

CITY OF HOLDFAST BAY

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 19 February 2014 at 6.35 pm.

PRESENT

Members

Chairman - Councillor TD Looker
Mr A Neville
Ms V Brown
Mr J Wood

Staff

General Manager Corporate Services - Mr IS Walker
Manager Finance - -Mr J Newton
Internal Auditor – Ms L Mirovitskaya
Manager Finance & Administration Alwyndor Aged Care - Ms P Warburton
Manager Organisational Sustainability – Ms T Aukett

1. OPENING

The Chairman declared the meeting open at 6.35 pm.

2. APOLOGIES

2.1 For Absence - Councillor A Roe

2.2 Leave of Absence - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Audit Committee held on 11 December 2014 be taken as read and confirmed.

Moved by Mr Wood, Seconded by Ms Brown

Carried

5. QUESTIONS BY MEMBERS

5.1 **Without Notice - Nil**

5.2 **With Notice**

5.2.1 Question on Notice – Child Safe – Councillor Looker (Report No: 56/14)

“As Council has services and activities involving children what policies and procedures are in place to ensure the organisation is "Child Safe" and what steps are undertaken to ensure they are current and reinforced?”

ANSWER – Manager People & Culture

As per Council’s Recruitment Procedure, candidates who apply for a position within the City of Holdfast Bay (where a requirement of their role may requires them to work with children) have to undertake a police check. Additionally all City of Holdfast Bay Volunteers are submitted to a vulnerable persons police check upon commencement. Council also maintains a training calendar that provides regular mandatory reporting training for staff members that may interact with children.

Council is currently reviewing its commitment and training with respects to child safe environment policies and procedures to ensure it complies with the Children’s Protection Act 1993. Once this review is complete a new child safe environments compliance statement will be lodged with the Department for Education and Child Development (Families SA).

Motion

1. **That Council consider approaching the Department of Communities & Social Inclusion to explore using its child safety checking process.**
2. **The Committee requested that Management provide an update on the status of the current training requirements and currency of training undertaken for existing staff.**

Moved Mr Neville, Seconded Ms Brown

Carried

6. **MOTIONS ON NOTICE - Nil**

7. **ADJOURNED ITEMS Nil**

8. **REPORTS BY OFFICERS**

8.1 **Standing Items – February 2014** (Report No: 57/14)

The Committee is provided with a report on standing items at each scheduled meeting.

Motion

That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:

- **Monthly financial statements**
- **Internal control**
- **Risk management**
- **Whistle blowing**
- **Internal audit**
- **Economy and efficiency audits**

Moved Mr A Neville, Seconded Ms Brown

Carried

8.2 **Internal Audit Update** (Report No: 55/14)

This report provides an update on the progress of recent internal audit recommendations.

Motion

That the Audit Committee advises Council that it has received and considered the Internal Audit Update Report of February 2014.

Moved Ms Brown, Seconded Mr A Neville

Carried

8.3 **Long Term Financial Plan Update** (Report No: 58/14)

The Long Term Financial Plan (LTFP) has been reviewed and updated to include the 2013/14 Annual Business Plan, 2012/13 audited financial statements and 2013/14 budget updates to 30 September 2013. The projections in the LTFP indicate Council remains in a sound financial position with a more favourable outlook over the mid-term.

The LTFP has also been informed by Council's "Our Place" Community Plan, the latest Asset Management Plans and direction from Council with regard to Council's commitment to financial sustainability. A number of assumptions have been reviewed in updating the plan and these are detailed in the report.

Motion

That the Audit Committee advises Council it has received and noted the revised Long Term Financial Plan.

Moved Mr J Wood, Seconded Ms Brown

Carried

Motion

1. **The Committee advises Council that it discussed the 20 year profile of the Long Term Financial Plan and the associated limitations of the model to reflect accurate or useful financial data past a 10 year timeframe.**
2. **That the Audit Committee recommends to Council that a 10 year forward forecast be included in the LTFP document released to the public, while the 20 year forecast continue to be used by Administration as a management tool.**

Moved Mr Neville, Seconded Ms Brown

Carried

8.4 WHS Update (Report No: 59/14)

In November as part of the 2013/2014 partnership activities Council was audited by the Local Government Association Workers Compensation Scheme (LGAWCS). The purpose of the audit was to measure conformance against the WorkCover Code of Conduct for self-insured employers and specifically nominated elements within the Performance Standards for Self Insurers. It also provided Council an opportunity to test the strength of our WHS System for compliance with the requirements of the LGAWCS 'One System' standards. As outlined in the WHS "One System" Update report presented to the Committee in October 2013, Council has been implementing the LGAWCS 'One System' framework since the introduction of the new WHS legislation.

The audit involved viewing documentary evidence and testing for effectiveness as well as meeting with key stakeholders from various work sites, including members of the Leadership Team, WHS Committees and other staff. Following the audit, Council received a report identifying areas of 'non-compliance' along with recommendations and an action plan which must be implemented by May 2014.

Work, Health & Safety continues to be a high priority for the Senior Leadership Team.

Motion

That Audit Committee advises Council it has received and considered a report on implementation of the 'One System' for WHS and the actions arising following the recent WHS audit.

Moved Mr Neville, Seconded Mr Wood

Carried

8.5 Update on the Operations of the Audit Committee for 2013 (Report No: 69/14)

This report provides an overview of the City of Holdfast Bay Audit Committee operations for the calendar year 2013. The Committee is established in accordance with the Local Government Act under Council approved Terms of Reference.

Motion

That the report on the Audit Committee's work program for 2013 be received by Council.

Moved Ms Brown, Seconded Mr Wood

Carried

9. REPORTS BY MEMBERS - Nil**10. ACTION ITEMS**

The Action Items were tabled and discussed.

11. URGENT BUSINESS – Subject to the leave of the meeting

Nil

12. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 21 May 2014 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

13. CLOSURE

The meeting closed at 7.25 pm.

CONFIRMED Wednesday 21 May 2014

CHAIRMAN