



# **SUMMARY REPORT**

**AUDIT COMMITTEE**

**MEETING HELD ON**

**25 NOVEMBER 2013**

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**MINUTES OF THE AUDIT COMMITTEE MEETING OF THE  
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE,  
350 HIGH ST, PRESTON ON MONDAY, 25 NOVEMBER 2013**

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**THE MEETING OPENED AT 3.08PM**

## **1. PRESENT**

### **Members**

Mr David Ashmore – Chairperson  
Mr Albert Zago – Independent External Member  
Cr Gaetano Greco (Mayor) – Committee Member  
Cr Bo Li – Committee Member

### **Internal Auditors**

Mr Martin Thompson – Crowe Horwath

### **Officers**

Mr Rasiah Dev – Chief Executive  
Mr Paul Crapper – Director Corporate and Planning Services  
Ms Kerrie Jordan – Chief Financial Officer  
Mr Michael O’Riordan – Financial Accountant  
Ms Gracie Valenti – Manager Corporate Risk

### **Minutes**

Ms Marisa Schiavello

#### **1.1 WELCOME**

On behalf of the Audit Committee, Mr Ashmore welcomed Cr Bo Li to his first Committee meeting and looked forward to Cr Li’s input.

#### **1.2 A NOTE OF APPRECIATION – ALBERT ZAGO**

On behalf of the Audit Committee, as well as on a personal note, Mr Ashmore expressed his appreciation and gratitude to Mr Zago for his work on the Audit Committee over the past several years. He wished him well in his future endeavours and presented Mr Zago with a parting gift.

## **2. APOLOGIES**

Dr Bruce Carroll – Independent External Member

Mr Ashmore advised that Dr Carroll had provided him with comments on various items in the Agenda. The comments would be provided by Mr Ashmore on Dr Carroll’s behalf during the meeting. A leave of absence for Dr Carroll was noted.

[Ms Valenti entered the meeting at 3.09pm]

### 3. DISCLOSURES OF CONFLICT OF INTEREST

Audit Committee members were asked to disclose any conflicts of interest on any matters listed on the Agenda. The following disclosures were made.

#### **Item 25: Councillor Support and Expenses Report**

Cr Greco disclosed a conflict of interest on this item describing the type of interest as a direct interest and the nature of the interest being that the report related to expenditure incurred by him. Cr Greco left the meeting prior to discussion of that item.

Cr Li disclosed a conflict of interest on this item describing the type of interest as a direct interest and the nature of the interest being that the report related to expenditure incurred by him. Cr Li left the meeting prior to discussion of that item.

### 4. REGISTER OF INTERESTS

The Chairperson invited members to declare any changes to their record of members' pecuniary interests. The details below have been updated with information provided by Committee members.

#### **Mr David Ashmore**

- Regional Kitchen Pty Ltd
- Moonee Valley City Council
- Boroondara City Council
- Hobsons Bay City Council
- Greater Dandenong City Council
- Safe Roads Ltd
- Victorian Responsible Gambling Foundation
- Essential Services Commission

#### **Dr Bruce Carroll**

- Brighten Nominees Pty Ltd
- Reconnexion Inc
- Monash Surgical Private Hospital
- Royal Melbourne Institute of Technology (RMIT)

#### **Mr Albert Zago**

- Nil

#### **Cr Gaetano Greco**

- Bundoora Homestead

#### **Cr Bo Li**

- Allied Health Professionals Australia
- Regional Kitchen Pty Ltd

[Cr Greco left the meeting at 3.10pm and re-entered the meeting at 3.11pm]

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### COMMITTEE DECISION

**MOVED:** Mr David Ashmore  
**SECONDED:** Mr Albert Zago

**THAT** the Minutes of the Audit Committee Meeting held on 26 August 2013 be confirmed.

**CARRIED**

*(Item 7 – Matters Arising from Previous Meeting and Item 8 – Risk Management Framework and Business Continuity Planning were dealt with prior to Item 6)*

## 6. DEVELOPMENTS IN THE CITY AND LEGISLATIVE COMPLIANCE MATTERS

The Chief Executive advised that there had been a high level organisation restructure since the last Audit Committee meeting. He advised that the new structure included four Directors with equal responsibility where previously there were three Directors and two Group Managers. A copy of the new organisation structure was distributed.

