

**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 9 October 2019 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 Beth Davidson-Park  
Finance Manager - Alwyndor – Ms Leisa Humphrey

**Guests**

Geoff Edwards – Bentleys (Item 6.2)

**1. OPENING**

The Chairman declared the meeting open at 6:03 pm.

**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 28 August 2019 be taken as read and confirmed.**

Moved by Councillor Snewin, Seconded by Mr Spadavecchia

**Carried**

## 5. ACTION ITEMS

The Action Items were tabled and discussed.

## 6. REPORTS BY OFFICERS

### 6.1 Standing Items – October 2019 (Report No: 371/19)

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 Tu, Seconded Mr Spadavecchia

**Carried**

### 6.2 2018-19 General Purpose Financial Statements (Report No: 374/19)

The financial statements for the year ended 30 June 2019 have been completed and audited by Council's auditor, BDO, who have indicated that an unqualified audit opinion will be provided and that there are no material issues arising from the audit. They were presented to the Audit Committee for review.

#### Motion

**That the Audit Committee inform Council it has reviewed the General Purpose Financial Reports for the year ending 30 June 2019, as required under Section 126(4)(a) of the Local Government Act 1999, and found them to present fairly the state of affairs of the Council as required under the Local Government (Financial Management) Regulations 2011.**

Moved Councillor Snewin, Seconded Ms Davies

**Carried**

### 6.3 2018-19 Annual Report (Report No: 372/19)

Council's Annual Report is an important document providing legislators and the community with assurance that the City of Holdfast Bay is meeting all its strategic and governance requirements.

The 2018-19 Annual Report has been prepared to meet all statutory requirements. The report shows that Council has continued to deliver quality and improved services and facilities to its community.

**Motion**

**That the Audit Committee notes the 2018-19 Annual Report, subject to design and minor alterations, and the inclusion of the audited financial statements.**

Moved Ms Davies, Seconded Mr Spadavecchia

**Carried**

**7. AUDIT COMMITTEE FORWARD AGENDA**

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

**9. CONFIDENTIAL ITEMS**

**9.1 ALWYNDOR CORPORATE RISK REGISTER (Report No: 373/19)**

**Motion – Exclusion of the Public – Section 90(3)(d) Order**

- 1. That pursuant to Section 90(2) of the *Local Government Act 1999* Audit Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Staff in attendance at the meeting in order to consider Report No: 373/19 Alwyndor Corporate Risk Register in confidence.**
- 2. That in accordance with Section 90(3) of the *Local Government Act 1999* Audit Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 373/19 Alwyndor Corporate Risk Register on the following grounds:**
  - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party.**

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

- 3. The Audit Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.**

**RETAIN IN CONFIDENCE - Section 91(7) Order**

4. That having considered Agenda Item 9.1 Alwyndor Corporate Risk Register in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Audit Committee, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Councillor Snewin, Seconded by Ms Davies

**Carried**

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

The next meeting of the Audit Committee will be held on Wednesday 5 February 2020 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

**11. CLOSURE**

The Meeting closed at 7:43 pm.

**CONFIRMED      Wednesday 5 February 2020**

**PRESIDING MEMBER**