

# **SHIRE OF KOJONUP**



## **Audit Committee Minutes**

*16<sup>th</sup> September 2014*

**SHIRE OF KOJONUP****MINUTES FOR THE AUDIT COMMITTEE MEETING  
HELD ON 16<sup>th</sup> SEPTEMBER 2014****TABLE OF CONTENTS**

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## MINUTES

### 1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Presiding Member declared the meeting opened at 9:08am and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points.

### 2 **ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

#### **Members**

Mr D Prasser-Jones	Presiding Member
Cr Jane Trethowan	
Cr John Benn	
Cr Ian Pedler	
Cr Ned Radford	

#### **Ex Officio**

Mr Anthony Middleton	Manager of Corporate Services
Mrs Heather Marland	Senior Finance Officer

Cr Jill Mathwin	Observer
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#### **APOLOGIES**

Nil

### 3 **PUBLIC QUESTION TIME**

Nil

### 4 **SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

### 5 **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6 CONFIRMATION OF MINUTES**

AUDIT COMMITTEE MEETING held 11<sup>th</sup> February 2014

**COMMITTEE DECISION**

**A36/14 Moved Cr Benn, seconded Cr Trethowan that the Minutes of the Audit Committee Meeting held on 11<sup>th</sup> February 2014 with the amendment of adding an additional Dot Point to Item 8 on Page 5 stating “inclusion of additional community members onto the Audit Committee” be confirmed as a true record.**

**CARRIED 5/0**

**7 DECLARATIONS OF INTEREST**

Nil

## **8 GOVERNANCE CALENDAR**

It is recommended that the new membership and format of the Audit Committee will meet four times per year, once each quarter.

Dates of the meetings may vary depending on availability of information such as the Audit Report.

It is proposed that the meetings for each quarter will contain the following (**list to be expanded at the suggestion of members**):

### **1<sup>st</sup> Quarter (January – March)**

- Committee Status Report
- Compliance Audit Return
- Review of Risk Registers

### **2<sup>nd</sup> Quarter (April – June)**

- Committee Status Report
- Review of Risk Registers
- Fees & Charges Review

### **3<sup>rd</sup> Quarter (July – September)**

- Committee Status Report
- Interim Audit Report
- Financial Management Review (each 4 years – 2014, 2018...)
- Review of Risk Registers

### **4<sup>th</sup> Quarter (October – December)**

- Committee Status Report
- Audit Report & Management Letter
- Annual Financial Report
- Annual Report
- Risk, Legal Compliance & Internal Controls review (each 2 years – 2014, 2016...)
- Review of Risk Registers

### **Committee Discussions:**

It was resolved to add the Shire's Governance Calendar to the next Audit Committee Meeting Agenda.

Future Audit Committee Meetings are to be scheduled as part of the first briefing sessions in February, May, August & November commencing at 9:30am.

## **9 REPORTS**

### **9.1 COMMITTEE STATUS REPORT**

Following this first initial meeting of the Audit Committee in the new format, a status report will be a regular agenda item to provide feedback to members on issues raised in previous meetings.

For example, this status report at the next committee meeting will include the three items contained within the Interim Audit Report (item 9.3) and an update on what Shire staff have undertaken to implement them.

#### Committee Discussion:

This item was explained by the Manager of Corporate Services and the Committee discussed it briefly.

### **9.2 FINANCIAL MANAGEMENT REVIEW (FMR)**

Local Government (Financial Management) Regulation 5(2)(c) requires the Chief Executive Officer to:

‘undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.’

This FMR has been overdue for some time and UHY Haines Norton have been engaged to undertake this review. It is anticipated that this will be undertaken in November and will provide a very good assessment of our current systems and processes and areas for improvement. This FMR will be presented to the Audit Committee at its 4<sup>th</sup> Quarter Meeting prior to presentation to the Council.

#### Committee Discussion:

This item was explained by the Manager of Corporate Services and the Committee discussed it briefly.

### **9.3 INTERIM AUDIT REPORT**

The interim audit was performed on 8 & 9 August 2014. The following pages are the correspondence received from our auditors in relation to the interim audit. The Manager of Corporate Services will update the Committee on each of the three items raised.

#### **COMMITTEE DECISION**

**A37/14 Moved Cr Trethowan, seconded Cr Benn that it be recommended to the Council that Fuel Cards be considered whilst compiling the credit card policy.**

**CARRIED 5/0**

01 SEP 2014

TAUDIT/SHKojonup/2014/KOInterimML/pg



28 August 2014

Mr. Rick Mitchell-Collins  
Chief Executive Officer  
Shire of Kojonup  
PO Box 163  
KOJONUP WA 6395

IFM17522  
SHIRE OF KOJONUP  
FM.AUD.2

FILE				
GEO	EC or HC	NFA	MCS	AMCS
RGR	SFO	WM	CDPO	PB
NASM	SHM	PLAN		

Dear Rick

#### Interim/Planning Audit for the year ended 30 June 2014

We confirm having conducted our interim/planning audit in July 2014 and concluded on Thursday 10 July 2014. This report is for the purpose of providing feedback to Council.