Mr Dev spoke of the new Council Plan and Governance Charter and the organisation's core values of Collaboration, Respect, Integrity and Accountability. He advised that community concern and external pressures had driven a need to improve governance processes and a need to develop a culture of excellent service delivery based on the essential foundations of good governance and ethical decision-making.

Council's website would be updated to include a dedicated web page on Council's new direction with regard to transparent decision making, policies and procedures.

Mr Ashmore noted that there were no significant matters of non compliance.

*(Item 6.1: Standing Item – Response to Minister's Action Points. Later in the meeting it was determined that Item 6 'Developments in the City and Legislative Compliance Matters' would include an update to Council's response to the Minister for Local Government's 10 Action Points for all meetings in 2014.)*

## 7. MATTERS ARISING FROM PREVIOUS MEETING

The following reports, which had been requested by the Audit Committee, were discussed:

- Risk Management – List of uninsured risks (Gracie Valenti) – Refer Item 8
- Information Technology Strategy 2013-2016 (Pradeep Agrawal) – Refer Item 12
- Dropbox Security and Cloud Computing (Pradeep Agrawal) – Refer Item 13
- Audit Committee Self Assessment Review – 2012/2013 (Paul Crapper) – Refer Item 14
- Audit Committee Membership (Paul Crapper) – Refer Item 15
- Capital Works Multiple Projects Plan (Kerrie Jordan) – Refer Item 24

The following reports will be tabled at the Audit Committee meeting in March 2014:

- Community Grants Update (Dalal Smiley)
- Penetration testing of internal and external networks (Pradeep Agrawal)

## 8. RISK MANAGEMENT FRAMEWORK AND BUSINESS CONTINUITY PLANNING

**AUTHOR:** Manager Corporate Risk – Gracie Valenti

**DIRECTOR:** Director Corporate and Planning Services – Paul Crapper

### SUMMARY:

As a regular requirement of the Audit Committee, the Manager Corporate Risk is responsible for providing progress briefings on the implementation of Council's Risk Management Framework and Business Continuity Planning.

This report provides an update of Council's current risk management status in relation to its Strategic and Operational Risks, Insurance Premiums and Performance and Business Continuity Planning.

### CONSULTATION:

Executive Management Team  
Strategic Risk and Insurance Advisor  
Claims Administration and Support Officer  
MAV Insurance  
Echelon Claims Services

### RECOMMENDATION

**THAT** this report regarding the Risk Management Framework and Business Continuity Planning be received and noted.

### COMMITTEE RECOMMENDATION

**MOVED:** Cr Bo Li  
**SECONDED:** Mr Albert Zago

**THAT** this report regarding the Risk Management Framework and Business Continuity Planning be received and noted.

**CARRIED**

[Mr Dev entered the meeting during discussion of this item at 3.15pm]

## 9. COUNCIL'S WORKCOVER STATUS AND FUTURE ACTIONS

**AUTHOR:** Manager Corporate Risk – Gracie Valenti

**REVIEWED BY:** Director Corporate and Planning Services – Paul Crapper

### **SUMMARY:**

The Audit Committee requested that it be kept informed on a 6 monthly basis of Council's WorkCover performance along with key strategies to reduce WorkCover costs.

Therefore, this paper outlines Council's current claims profile, premium costs and projection for 2014/15, current environmental challenges as well as positive and proactive intervention programs and strategies to improve early intervention, enhance injury management and reduce the delay in return to work of our injured employees.

