

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 25 October 2017 at 6:30pm.

PRESENT

Members

Councillor S Charlick
Mr J Wood
Mr S Spadavecchia
Mr S Tu

Staff

General Manager Business Services – Mr R Bria
Manager Finance – Mr J Newton
Asset Accountant – Mr C Blunt
Manager Finance & Administration Alwyndor Aged Care – Ms P Warburton

Guest

Mr Geoff Edwards – BDO
Ms Chelsea Aplin - BDO

1. OPENING

The meeting opened at 6.30pm.

2. APPOINTMENT OF ACTING PRESIDING MEMBER

In the absence of the Presiding Member, Councillor Smedley, the Audit Committee determined an acting presiding member for the meeting.

Motion

That the Audit Committee appoints Councillor Charlick as presiding member for this meeting.

Moved Mr Spadavecchia, Seconded Mr Wood

Carried

3. APOLOGIES

3.1 Apologies Received - Councillor J Smedley

3.2 Absent

4. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES**Motion**

That the minutes of the Audit Committee held on 23 August 2017 be taken as read and confirmed.

Moved by Mr Wood, Seconded by Mr Spadavecchia

Carried

6. ACTION ITEMS - Nil**7. REPORTS BY OFFICERS****7.1 2016-17 General Purpose Financial Statements (Report No: 375/17)**

The financial statements for the year ended 30 June 2017 have been completed and audited by Council's auditor, BDO, who have indicated that an unqualified audit opinion will be provided and that there are no material issues arising from the audit. They are presented to the Audit Committee for review.

Motion

That the Audit Committee inform Council it has reviewed the General Purpose Financial Reports for the year ending 30 June 2017, as required under Section 126(4)(a) of the Local Government Act 1999, and found them to present fairly the state of affairs of the Council as required under the Local Government (Financial Management) Regulations 2011.

Moved Mr Tu, Seconded Mr Wood

Carried

7.2 Standing Items – October 2017 (Report No: 390/17)

The Audit Committee is provided with a report on standing items at each ordinary 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**
- **Whistleblowing**
- **Internal audit**
- **Economy and efficiency audits**

Moved Mr Tu, Seconded Mr Spadavecchia

Carried

7.3 Long Term Financial Plan Review (Report No: 376/17)

The Long Term Financial Plan (LTFP) has been reviewed and updated to include the 2017/18 Annual Business Plan and 2016/17 audited financial statements and budget updates to 31 August 2017. The projections in the LTFP indicate Council remains in a sound financial position.

The LTFP has also been informed by the latest Asset Management Plan (AMP) 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.

The LTFP will be enhanced as part of the 2018/19 budget process to include major projects that have been identified to be undertaken over the next 10 years.

Motion

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

Moved Mr Wood, Seconded Mr Spadavecchia

Carried

7.4 Risk Management Framework (Report No: 392/17)

The Risk Management Framework and Risk Management Policy have been reviewed and a Risk Management Procedure has been developed in order to provide a comprehensive suite of documents that detail Council's approach to Risk Management activities. The documents outline the key requirements, purpose, scope and responsibilities in relation to Risk Management. The documents are presented for comment by the Audit Committee.

Motion

That the Audit Committee note the draft Risk Management Framework, Policy and Procedure.

Moved Mr Spadavecchia, Seconded Mr Tu

Carried

6.5 2017 South Australian Local Government Risk Scheme Membership Summary (Report No: 393/17)

This report provides information to the Audit Committee about the City of Holdfast Bay Local Government Risk Services (LGRS) membership.

The LGRS has provided Council with a summary of Mutual Risk Scheme membership contributions and entitlements for the current financial year. The attachments to this report covers the newly identified strategic risks and the value proposition offered by the LGRS. It is recommended that this information be noted by the Audit Committee.

Motion

That the Audit Committee note the report.

Moved Mr J Wood, Seconded Mr Tu

Carried

6.6 WHS Quarterly Report – 1 April – 30 June 2017 (Report No: 396/17)

This report has been provided to the Audit Committee to inform them of the quarterly reporting for WHS that is undertaken internally.

The Quarterly WHS Report has been developed to assist the management in the monitoring and review of their Work Health & Safety and Return to Work responsibilities. It is comprised of WHS Plan and specific program area actions, as well as workplace monitoring tables.

Motion

That the report be noted.

Moved Mr Spadavecchia, Seconded Mr Wood

Carried

12. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 31 January 2018 in the Mawson Room, Civic Centre, 24 Jetty Road, Brighton.

14. CLOSURE

The Meeting closed at 7:46 pm.

CONFIRMED Wednesday 31 January 2018

PRESIDING MEMBER