a replacement is required.

**OFFICER COMMENT**

The Audit Committee is responsible for the reviewing and making recommendations to Council regarding financial management, risk management, internal controls, legislative compliance, internal and external audit planning and reporting.

The purpose of the Audit Committee is to:

- Guide and assist the local government in carrying out its financial management and audit functions.
- Monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures.
- Oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government.

Council is required to appoint an Audit Committee in accordance with the *Local Government Act 1995* with the members to be appointed by the local government and at least three of the members (and the majority) to be Elected Members.

With the resignation of Cr Mason the majority of Council members can not be achieved. Therefore it is essential that a replacement Councillor be chosen as the Committee would be unable to achieve a quorum at any of its meetings.

The Town's Auditors attend Audit meetings as required. Additionally, the Chief Executive Officer and Director Corporate and Community Services attend these meetings but are not voting members.

#### Current Membership

- Mayor Lorraine Young
- Cr Sonja Heath
- Cr Jeffrey Irvine
- Mr Andrew Dimsey
- Mr Nathan Hart
- Mr Ian McKenzie

#### ATTACHMENTS

Nil

#### CONSULTATION

Nil.

#### STATUTORY IMPLICATIONS

*Local Government Act 1995*

##### **7.1A. Audit committee**

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- (2) *The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*  
*\* Absolute majority required.*
- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- (4) *An employee is not to be a member of an audit committee.*

*Local Government (Audit Regulations) 1996 specifies the functions of the Audit Committee.*

#### POLICY IMPLICATIONS

There are no perceived Policy implications arising from the officer's recommendation.



**STRATEGIC IMPLICATIONS**

This report is consistent with the Town’s *Council Plan 2023 – 2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

**RESOURCE IMPLICATIONS**

At least one senior staff member and one administrative staff member will be in attendance at each meeting. This is met within current staffing allocations.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

There are no perceived sustainability implications arising from the officer’s recommendation.

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

THAT Council by absolute majority :

- 1. APPOINTS Crs \_\_\_\_\_ as a member of the Audit Committee

SCM003/2024

**COUNCILLOR MOTION**

Moved Mayor Young                      Seconded Cr Irvine

**THAT Council by Absolute Majority:**

- 1. **APPOINTS Cr Sadler as a member of the Audit Committee**

**Carried by Absolute Majority 5/0**  
**For: Mayor Young, Crs Harkins, Mason, Irvine and Heath**  
**Against: Nil**

**10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:**

**11.1 ELECTED MEMBERS**

**11.2 OFFICERS**

**12 MEETING CLOSED TO PUBLIC**

**12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**12.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC**

**13 MEETING CLOSURE**

The Presiding Member announced the closure of the meeting at 5:15 pm.