MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD IN THE CIVIC CENTRE, 128 PROSPECT ROAD, PROSPECT ON WEDNESDAY 21 MARCH 2018 AT 8.00AM

Subject to Confirmation

PRESENT:

Presiding Member: Laurie Kozlovic
Committee: Cr Talis Evans, Mayor David O'Loughlin, David Moffatt, Corinne Garrett

IN ATTENDANCE:

Chief Executive Officer	Cate Hart
Director Corporate Services	Ginny Moon
Manager Financial Services	Chris Birch
Manager Governance & Administration/Minute Secretary	Jo-Ann Tanti
CLIC Project Lead	Chris Newby
Risk Management Officer	Victor Di Maria

ITEM 1: ON LEAVE:

Nil.

ITEM 2: APOLOGIES:

Nil.

ITEM 3: CONFIRMATION OF MINUTES:

D Moffatt moved Cr T Evans seconded

(1) The Minutes of the Audit Committee Meeting held on 18 December 2017 as circulated be taken as read and taken as a true record.

Carried AC01/18

ITEM 4: PRESIDING MEMBER'S REPORT:

Nil.

ITEM 5: QUESTIONS WITH NOTICE:

Nil.

ITEM 6: DEPUTATIONS:

Nil

ITEM 7: NOTICES OF MOTION:

Nil.

ITEM 8: DECLARATION BY MEMBERS OF CONFLICT OF INTEREST:

Subject to Confirmation

Nil.

ITEM 9: REPORTS FOR DECISION:

ITEM 9.1 Periodic Review of Credit Card Policy

D Moffatt moved C Garrett seconded

(1) That the Audit Committee having considered Item 9.1 Periodic Review of Credit Card Policy, note the review and requested changes and an amended policy be presented to the May 2018 Audit Committee.

Carried AC02/18

Item 9.2 Budget Framework Policy Update

Cr T Evans moved D Moffatt seconded

(1) That the Audit Committee having considered Item 9.2 Budget Framework Policy Update, recommend Council endorses the Budget Framework Policy, as presented in Attachments 1 – 7.

Carried AC03/18

ITEM 10: REPORTS FOR INFORMATION

The Audit Committee Chair requested to move order of business item 10.5 forward on the Agenda

Item 10.5 Community Hub, Library & Innovation Centre (CLIC) – Project Management Process

C Garrett moved Cr T Evans seconded

(1) That the Audit Committee having considered Item 10.5 Community Hub, Library & Innovation Centre (CLIC) – Governance and Performance Management receives and notes the report and the amended governance framework diagram.

(2) That the Audit Committee receive Risk and Financial Management report quarterly on the project.

(3) That the Audit Committee receive status update on progress against the recommendations of the Project Prudential Report.

Carried AC04/18

Item 10.1 Second Budget Review 2017 – 2018

Subject to Confirmation

C Garrett moved Cr T Evans seconded

(1) The Audit Committee having considered Item 10.1 Second Budget Review 2017- 2018, as being carried out in accordance with the Local Government (Financial Management) Regulations 2011 and the Budget Framework Policy, receives and notes the report.

Carried AC05/18

Item 10.2 2016-2017 Interim Audit Letter Update

Mayor D O'Loughlin left the meeting at 9.35am.

Mayor D O'Loughlin re-entered the meeting at 9.36am.

C Garrett moved D Moffatt seconded

(1) The Audit Committee having considered Item 10.2 2016-2017 Interim Audit Letter Update, receive and note the report.

(2) That the Audit Committee receive status update on progress against the recommendations of the Interim Audit Letter including an interim solution in respect to timesheet approvals (Finding 12).

Carried AC06/18

Item 10.3 Internal Audit – Complaints Handling

C Garrett left the meeting at 9.37am.

C Garrett re-entered the meeting at 9.39am.

C Garrett moved Cr T Evans seconded

(1) The Audit Committee having considered Item 10.3 Internal Audit – Complaints Handling (as presented in Attachments 1-3) receives and notes the report.

(2) The Audit Committee receive a progress report at the next meeting to be held in May 2018 providing status of outstanding items.

Carried AC07/18

Item 10.4 Internal Audit – Human Resource Management

C Garrett moved Cr T Evans seconded

(1) The Audit Committee having considered Item 10.4 Internal Audit – Human Resource Management (as presented in Attachments 1-3) receives and notes the report.

(2) The Audit Committee receive a progress report at the next meeting to be held in May 2018 providing status of outstanding items.

Carried AC08/18

Item 10.6 Audit Committee Outstanding Resolutions 28 February 2018

Subject to Confirmation

Mayor D O'Loughlin moved D Moffatt seconded

(1) That the Audit Committee notes the Audit Committee Outstanding Resolutions Report and associated scheduled action items for the period ending 28 February 2018.

Carried AC09/18

Item 10.7 Audit Committee Work Program Status Report March 2018

Cr T Evans moved C Garrett seconded

(1) That the Audit Committee notes the revised Audit Committee Work Program Status Report for March 2018 as presented in Attachments 1-12.

Carried AC10/18

Item 10.8 Internal Audit Report - Payroll

Cr T Evans left the meeting at 10.18am.

C Garrett moved D Moffatt seconded

(1) The Audit Committee having considered Item 10.5 Internal Audit Report – Payroll (as presented in Attachments 1-25) receive and note the report.

(2) The Audit Committee receive a progress report at the next meeting to be held in May 2018 providing status of outstanding items.

Carried AC11/18

Mayor David O'Loughlin thanked the departing Independent Member Laurie Kozlovic for 6 years of service to the City of Prospect.

ITEM 11: QUESTIONS WITHOUT NOTICE:

Nil.

ITEM 12: CONFIDENTIAL ITEMS:

Nil.

ITEM 13: CLOSURE:

The meeting closed at 10.20am.

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Mr L Kozlovic
Presiding Member