### **CONSULTATION:**

Executive Management Team  
Injury Management Consultant  
Health and Safety Advisors  
WorkCover Agent - CGU

### **COMMITTEE RECOMMENDATION**

**MOVED:** Mr Albert Zago

**SECONDED:** Cr Bo Li

**THAT** this report regarding WorkCover be received and noted, in particular the welcome reduction in claims made and the potential for significant reductions in WorkCover premiums.

**CARRIED**

**10. RELATED PARTY TRANSACTIONS**

**AUTHOR:**                **Manager Corporate Governance and Performance – Jacinta Stevens**

**REVIEWED BY:**      **Director Corporate and Planning Services – Paul Crapper**

**SUMMARY:**

At its meeting in February 2008, the Audit Committee endorsed a proposal for a report on related party transactions to be submitted to the Audit Committee each financial year.

A review of registrable interests and financial transactions for 2012/2013 has disclosed several related party transactions. The transactions are outlined in this report

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:**                **Cr Gaetano Greco**  
**SECONDED:**        **Mr Albert Zago**

**THAT** this report on related party transactions for 2012/2013 be received and noted.

**CARRIED**

[Ms Stevens entered the meeting at 3.50pm]  
Mr Agrawal entered the meeting at 3.50pm]



## 11. PROCUREMENT POLICY

**AUTHOR:** Coordinator Procurement and Contracting – Lauren Close

**REVIEWED BY:** Director Corporate and Planning Services – Paul Crapper

**SUMMARY:**

On an annual basis Council is required to review its procurement policy and submit it to Council for approval.

The report sets out the amendments made to the previous procurement policy dated November 2012.

**CONSULTATION:**

Manager, Corporate Governance and Performance

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Gaetano Greco

**SECONDED:** Mr Albert Zago

**THAT** this report and the attached Procurement Policy be received and noted.

**CARRIED**

[Ms Stevens left the meeting at 3.56pm and did not return]

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## 12. INFORMATION TECHNOLOGY STRATEGY 2013-2016

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

Following a review by Crowe Horwath in 2012 of IT Systems/Controls, the Information Services Department commenced work on an IT Strategy. To promote the Strategy to staff, two presentations were provided in late September 2013. The draft Strategy is attached for the Committee's information.

**CONSULTATION:**

Chief Information Officer  
IT Consultant

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Mr David Ashmore  
**SECONDED:** Cr Gaetano Greco

**THAT** the attached draft 'Information Technology Strategy 2013-2016' be received and noted.

**CARRIED**

### 13. DROPBOX SECURITY AND CLOUD COMPUTING

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

At its meeting on 26 August 2013, Mr Zago raised a concern around security issues of using Dropbox for Council documents.

The attached report provides information on:

- Advantages and disadvantages of using Dropbox;
- Advantages and disadvantages of Cloud Computing; and
- Security and costs.

**CONSULTATION:**

Chief Information Officer  
IT Consultant

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Bo Li  
**SECONDED:** Mr David Ashmore

**THAT** the attached reports on 'Dropbox Security' and 'Cloud Computing' be received and noted.

**CARRIED**

[Mr Agrawal left the meeting at 4.15pm and did not return]

**14. AUDIT COMMITTEE SELF ASSESSMENT REVIEW – 2012/2013****AUTHOR:** Director Corporate and Planning Services – Paul Crapper**REVIEWED BY:** Chief Executive – Rasiah Dev**SUMMARY:**

In accordance with the Audit Committee Charter, the Committee is required to undertake an annual self assessment of its performance and make recommendations for improvement. At its meeting on 3 June 2013, the Committee endorsed the process for the self assessment for the 2012/2013 year and the questionnaire and copy of the Charter were distributed to Committee members.

This report presents a summary of the survey results including ratings, comments and suggested improvements. The Committee is required to discuss the survey results and agree on potential improvements that it will undertake to enhance its future performance.

Five responses were received and the overall rating for the Audit Committee for the 2012/2013 year is 4.4.

