

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 13 April 2016 at 6:00pm.

PRESENT

Members

Chairman – Councillor J Smedley
Councillor R Snewin
Ms V Brown – at 6.11pm
Mr J Wood
Mr S Spadavecchia

Staff

General Manager Business Services – Mr IS Walker
Manager Finance – Mr J Newton
Internal Auditor – Ms L Mirovitskaya
Manager Finance & Administration Alwyndor Aged Care – Ms P Warburton

1. OPENING

The Chairman declared the meeting open at 6.06 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 17 February 2016 be taken as read and confirmed.

Moved by Councillor Snewin, Seconded by Mr Spadavecchia

Carried

5. QUESTIONS BY MEMBERS - Nil

6. MOTIONS ON NOTICE - Nil

7. ADJOURNED ITEMS - Nil

8. REPORTS BY OFFICERS

8.1 2016 Meeting Schedule (Report No: 89/16)

The Audit Committee received a report in December 2015 to determine its meeting schedule for a calendar year. The Committee decided to defer the schedule to its meeting on 13 April 2016 taking into the consideration the timing of quarterly budget update reports.

Motion

That the Audit Committee adopts the following meeting schedule (subject to additional meetings being called if required):

- **Wednesday 27 April 2016**
- **Wednesday 11 May 2016**
- **Wednesday 24 August 2016**
- **Wednesday 5 October 2016**
- **Wednesday 26 October 2016**
- **Wednesday 25 January 2017**

Moved Councillor Snewin, Seconded Mr Spadavecchia

Carried

8.2 New Conflict of Interest Provisions (Report No: 90/16)

As from 31 March 2016, the amendments to the conflict of interest in the Local Government Act 1999 come into effect and will have implication for elected members of Council and members of committees of Council.

Motion

That the Audit Committee advises Council that it received a report on the amendments to the conflict of interest provisions in the Local Government Act and acknowledges its responsibilities.

Moved Mr Spadavecchia, Seconded Mr Wood

Carried

8.3 Three Year Internal Audit Plan Update (Report No: 91/16)

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 April 2016.

Moved Mr Spadavecchia, Seconded Mr Wood

Carried

8.4 Draft 2016-17 Budget (Report No: 92/16)

The current Draft 2016-17 Budget is the result of a number of Council workshops which developed the assumptions, parameters and initiatives for the budget. Council will receive a report on 26 April 2016 to endorse the budget for community consultation. The Audit Committee has an opportunity to provide further advice to Council in relation to its Draft 2016-17 Budget. The outcomes from this review will be included in the Council report on 26 April.

Motion

That the Audit Committee advise Council that it has reviewed the Draft 2016-17 Budget.

- 1. Advises Council it discussed a variety of matters including staff numbers, under-utilised assets, net financial liabilities, Alwyndor management charge and maintenance of infrastructure**
- 2. Acknowledges and supports the proposed operating surplus and reduction in net financial liabilities**
- 3. Supports Council's resolution to review of under-utilised assets**
- 4. Acknowledges the discussions regarding the financial contribution towards operating costs by Alwyndor**
- 5. Recommends that Council ensures that the budgeted operating surpluses be preserved for each of Alwyndor and its Municipal operations during the budget process with to withstand any adverse financial impacts.**

Moved Mr Wood, Seconded Mr Spadavecchia

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. CONFIDENTIAL**13.1 Glenelg Football Club****Motion**

- 1. That under provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer, General Managers and administrative staff in attendance in order to consider in confidence this item.**
- 2. That the Chief Executive Officer is satisfied that it is necessary that the public be excluded to enable the Council to discuss and to consider the matter at the meeting on the following grounds:**
 - b. Information the disclosure of which –**
 - (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and**
 - (ii) would, on balance, be contrary to the public interest, as the benefit or detriment to Council in not disclosing information relating to the Glenelg Football Club outweighs the public interest at this time.**

The Internal Auditor and Manager Finance & Administration Alwyndor Aged Care left the meeting.

The Audit Committee discussed the lease and loan to Glenelg Football Club.

Order to Retain Documents in Confidence**Motion**

- 1. That an order be made under the provisions of Section 91(7) and (9) of the Local Government Act 1999 that the discussion and minutes relating to the Glenelg Football Club, having been dealt with on a confidential basis under Section 90 of the Act, should be kept confidential on the grounds of information contained in 90(3)(b).**
- 2. This resolution will be reviewed within 12 months by the Council.**

Moved Councillor _____, Seconded Councillor _____

Carried

14. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held at 6.00pm on Wednesday 27 April 2016 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

15. CLOSURE

The Meeting closed at 8.41 pm.

CONFIRMED Wednesday 27 April 2016