Interim/planning audit testing assesses risk and checks control systems and data entry procedures. This is an essential process confirming ultimate reliance on financial reports.

Prior to reporting findings we remind council and management of the nature of audit tests conducted. The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered.

In addition, there are inherent limitations in any audit, and these include the use of testing, collusion and the fact that the most audit evidence is persuasive rather than conclusive. As a result, our audit provides reasonable - not absolute - assurance that the financial systems of the Shire are functioning reliably.

The following systems were reviewed during our visit; *bank reconciliations, payroll, receipts systems, payments systems, revenue systems, rates, debtors & creditors subsidiary, plant operation costs and private works overheads.*

We now provide feedback as follows:

#### **Bank Reconciliations**

Bank reconciliations are performed on a monthly basis. All required reports are being retained on file.

**Payments System**

Our testing confirmed controls over payments made are adequate. The payment system clearly evidences adherence to the appropriate internal control practices.

**Receipts System**

Our testing confirmed the appropriate audit trails exist for receipts and we are satisfied that the receipt system clearly evidences adherence to the appropriate internal control practices.

**Payroll**

Our testing confirmed the appropriate audit trails existing for the payroll system and we are satisfied that it clearly evidences adherence to the appropriate internal control practices.

**Rates, Debtors & Creditors Subsidiary Ledgers**

Our testing of rates, debtors and creditors subsidiary ledgers confirmed the appropriate subsidiary ledger reconciliations to general ledger are being generated and reviewed.

Exceptions to the above and additional observations are noted in the attached table.

We would like to thank Anthony, Heather, Brodie and Rob for their co-operation through out the audit.

Should you have any matters you would like to discuss please do not hesitate to contact Paul Gilbert, Chris Martain or myself.

Kind Regards



Russell Harrison  
PARTNER

Enc.



**SHIRE OF KOJONUP  
INTERIM AUDIT OBSERVATIONS AND COMMENTS SCHEDULE  
FOR THE YEAR ENDED 30 JUNE 2014**

Matter	Present Procedure	Recommendation	CEO Comments
General Journals	<p>General journal entry posting is an area of high audit risk. Adjustments can be made which are not otherwise the subject of existing internal controls. We noted that general journal entries are prepared and filed with supporting documents, however, the hard copy is not signed by the originating responsible person, or by another as evidence of review.</p>	<p>In order to establish industry best practice we recommend that a hard copy journal of general ledger entries be signed by the originating responsible person and another as evidence of review.</p>	<p>Agreed – Process will be implemented where Manager Corporate Services signs off all journals.</p>
Credit Card Policy	<p>We are pleased to note that Council has a Policy in relation to Council Purchasing and Creditor Control. However, we recommend that an additional policy in relation to the use of Council Corporate Credit Cards be implemented.</p>	<p>We consider that the policy should contain specifics about the limitation of use and be specific about the prohibition of items of a personal or private nature. The policy would be further enhanced by obtaining a declaration from cardholders that they acknowledge their responsibilities under the policy, including limiting expenses incurred to bona fide council business and for the safekeeping of the credit card.</p>	<p>Agreed – This policy will be presented to the September 2014 Council meeting prior to any additional credit cards be created.</p>
Bank Reconciliations	<p>We are pleased to report that bank reconciliations are prepared and reviewed monthly. However, we note that the reconciliations contain general ledger adjustments, usually for reserve interest and Springhaven bonds.</p>	<p>We recommend that the general ledger adjustments be made (dated) at month end by general journal. The journal adjustments should be made as part of the reconciliation process, but before the reconciliation is finalized.</p>	<p>Agreed!</p>

#### 9.4 RISK REGISTERS

The Risk Management Plan and associated risk registers is being presented to the Council on 16 September 2014 for consideration. Following the adoption of these items, the Audit Committee will consider the major risks in each area, and progress made towards minimising them, every quarter. Areas of concern can then be reported to the Council, through the Committee.

The four risk registers are attached for the information and feedback of committee members.

Committee Discussion:

Item was explained by the Manager of Corporate Services and the Committee discussed it briefly.