**CONSULTATION:**

Audit Committee

**COMMITTEE RECOMMENDATION****MOVED:** Cr Gaetano Greco**SECONDED:** Cr Bo Li

**THAT** the overall self assessment rating be noted and the recommended actions for improvement be implemented.

**CARRIED**

[Mr Daniel Freer entered the meeting at 4.20pm]

## 15. AUDIT COMMITTEE MEMBERSHIP

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

At the Council Meeting of 5 August 2013 a report was tabled by the Director Corporate and Planning Services informing Council that the positions of Mr David Ashmore and Mr Albert Zago were due to expire in December 2013 and one external member's initial term was expiring in August 2013. At that meeting Council resolved to reappoint Mr David Ashmore as a Committee member for a further one year term, expiring in December 2014 and take up the option available and reappoint Dr Bruce Carroll for a further two year term expiring in August 2015. It was further resolved that the Director Corporate and Planning Services advertise and seek expressions of interest from suitably qualified people to fill the impending vacancy on Council's Audit Committee. This information was provided to the Audit Committee at its meeting on 26 August 2013.

A Council Report was tabled at the Council Meeting on 18 November 2013. The paper recommended a preferred candidate to the position of external Audit Committee member. It also recommended that members be appointed for a three year term with an option of a further one year term.

Further discussion will be held at the Audit Committee meeting on 25 November 2013.

**CONSULTATION:**

Cr Greco  
Cr Laurence  
Chief Executive

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Bo Li  
**SECONDED:** Cr Gaetano Greco

**THAT** this report on Audit Committee membership be received and noted.

**CARRIED**

## 16. INTERNAL AUDIT REPORT – MANAGEMENT OF COUNCIL PROPERTIES LEASED TO THIRD PARTIES

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

### SUMMARY:

In accordance with Darebin City Council's Strategic Audit Plan, Crowe Horwath carried out an audit of the management of Council properties leased to third parties to assess the adequacy of Council's procedures and processes.

The objectives of the audit were to:

For Council properties which are leased to third parties (commercial and community leases), review the adequacy of the:

- Policies and procedures;
- Current lease arrangements;
- Transparency of rents for community allocated properties and commercial allocated properties;
- Returns on investment for properties let for commercial purposes; and
- Completeness of the property register.

The audit was conducted primarily by applying discussion, observation and review techniques with limited detailed testing being undertaken.

Overall, Crowe Horwath found that the current controls in place over the management of Council properties leased to third parties need to be strengthened. The audit identified 1 high, 8 medium and 2 low rated risk findings. Timeframes and action plans will be discussed at the meeting.

A table explaining the risk rating is included in the report.

### CONSULTATION:

Director Assets and Business Services  
Director Culture, Leisure and Works  
Director Corporate and Planning Services  
Chief Financial Officer  
Manager Assets and Properties  
Manager Facilities Maintenance  
Manager Leisure and Public Realm  
Manager Family and Children Services  
Manager Properties Services  
Recreation Liaison Officer

**COMMITTEE RECOMMENDATION**

**MOVED:** Cr Bo Li  
**SECONDED:** Cr Gaetano Greco

**THAT** the attached report titled *'Management of Council Properties Leased to Third Parties'* prepared by Crowe Horwath be received and noted.

**CARRIED**

[Mr Dev left the meeting during discussion of this item at 4.30pm  
Mr O'Riordan left the meeting during discussion of this item at 4.45pm  
Mr Thorne and Mr Meulblok left the meeting at 4.45pm and did not return]

## 17. INTERNAL AUDIT REPORT – KERBSIDE WASTE MANAGEMENT (LANDFILL COLLECTION) REVIEW

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

### SUMMARY:

Waste management is an area of core business and encompasses all activities and services that revolve around collecting, disposing and reducing waste. In dealing with waste management, Council uses the most effective technologies and methods available while also striving to protect environmental and public health.

In accordance with Council's annual audit plan, Crowe Horwath undertook a review of the adequacy and processes and procedures surrounding kerbside (landfill collection) waste management.

