



**CITY OF VINCENT**

# **MINUTES**

**Audit Committee**

**18 October 2023**

## Table of Contents

1	Introduction and Welcome .....	3
2	Apologies / Members on Approved Leave of Absence .....	3
3	Declarations of Interest .....	3
4	In Camera Session .....	3
5	Confirmation of Minutes .....	4
6	Business Arising .....	5
	6.1 Tabling final Internal Audit reports - Year one .....	5
7	General Business .....	35
8	Next Meeting .....	35
9	Closure .....	35

**MINUTES OF CITY OF VINCENT  
AUDIT COMMITTEE  
HELD AS E-MEETING AND ADMINISTRATION AND CIVIC CENTRE  
244 VINCENT STREET, LEEDERVILLE  
ON WEDNESDAY, 18 OCTOBER 2023 AT 4.00PM**

<b>PRESENT:</b>	<b>Mr Conley Manifis</b>	<b>Independent External Member (Chair) (electronically)</b>
	<b>Cr Ron Alexander</b>	<b>North Ward</b>
	<b>Cr Ross Ioppolo</b>	<b>South Ward</b>
	<b>Mr George Araj</b>	<b>Independent External Member (electronically)</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b>	<b>Chief Executive Officer</b>
	<b>Rhys Taylor</b>	<b>Chief Financial Officer</b>
	<b>Joslin Colli</b>	<b>Chief Audit Executive</b>
	<b>Nathan Stokes</b>	<b>Executive Manager Human Resources</b>
	<b>Peter Ferguson</b>	<b>Executive Manager Information and Communications Technology</b>
	<b>Peter Varris</b>	<b>Executive Director Infrastructure &amp; Environment (from Item 6.1)</b>
	<b>Main Bhuiyan</b>	<b>Financial Controller</b>
	<b>Ian Ekins</b>	<b>Paxon Group (Item 6.1 only) (electronically)</b>
	<b>Wendy Barnard</b>	<b>Council Liaison Officer</b>

## **1 INTRODUCTION AND WELCOME**

The Presiding Member, Conley Manifis, declared the meeting open at 4.06pm 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**

Mr Olaf Goy is an apology for this meeting.  
Cr Susan Gontaszewski is an apology for this meeting.  
Cr Ashley Wallace is an apology for this meeting.

Cr Ross Ioppolo advised that he will have to leave the meeting by 4.30pm.

## **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 IN CAMERA SESSION**

Due to Cr Ioppolo having to depart at 4.30pm this session was not held.

**5 CONFIRMATION OF MINUTES****COMMITTEE DECISION**

**Moved: Mr Araj, Seconded: Cr Ioppolo**

**That the minutes of the Audit Committee held on 31 August 2023 be confirmed.**

**CARRIED (3-1)**

**For:** Mr Manifis, Cr Alexander and Mr Araj

**Against:** Cr Ioppolo

**(Cr Wallace was an apology for the Meeting.)**

**(Cr Gontaszewski was an apology for the Meeting.)**

**(Mr Goy was an apology for the Meeting.)**

## 6 BUSINESS ARISING

### 6.1 TABLING FINAL INTERNAL AUDIT REPORTS - YEAR ONE

- Attachments:
1. HR & Payroll Internal Audit Review - Confidential
  2. Use of Assets & Resources - Confidential

#### RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. RECEIVES the, HR Policies and Procedures Audit Report at Attachment 1 and Use of Assets & Resources Report at Attachment 2;
2. ENDORSE the management comments provided by Administration which are included in the Audit Reports at Attachment 1 and 2;
3. NOTES that:
  - 3.1 the findings and any actions arising from the internal audits will be included in the City's audit log until such time as they are completed; and
  - 3.2 any new or emerging corporate risks, identified as a result of the internal audit findings, will be documented, assessed and managed through the City's Risk Management Framework; and

#### COMMITTEE DECISION ITEM 6.1

Moved: Cr Ioppolo, Seconded: Mr Araaj

That the recommendation be adopted.

**CARRIED (4-0)**

**For:** Mr Manifis, Cr Alexander, Cr Ioppolo and Mr Araaj

**Against:** Nil

**(Cr Wallace was an apology for the Meeting.)**

**(Cr Gontaszewski was an apology for the Meeting.)**

**(Mr Goy was an apology for the Meeting.)**

**NOTE:** Paxon to provide details of the sample of vehicle forms not completed to be followed up by HR.

**NOTE:** Cr Alexander raised a query regarding the procedure for deciding which items on the agenda are confidential. The Committee requested that information be circulated to the Committee on what the guidelines are in the *Local Government Act 1995*.

It was requested that the City's criteria for making items confidential be presented to the next Audit Committee meeting, and that a policy be created if one does not exist.

At 4.27pm Ian Ekins left and did not return

At 4.37 Executive Manager Human Resources left and did not return.

At 4.33pm Cr Ioppolo left the meeting and did not return.

**7 GENERAL BUSINESS**

Nil

**8 NEXT MEETING**

Administration suggest that the planned Audit Committee meeting on 30 November be moved to 7 December 2023, to allow the auditors time to complete the report.

**9 CLOSURE**

As a quorum would be lost with the departure of Cr Ioppolo, the Chairperson adjourned the meeting at 4.33pm.

As a consequence the following items were deferred:

6.2 Audit Committee Forward Agenda 2023

6.3 Review of the City's Audit Log

These Minutes were confirmed at the 7 December 2023 meeting of the Audit Committee as a true and accurate record of the Audit Committee meeting held on 18 October 2023.

Closed at 4.33pm

Signed: Mr Conley Manifis



Dated: 7 December 2023