

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 5 February 2020 at 6:00pm.

PRESENT

Members

Presiding Member – Councillor J Smedley
Councillor R Snewin
Mr S Spadavecchia
Mr S Tu
Ms P Davies

Staff

Chief Executive Officer – Mr R Bria
General Manager Strategy and Business Services – Ms P Jackson
Manager Finance – Mr J Newton
General Manager Alwyndor – Ms B Davidson-Park
Financial Manager Alwyndor - MS L Humphrey
General Manager City Assets and Services – Mr H Lacy
Team Leader Asset Management – Ms C Evans

Guests

Mr Tim Muhlhauser – Galpins - Partner
Mr Craig Johnston – Galpins – Risk Management Specialist

1. OPENING

The Presiding Member declared the meeting open at 6.00pm.

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 4 December 2019 be taken as read and confirmed.

Moved by Councillor Snewin, Seconded by Mr Spadavecchia

Carried

5. PRESENTATIONS

5.1 Asset Management Plan Presentation – Mr H Lacy and Ms C Evans

5.2 Draft Strategic Risk Register and Internal Audit Plan – Galpins

6. ACTION ITEMS

6.1 Action Items were tabled and discussed.

7. REPORTS BY OFFICERS

7.1 **Standing Items – February 2020** (Report No: 26/20)

The Audit Committee was provided with a report on Standing Items.

Motion

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

- **Monthly financial statements**
- **Risk Management and Internal control**
- **Audit – External/Internal**
- **Public Interest Disclosures – previously Whistle-Blowing**
- **Economy and efficiency audits**
- **Audit Committee Meeting Schedule**

Moved Mr Spadavecchia, Seconded Mr Tu

Carried

7.2 **2020-21 Budget Timetable and Development** (Report No: 27/20)

The 2020-21 budget development, timelines, initial assumptions and parameters was presented to Council at a workshop on 4 February 2020. Pursuant to its Terms of Reference, the Audit Committee had an opportunity to review the presentation providing comments to Council in relation to the commencement and planning of the draft 2020-21 budget.

Motion

That the Audit Committee supports the 2020-21 budget timetable, development, and key parameters as identified in this report.

Moved Councillor Snewin, Seconded Mr Spadavecchia

Carried

7.3 Long Term Financial Plan Review (Report No: 28/20)

The Long Term Financial Plan (LTFP) has been reviewed and updated to include the 2019/20 Annual Business Plan and 2018/19 audited financial statements and budget updates to 30 September 2019. The projections in the LTFP indicate Council remains in a sound financial position.

The LTFP has also been informed by Asset Management Plans (AMP) and direction from Council with regard to Council's commitment to financial sustainability. A number of assumptions have been reviewed in updating the plan and these were detailed in the report.

The LTFP will be enhanced as part of the 2020/21 budget process to include major projects that have been identified to be undertaken over the next 10 years.

Motion

That the Audit Committee advises Council it has received and noted the revised Long Term Financial Plan

Moved Ms Davies, Seconded Mr Tu

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 Wednesday 8 April 2020 at 6.00pm in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

11. CLOSURE

The Meeting closed at 8.16pm

PRESIDING MEMBER