The objectives of the audit were to review the adequacy of the processes with respect to the:

- Policies and procedures regarding Council's waste management operations;
- Processes for minimisation of waste to landfill;
- Processes with respect to Council's waste collection program; and
- Key processes around bin management including bin changeover, bin stock, uncollected bins, lost bins and bin entitlement.

The audit was conducted primarily by applying discussion, observation and review techniques with limited testing being undertaken.

Crowe Horwath report that the review identified 1 high, 4 medium and 3 low rated findings for which action plans and timeframes have been agreed to by management. A table explaining the risk rating is included in the report.

### CONSULTATION:

Director Culture Leisure and Works  
Manager City Works  
Manager Environment & Natural Resources  
Coordinator Environmental Operation  
Coordinator Waste and Water Strategy  
Team Leaders – Collection Services

### COMMITTEE RECOMMENDATION

**MOVED:** Mr Albert Zago  
**SECONDED:** Cr Gaetano Greco

**THAT** the attached report titled '*Kerbside Waste Management (Landfill Collection) Review*' prepared by the internal auditors, Crowe Horwath, be received and noted.

**CARRIED**

[Mr Dev re-entered the meeting during discussion of this item at 4.47pm  
Mr O'Riordan re-entered the meeting during discussion of this item at 4.50pm]



## 18. INTERNAL AUDIT REPORT – ANNUAL AUDIT PLAN 2014

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

### SUMMARY:

In December 2011, Crowe Horwath were contracted to provide internal audit services to assist Darebin City Council with its internal controls systems, risk management and compliance activities. Next year is the third year of the three year Strategic Audit Plan and commences in January 2014.

The following projects are proposed for the 2014 year:

- Contract Management
- Customer Service
- Food Act Compliance
- IT E-commerce
- VicRoads Confidentiality
- Home and Community Care
- Rates Management
- Statutory Planning Governance and Ethical Decision Making
- Core Functions – Year 3 – Accounts Receivable, Procurement, Corporate Cards
- Post Implementation Review of the HACCC IT System - Carelink Plus
- Gifts and Donations
- Community Grants Process Review
- Councillor Expenses
- Risk Management Framework
- Follow up of Past Audit Recommendations
- Strategic Audit Plan Development

### CONSULTATION:

Chief Executive Officer  
Director Corporate and Planning Services

## COMMITTEE RECOMMENDATION

**MOVED:** Cr Bo Li  
**SECONDED:** Mr Albert Zago

### THAT

- (1) The attached report titled '*Annual Audit Plan 2014*' prepared by the internal auditors, Crowe Horwath, be received and noted.
- (2) After any changes provided by the Audit Committee, the Annual Audit Plan 2014 be endorsed.

**CARRIED**

**19. INTERNAL AUDIT REPORT – PROGRESS REPORT****AUTHOR:** Director Corporate and Planning Services – Paul Crapper**REVIEWED BY:** Chief Executive – Rasiah Dev**SUMMARY:**

The Internal Auditors, Crowe Horwath, have prepared a report to update the Audit Committee on Council's internal audit activity for the period January to December 2013. A further report will be provided for the Committee at its next meeting in March 2014.

**CONSULTATION:**

Senior Council Officers

**COMMITTEE RECOMMENDATION****MOVED:** Mr Albert Zago**SECONDED:** Mr Bo Li

**THAT** the attached report titled '*Internal Audit Progress Report – Projects from January 2013 to December 2013*' be received and noted.

**CARRIED**

*(Following completion of Item 19, the confidential item – Minister for Local Government – Action Plan Status Update, was discussed. For the record, the meeting did not close and no members/attendees left the meeting. In attendance were Crs Greco and Li, Messrs Ashmore, Zago, Dev, Crapper, Thompson and O'Riordan, Ms Jordan, Ms Valenti and Ms Schiavello.)*

**20. FINANCIAL REPORT – 4 MONTHS ENDED 31 OCTOBER 2013****AUTHOR:** Financial Accountant – Michael O’Riordan**REVIEWED BY:** Chief Financial Officer – Kerrie Jordan**SUMMARY:**

A comprehensive financial review has been undertaken for the four months ended 31 October 2013 to assess the financial performance of Council year-to-date. The outcome of the review indicates that Council has achieved a year-to-date operating surplus of \$69.4 million, which is \$1.4 million ahead of budget and capital works expenditure of \$6.3 million, which is \$1.9 million behind the budget. All material variations have been explained in the report.

