

**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 6 February 2019 at 6:00pm.**

**PRESENT**

**Members**

Councillor J Smedley  
Councillor R Snewin  
Mr J Wood  
Mr S Spadavecchia  
Mr S Tu

**Staff**

General Manager Business Services – Mr R Bria  
Manager Finance – Mr J Newton

**1. OPENING**

The General Manager Business Services will declare the meeting open at 6 pm.

**2. APPOINTMENT OF PRESIDING MEMBER**

The Audit Committee's Terms of Reference provides that it may nominate any member of the Committee to be its presiding member (other than the Mayor).

**Motion**

- 1. That the Audit Committee appoints Councillor John Smedley as Presiding Member for this meeting.**
- 2. That the Audit Committee recommends to Council the appointment of Councillor John Smedley as the Presiding Member for the term of Council.**

**3. APOLOGIES**

- 3.1 Apologies Received - Nil
- 3.2 Absent - Nil

**4. DECLARATION OF INTEREST**

Members were reminded to declare their interest before each item.

**5. CONFIRMATION OF MINUTES****Motion**

**That the minutes of the Audit Committee held on 17 October 2018 be taken as read and confirmed.**

Moved by Mr J Wood, Seconded by Mr S Tu

**Carried**

**6. ACTION ITEMS**

The Action Items were tabled and discussed.

**7. REPORTS BY OFFICERS****7.1 Standing Items – February 2019 (Report No: 37/19)**

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 2019**

Moved Mr S Tu, Seconded Mr J Wood

**Carried**

**7.2 2019-20 Budget Development (Report No: 38/19)**

The 2019-20 budget development, timelines, initial assumptions and parameters will be presented to Council at a workshop on 5 February 2019. Pursuant to its term of reference, the Audit Committee has an opportunity to review the presentation providing comments to Council in relation to the commencement and planning of the draft 2019-20 budget.

**Motion**

**That the Audit Committee supports the 2019-20 budget timetable, development, and key parameters as identified in this report.**

Moved Mr S Tu, Seconded Mr J Wood

**Carried**

**8. AUDIT COMMITTEE FORWARD AGENDA**

**9. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil**

**10. DATE AND TIME OF NEXT MEETING**

The next meeting of the Audit Committee will be held on Monday 8 April 2019 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

**11. CLOSURE**

The Meeting closed at 7:32 pm.

**CONFIRMED      Monday 8 April 2019**

**CHAIRMAN**