

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 14 October 2015 at 6:30pm.

PRESENT

Members

Chairman – Councillor J Smedley
Councillor R Snewin – at 6.45pm
Mr J Wood
Mr S Spadevecchia

Staff and Elected Member

General Manager Corporate Services – Mr 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
Mayor S Patterson
Accountant – Ms L Fuller
Asset Accountant – Mr C Blunt
Internal Auditor Trainee – Ms A van Rensburg

1. OPENING

The Chairman declared the meeting open at 6.31pm.

2. APOLOGIES

- 2.1 Apologies Received - Ms V Brown
- 2.2 Absent

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 19 August 2015 be taken as read and confirmed.

Moved by Mr Wood, Seconded by Mr Spadevecchia

Carried

5. QUESTIONS BY MEMBERS - Nil

6. MOTIONS ON NOTICE - Nil**7. ADJOURNED ITEMS – Nil****8. REPORTS BY OFFICERS**

Mr Geoff Edwards and Mr Sam Hillbink from BDO presented the Audit Completion Report.

8.1 2014-15 Financial Statements (Report No: 304/15)

The financial statements for the year ended 30 June 2015 have been completed and audited. They are presented to the Audit Committee for review.

Council officers left the Chamber at 6.50pm to allow the Committee to discuss the audit with the Auditors.

Motion

Council officers rejoined the Chamber at 7.18pm.

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 2014-15 financial statements.**

Moved Mr Spadevecchia, Seconded Mr Wood

Carried

- 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 2015 included at Attachment 1 to Report: 304/15 and is satisfied that they present fairly the state of affairs of Council given that nothing has come to the attention of the Committee that would cause it to think otherwise.**

Moved Mr Spadevecchia, Seconded Councillor Snewin

Carried

- 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 2015:**

“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 2015, 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.”

Moved Mr Spadevecchia, Seconded Councillor Shewin

Carried

4. During the 2014-15 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.

Moved Mr Spadevecchia, Seconded Councillor Shewin

Carried

8.2 **Standing Items – October 2015** (Report No: 303/15)

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**
- **Whistleblowing**
- **Internal audit**
- **Economy and efficiency audits**

Moved Mr Wood, Seconded Mr Spadevecchia

Carried

8.3 **Three Year Internal Audit Plan Update** (Report No: 305/15)

This report provides an update on the progress of the Three Year Internal Audit Plan (2014-2017).

Motion

That the Audit Committee advises Council that it has received and considered the Internal Audit Update Report of October 2015.

Moved Mr Shewin, Seconded Mr Spadevecchia

Carried

9. REPORTS BY MEMBERS

10. ACTION ITEMS

The Action Items were tabled and discussed.

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 Wednesday 9 December 2015 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

14. CLOSURE

The Meeting closed at 7.36 pm.

CONFIRMED Wednesday 9 December 2015