



CITY OF VINCENT

MINUTES

Audit Committee

5 May 2020

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**MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
E-MEETING
ON TUESDAY, 5 MAY 2020 AT 1PM**

PRESENT:	Mr Conley Manifis Cr Joshua Topelberg Cr Susan Gontaszewski Ms Elizabeth Hunt Mr Robert Piper	Independent External Member (Chair) South Ward (Deputy Chair) South Ward Independent External Member Independent External Member
IN ATTENDANCE:	David MacLennan Virginia Miltrup Vanisha Govender Meluka Bancroft	Chief Executive Officer Executive Director Community and Business Services Executive Manager Financial Services Executive Manager Corporate Strategy & Governance
PRESENTER:	Mark Ambrose	Officer of the Auditor General for Western Australia (Item 5.1 only)

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.05pm and read the following Acknowledgement of Country statement:

“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging”.

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ashley Wallace	South Ward	Apology
Cr Dan Loden	North Ward	Apology

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Mr Piper, **Seconded:** Cr Topelberg

That the minutes of the Audit Committee Meetings held on 26 November 2019 and 3 March 2020 be confirmed.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Ms Hunt, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was an apology for the Meeting.)

(Cr Wallace was an apology for the Meeting.)

5 BUSINESS ARISING**5.1 OAG ENTRANCE MEETING 2019/20 AUDIT**

Attachments: 1. City of Vincent - Planning Summary 

RECOMMENDATION:

That the Audit Committee NOTES the audit planning summary for the 2019/20 financial year.

COMMITTEE DECISION ITEM 5.1

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Ms Hunt, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was an apology for the Meeting.)

(Cr Wallace was an apology for the Meeting.)

5.2 CITY'S CORPORATE RISK REGISTER

Attachments: 1. Corporate Risk Register - as at 23 April 2020 

RECOMMENDATION:

That the Audit Committee recommends that Council:

1. RECEIVES the City's Corporate Risk Register as at 23 April 2020, at Attachment 1; and
2. APPROVES the proposed risk management actions for the high and extreme risks.

COMMITTEE DECISION ITEM 5.2

Moved: Mr Piper, **Seconded:** Cr Topelberg

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Ms Hunt, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Cr Loden was an apology for the Meeting.)

(Cr Wallace was an apology for the Meeting.)

5.3 REVIEW OF THE CITY'S AUDIT LOG**Attachments:** 1. City's Audit Log as at 29 April 2020 **RECOMMENDATION:**

That the Audit Committee recommends to Council that it **NOTES** the status of the City's Audit Log as at 29 April 2020, at Attachment 1.

COMMITTEE DECISION ITEM 5.3**Moved:** Mr Piper, **Seconded:** Ms Hunt

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)**For:** Mr Manifis, Ms Hunt, Cr Gontaszewski, Mr Piper and Cr Topelberg**Against:** Nil**(Cr Loden was an apology for the Meeting.)****(Cr Wallace was an apology for the Meeting.)**

6 GENERAL BUSINESS

- 6.1 The Chair requested an update on Stantons' Regulation 5 and Regulation 17 Audit. The Executive Manager Corporate Strategy and Governance advised that this is occurring currently, with Stantons scheduled to be on site to complete the audit in mid June 2020. The Audit Report will be provided to the Audit Committee at its 1 September 2020 meeting.
- 6.2 The Chair requested an update on the financial impact on the City due to COVID-19. The Executive Director Community and Business Services advised that the City is undertaking a number of measures which should come close to balancing the budget. A comprehensive update on the financial impact will be provided to the Audit Committee at its 30 June 2020 meeting.

7 NEXT MEETING

The next meeting will be held on Tuesday 30 June 2020.

8 CLOSURE

There being no further business the meeting closed at 1.52pm.

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 5 May 2020.

Signed: Mr Conley Manifis

Dated