

Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 15 October 2014 at 6:30pm.

PRESENT

Members

Chairman – Councillor TD Looker
Councillor A Roe
Mr A Neville
Ms V Brown
Mr J Wood

Staff

General Manager Corporate Services - IS Walker
Manager Finance – Mr J Newton
Internal Auditor – Ms L Mirovitskaya
General Manager Alwyndor Aged Care – Mr G Potter
Manager Finance & Administration Alwyndor Aged Care – Ms P Warburton
Asset Accountant – Mr C Blunt

1. OPENING

The Chairman declared the meeting open at 6.30pm.

2. APOLOGIES

- 2.1 Apologies Received – Ms V Brown
- 2.2 Absent - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Audit Committee held on 20 August 2014 be taken as read and confirmed.

Moved by Councillor Roe, Seconded by Mr Wood

Carried

5. QUESTIONS BY MEMBERS - Nil

6. MOTIONS ON NOTICE - Nil

8. REPORTS BY OFFICERS

8.1 2013-2014 Financial Statements (Report No: 324/14)

The financial statements for the year ended 30 June 2014 have been completed and audited. They are presented to the Audit Committee for review.

Mr I Walker, Mr J Newton, Ms L Mirovitskaya, Mr G Potter, Ms P Warburton and Mr C Blunt left the meeting between 6.58pm and 7.08pm for the committee to have a discussion with the external auditor.

Motion

That the Audit Committee advises Council that:

- 1. It met with Council's external auditor, BDO, and received a report in relation to the audit of Council's 2013/14 financial statements.**
- 2. In accordance with paragraph (a) of sub-section 126(4) of the Local Government Act 1999, the Committee confirms that it has reviewed the financial statements for the year ended 30 June 2014 included at Attachment 1 to Report: 324/14 and is satisfied that they present fairly the state of affairs of Council.**
- 3. In accordance with regulation 22(3) of the Local Government (Financial Management) Regulations 2011, the Committee recommends that the Presiding Member of the Audit Committee co-sign with the Chief Executive Officer the following statement to be included with the financial statements for the year ended 30 June 2014:**

"To the best of our knowledge and belief, we confirm that, for the purpose of the audit of the City of Holdfast Bay for the year ended 30 June 2014, the Council's Auditor, BDO, has maintained its independence in accordance with the requirements of the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act."
- 4. During the 2013/14 year, it has received regular reports on internal controls from the Internal Auditor and is satisfied that the internal controls provide a reasonable assurance that Council's financial records are complete, accurate and reliable and were effective throughout the financial year.**
- 5. It is noted that, as discussed with the external auditor, there were no significant matters to be included in the management letter that have an impact on the 2013/14 financial statements.**

Moved Mr Neville, Seconded Mr Wood

Carried

8.2 Standing Items (Report No: 325/14)

The Audit Committee is provided with a report on standing items at each scheduled meeting.

Motion

That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:

- **Monthly financial statements**
- **Internal control**
- **Risk management**
- **Whistle blowing**
- **Internal audit**
- **Economy and efficiency audits**

Moved Mr Neville, Seconded Councillor Roe

Carried

8.3 Internal Audit Update (Report No: 320/14)

This report provides an update on the progress of recent internal audit projects undertaken since the last Audit Committee meeting.

Motion

That the Audit Committee advises Council that it has received and considered the Internal Audit Update Report of October 2014.

Moved Mr Wood, Seconded Mr Neville

Carried

8.4 Procurement Review (Report No: 319/14)

This report provides an update on the recent review of procurement practices.

Motion

The Audit Committee advises Council that it has received and considered a report on the recent review of procurement practices.

Moved Mr Neville, Seconded Mr Wood

Carried

8.5 Alwyndor Governance Risks (Report No: 323/14)

At its last meeting on 15 August 2014, the Audit Committee requested a further report on the risks and their treatment arising from a recent review of Council's governance of Alwyndor.

Motion

The Audit Committee advises Council it has received a further report on the risks and their treatment arising from a recent review of Council's governance of Alwyndor.

Moved Mr Neville, Seconded Councillor Roe

Carried

8.6 2015 Meeting Schedule (Report No: 326/14)

The Audit Committee typically determines its meeting schedule for a calendar year at its last meeting in the prior year.

Motion

That the Audit Committee adopts the following meeting schedule (subject to additional meetings being called if required):

- **Wednesday 18 February 2015**
- **Wednesday 20 May 2015**
- **Wednesday 19 August 2015**
- **Wednesday 14 October 2015**
- **Wednesday 9 December 2015**

Moved Councillor Roe, Seconded Mr Neville

Carried

9. REPORTS BY MEMBERS - Nil**10. ACTION ITEMS**

The Action Items were tabled and discussed.

11. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING**11.1 Appreciation to Mr A Neville****Motion**

That the committee expresses its appreciation to Mr A Neville for his 6 ½ years of service on the Audit Committee.

Moved Councillor Looker, Seconded Councillor Roe

Carried

12. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 18 February 2015 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

13. CLOSURE

The Meeting closed at 7.46pm.

CONFIRMED 18 February 2015