**CONSULTATION:**

Managers and Co-ordinators.

**COMMITTEE RECOMMENDATION**

**MOVED:** Mr Albert Zago  
**SECONDED:** Cr Bo Li

**THAT** the contents of the “Financial Report for the four months ended 31 October 2013” included as **Appendix A** to this report be received and the year-to-date actual and budget operating and capital results be received and noted.

**CARRIED**

[Ms Valenti left the meeting during discussion of this item at 5.16pm and re-entered the meeting at 5.20pm

Cr Greco left the meeting at 5.22pm and did not return]

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## 21. FOLLOW UP OF OUTSTANDING AUDIT ACTIONS

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

A report has been prepared to update the Committee on progress made to date by Council Officers on the implementation of recommendations made in previous internal and external reports since the last Committee meeting of 26 August 2013.

**CONSULTATION:**

Senior Council Officers

<b>COMMITTEE RECOMMENDATION</b>
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**MOVED:** Mr Bo Li  
**SECONDED:** Mr Albert Zago

**THAT** the attached report titled '*Outstanding Audit Actions Status Report*' be received and noted.

**CARRIED**

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## 22. CAPITAL WORKS

**AUTHOR:** Director Culture, Leisure and Works – Daniel Freer

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

A report on capital works variance against forecast is provided to the Executive Management Team on a monthly basis. At its meeting on 8 October 2013, the Chief Executive requested that the report be provided to the Audit Committee for information at its next meeting.

**CONSULTATION:**

Executive Management Team

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Bo Li  
**SECONDED:** Mr Albert Zago

**THAT** the attached report providing information on Capital Works variance against Quarter 1 Forecast be received and noted.

**CARRIED**

**23. CAPITAL WORKS PROGRAM – OCTOBER 2013  
PERFORMANCE REPORT****AUTHOR:** Financial Accountant – Michael O’Riordan**REVIEWED BY:** Chief Financial Officer – Kerrie Jordan**SUMMARY:**

This report has been prepared to provide the Council with details regarding the achievement of the capital works program for the four months ended 31 October 2013.

Measures have been taken to increase the completion rate of the current year capital program.

**CONSULTATION:**

EMT  
Managers and Coordinators

**COMMITTEE RECOMMENDATION**

**MOVED:** Cr Bo Li  
**SECONDED:** Mr Albert Zago

**THAT** this report on the Performance Capital Works Program as at 31 October 2013 be received and noted.

**CARRIED**

[Mr Freer left the meeting at 5.25pm and did not return]

## 24. CAPITAL WORKS MULTIPLE PROJECTS PLAN

**AUTHOR:** Chief Financial Officer – Kerrie Jordan

**REVIEWED BY:** Director Corporate & Business Services – Paul Crapper

### SUMMARY:

This report was provided to the Audit Committee at its meeting on 26 August 2013 however discussion was deferred to the Committee's next meeting.

Darebin Council has traditionally budgeted for a capital project that will be completed over several years in the first year funding is required. This has resulted in capital funding being carried forward from one year to the next and unfairly distorted the completion indicator for capital works.

It is proposed for the 2014-15 budget that only one year of funding for multi-year projects is included with funding sought in future budgets.

### CONSULTATION:

Chief Executive  
Manager Major Projects, Engineering & Transport  
Manager Assets and Property  
Finance Managers, Victorian Councils

### COMMITTEE RECOMMENDATION

**MOVED:** Mr Albert Zago

**SECONDED:** Cr Bo Li

**THAT** this report detailing a new process to budget and account for multi-year capital works projects be received and noted.

