

Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 31 January 2018 at 6:30pm.

PRESENT

Members

Presiding Member – Councillor J Smedley
Councillor S Charlick
Mr J Wood
Mr S Spadavecchia
Mr S Tu

Staff

General Manager Business Services – Mr R Bria
Manager Finance – Mr J Newton
Chief Financial Officer Alwyndor Aged Care – Ms Nadia Andjelkovic
Manager Assets & Facilities – Mr R Mouveri

Guests

Mr David Papa and Ms Dongju Han – Internal Auditor, Bentleys

1. OPENING

The Chairman declared the meeting open at 6:31pm.

2. APOLOGIES

- 2.1 Apologies Received - Nil
- 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 25 October 2018 be taken as read and confirmed.

Moved by Mr Wood, Seconded by Mr Spadavecchia

Carried

5. ACTION ITEMS

The Action Items were tabled and discussed.

6. REPORTS BY OFFICERS

6.1 Standing Items – January 2018 (Report No: 12/18)

The Audit Committee is provided with a report on standing items at each ordinary 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**
- **Whistleblowing**
- **Internal audit**
- **Economy and efficiency audits**
- **Audit Committee Meeting Schedule for 2018**

Moved Councillor Charlick, Seconded Mr Spadavecchia

Carried

6.2 Internal Audit – Municipal Payroll Process (Report No: 21/18)

Council's Internal Auditor, Bentleys, have provided their Internal Audit Report on the Municipal Payroll Process and is presented for discussion and noting. The internal audit report of the Alwyndor payroll process is yet to be finalised and will be reported to the next Audit Committee meeting.

Motion

That the Audit Committee notes the Internal Audit regarding the Municipal Payroll Process.

Moved Mr Spadavecchia, Seconded Mr Tu

Carried

6.3 Risk Management Framework (Report No: 22/18)

The Risk Management Framework, Policy and Procedure were presented to the Audit Committee for comment at its last meeting. The documents have now been reviewed to incorporate the comments received. These documents provide a comprehensive suite of documents that detail Council's approach to Risk Management activities. The documents outline the key requirements, purpose, scope and responsibilities in relation to Risk Management. The documents are presented to the Audit Committee for endorsement.

Motion

That the Audit Committee endorse the Risk Management Framework, Policy and Procedure.

Moved Mr Tu, Seconded Mr Spadavecchia

Carried

7. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING -**7.1 Alwyndor Aged Care**

- (a) Mr Spadavecchia asked a question in regards to the restructuring of Alwyndor Aged Care currently being undertaken and the finance system implementation.

Mr Bria and Ms Andjelkovic provided a response with Mr Bria to follow up on project assurance on the finance system implementation.

- (b) The Audit Committee wished to recognise and thank Ms Pam Warburton – Manager Finance & Administration at Alwyndor Aged Care for her contribution to the Audit Committee.

8. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 21 March 2018 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

9. CLOSURE

The Meeting closed at 8:54 pm.

CONFIRMED 21 March 2018

CHAIRMAN