

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 5 October 2016 at 6:00pm.

PRESENT

Members

Chairman – Councillor J Smedley
Councillor R Snewin
Mr J Wood
Mr S Spadevecchia

Staff

Manager Finance – Mr J Newton
Manager Finance & Administration Alwyndor Aged Care – Ms P Warburton
Accountant – Ms L Fuller

Guests

External Auditor – Mr Geoff Edwards from BDO

1. OPENING

The Chairman declared the meeting open at 6.03pm.

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 24 August 2016 and 20 September 2016 be taken as read and confirmed.

Moved by Mr Spadevecchia, Seconded by Mr Wood

Carried

5. QUESTIONS BY MEMBERS – Nil

6. MOTIONS ON NOTICE – Nil

7. ADJOURNED ITEMS – Nil**8. REPORTS BY OFFICERS****8.1 2015-16 Financial Statements (Report No: 248/16)**

The preliminary financial statements for the year ended 30 June 2016 have been completed and audited. They are presented to the Audit Committee for review.

Mr Geoff Edwards (external auditor) from BDO presented the Audit Completion Report.

Motion

That the Audit Committee advises Council it has met with Council's external auditor and received and reviewed a report on the preliminary 2015/16 financial statements and notes:

- 1 That the uncorrected misstatement in relation to depreciation on relevant capital projects completed during the 2015/16 financial year be considered at the next Audit Committee meeting as part of the finalisation of the 2015/16 financial statements.**
- 2. That the draft disaster recovery and business continuity plan are incomplete and a report on the plans be provided at the January 2017 meeting of the Audit Committee.**

Moved Councillor Snewin, Seconded Mr Spadevecchia

Carried

8.2 Risk Workshop and Internal Audit Projects (Report No: 245/16)

Arrangements are being put in place for Bentleys to conduct a comprehensive risk workshop with Council and to undertake two internal audit 'projects'.

Motion

That the Audit Committee advises Council that it has received a report on Bentleys proposed work program through to February 2016 comprising a risk workshop and reviews of Council's asset management and procurement processes and notes:

- 1. That the wording of the proposed projects scope be amended to include detailed assessments and courses of action where appropriate.**
- 2. That the updated projects scope be provided to the next meeting of the Audit Committee.**

Moved Mr Spadevecchia, Seconded Mr Wood

Carried

9. REPORTS BY MEMBERS

10. ACTION ITEMS – Nil

11. VERBAL REPORTS BY OFFICERS – Nil

12. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING – Nil

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Monday 31 October 2016 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

14. CLOSURE

The Meeting closed at 7.31pm.

CONFIRMED Monday 31 October 2016