**CARRIED**

*Cr Greco disclosed a conflict of interest on this item classifying the type of interest as a direct interest and the nature of the interest being that the report relates to expenditure incurred by him. Cr Greco left the meeting at 5.22pm prior to discussion of this item.*

*Cr Li disclosed a conflict of interest on this item classifying the type of interest as a direct interest and the nature of the interest being that the report relates to expenditure incurred by him. Cr Li left the meeting at 5.26pm prior to discussion of this item.*

## 25. COUNCILLOR SUPPORT AND EXPENSES REPORT

**AUTHOR:** Manager Corporate Governance and Performance – Jacinta Stevens

**REVIEWED BY:** Director Corporate and Planning Services – Paul Crapper

### SUMMARY:

This report provides the summary of expenses and reimbursements made by Councillors for the period 1 July 2013 to 30 September 2013.

### COMMITTEE RECOMMENDATION

#### THAT:

- (1) The report be noted; and
- (2) Note the actions of Council to increase its accountability by placing details of Councillor expenses on Council's web page.

**CARRIED**

[Cr Li re-entered the meeting at conclusion of discussion of Item 25 at 5.28pm]



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## 26. CALENDAR OF EVENTS

**AUTHOR:** Director Corporate and Planning Services – Paul Crapper

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

The Audit Committee has requested an update on the high level reports expected to be tabled at future meetings. A table has been prepared which shows the proposed reports for the next four meetings during the 2014 year.

**CONSULTATION:**

Senior Council Officers  
Crowe Horwath

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**THAT** this report outlining the Calendar of Events for the next four Audit Committee meetings during the 2014 calendar year be received and noted.

**MOVED:** Mr David Ashmore

**SECONDED:** Cr Bo Li

**CARRIED**

## 27. OTHER BUSINESS

### 27.1 A NOTE OF APPRECIATION

Earlier in the meeting Mr Zago was thanked for his commitment to the Audit Committee over the past several years.

## 28. NEXT MEETING/S

The following 2014 meeting dates and times were confirmed. Calendar appointments will be sent to Audit Committee members and attendees.

Monday, 3 March 2014 – 2.30-5.30pm  
Monday, 2 June 2014 – 2.30-5.30pm  
Monday, 25 August 2014 – 2.00-5.00pm  
Monday, 24 November – 2.30-5.30pm

## 29. IN CAMERA DISCUSSION

No further in camera discussion was held.

## 30. CONSIDERATION OF ITEM CONSIDERED CONFIDENTIAL

**MOVED:** Cr Gaetano Greco  
**SECONDED:** Cr Bo Li

**That** in accordance with section 89 (2) of the Local Government Act 1989, the Audit Committee resolves to consider the following confidential item as it relates to a contractual matter:

30.1 Minister for Local Government – Action Plan Status Update.

**30.1 MINISTER FOR LOCAL GOVERNMENT – ACTION PLAN STATUS  
UPDATE**

**AUTHOR:** Manager Corporate Governance and Performance – Jacinta Stevens

**REVIEWED BY:** Director Corporate and Planning Services – Paul Crapper

**SUMMARY:**

On 17 September 2013, the Minister for Local Government wrote to Council in relation to a range of actions and processes to be implemented.

This report tabled at Council on Monday 18 November 2013 provides an action plan status update.

**CONSULTATION:**

Chief Executive  
Councillors

**COMMITTEE RECOMMENDATION**

**MOVED:** Cr Gaetano Greco  
**SECONDED:** Cr Bo Li

**THAT:**

- (1) The report be received and noted;
- (2) The Minister to note that the Audit Committee will oversee the ten point action plan commencing 25 November 2013;
- (3) A quarterly progress report on the Minister's 10 Point Action Plan will become a standing item on the Audit Committee Agenda for the 2014 year; and
- (4) The Audit Committee will be guided by Council as to what additional work is required.

**CARRIED**

**31. CLOSE OF MEETING**

The meeting closed at 5.32pm.