Shire of Kojonup Risk Register  
Strategic Risks – Council

Identified risk	Impact	Existing Controls	Assessment of Controls (adequacy to improve)	Consequence	Risk Rating	Risk Strategy	Risk Owner	Review date	Key Treatments	Timeline
1. Insufficient resources, personnel with incorrect skill sets	Inability to attract and retain capable staff to support and deliver the agreed levels of service, errors, breaches	Local Govt Act, EEO Plans, Code of Conduct, Awards, EPA, work/life balance policy, working from home policy, community skill set register, resource sharing, workforce plan	Opportunity to improve	4	A	Reduce	CEO	July annually	Employment flexibility, induction policy, HR policy, recruitment strategy, retention bonus, housing, traineeships, Job fit and re-design of existing staff	October 2014
2. Grant funding dependency, inability to match grants, timeliness multiple grants	Missed opportunities, unfinished projects, reduction in level of services, inability to meet SCP, loss of future grant funding	Budgetary process, LTFP, risk management processes, community awareness of budgetary constraints,	Opportunity to improve	5	B	Reduce	SMIT	August annually	Update grant register, SMIT to match grants to business planning processes and LTFP, robust budgeting process, org chart to reflect responsible staff for grant management	August annually
3. Whistle of life costs, uncompleted works, mismanagement, safety issues	Social, economic and environmental issue	Asset management plan, 10 yr LTFP, valuations, building maintenance program, asset management condition and rating training, master planning rigorous budgetary processes	Opportunity to improve	4	B	Reduce	SMIT	October 2014	Whistle of life costing included in LTFP/budgets, capital works programs, planning constraints, ensure grant funding applied for	December 2014
4. Cost inflation – aged care, etc	Increase in financial support, unable to meet budget, rates increase, closure of facilities, negative impact on reputation	Regular community discussions, business breakfasts	Opportunity to improve	5	B	Reduce	MCS	March 2015	Capital budgeting, review funding models, reduce/review ownership of facilities and go back to core business – Q&A's in Koj News	June 2015
5. Indirect costs of having no economic development plan	Reduction in rates with cheap costing	Regular community discussions, business breakfasts	Opportunity to improve	4	B	Reduce	CEO	2015/16	Complete economic development plan after outcomes of CSBC, Business/Job policy, VRCC strategic plan	2015/16
6. Lack of policies and procedures	Disengagement of staff	Some policies and procedures in place	Opportunity to improve	4	C	Reduce	SMIT	Monthly	Update policies and prepare a procedure manual	June 2015
7. Not engaging with youth – community disengagement/loss	Loss potential skills, reduction in safe community	Discussions re partnerships with high school	Opportunity to improve	3	C	Reduce	CEO	March 2015	Youth policy, youth Council, Recruitment strategy, traineeships, job sharing with school staff, engaging with local schools – FT – Curtin university	June 2015
8. IT skills	Compromising of the integrity of data and information, financial loss	Training courses	Opportunity to improve	3	C	Reduce	MCS	October annually	Further training of all staff in Microsoft products and Synchro, resource sharing with VRCC partners, partnerships with local education facilities and external facilities	October 2014
9. Visual impact – illegal dumping, illegal signage, reputational damage, loss of local pride	Reduction in tourism, reputational damage, loss of local pride	Main Street Master plan	Opportunity to improve	3	C	Reduce	SMIT	2015/16	Tourism and economic development policies, implement streetlighting, signage, Chamber of Commerce, community engagement	2015/16
10. Housing/rental availability	Inability to attract and retain capable staff to support and deliver the agreed levels of service, Financial loss, no co-ordination	Planning scheme, release of land for subdivision	Adequate	4	B	Reduce	CEO	April/May 2015	Subdivision of new land, completion of new CEO house, headworks, drainage	April/May 2015
11. Integrated approach to strategies	Impact on budget	Strategic Community plan, Asset Management Plan, Workforce Plan, Long Term Financial Plan, Corporate Business Plan, Risk Management Plan	Adequate	4	B	Reduce	SMIT	December 2014	Continual review and reference to plan	June 2015
12. WANDRRA recognition	Impact on budget	Ensure paperwork completed and lodged asap	Adequate	3	C	Reduce	MCS	September 2014	Prioritise obtaining valuations of damage and submitting to WANDRRA	December 2014
13. Drainage	Social, economic and environmental issue	Asset management plan, 10 yr LTFP	Opportunity to improve	3	B	Reduce	MWS	December 2014	Audit undertaken and priorities listed	2015/16
14. Town planning pressures	Lack of growth	Asset management plan, asset management plan, subdivision of land to promote growth and retain services, budget	Opportunity to improve	3	B	Reduce	SMIT	March 2015	Review and understand Town Planning policies and Scheme	2015/16
15. Facilities training for WOODS education – Depleting labour pool	Inability to attract and retain capable staff to support and deliver the agreed levels of service	Local Govt Act, EEO Plans, Code of Conduct, Awards, EPA, work/life balance policy, working from home policy, community skill set register, resource sharing, work closely with schools	Opportunity to improve	4	A	Reduce	CEO	July annually	Employment flexibility, induction policy, HR policy, recruitment strategy, education partnerships, youth policies, NBN, community engagement	October 2014

Shire of Kojonup Risk Register  
Operational Risks - Dugart

Item	Control Measure	Impact	Existing Controls	Assessment of Controls (Opportunity to Improve)	Consequence	Likelihood	Risk Rating	Risk (Strategy/Action)	Risk Owner	Risk Review Date	Risk Treatment	Due Date
1	Lack of skills	Can't complete works program	Training on the job, traineeships, external providers	Adequate	3	A	E	Reduce	SMT		Collaborate with TAFE and other skill base providers	
2	No procedures for accidents, etc	Deaths, various injury	Contract Craft	Opportunity to improve	4	A	E	Avoid	SMT		Procedures to draft	
3	Traffic control	Deaths/serious injury	Training and only employ qualified staff	Adequate	3	A	E	Avoid	SMT		Training held every 3 yrs	
4	Weather extremes	Injury	Shut down, water, etc	Opportunity to improve	3	A	E	Avoid	SMT		Procedures for working in extreme weather	
5	Inefficient resources	Can't complete works program	None	Opportunity to improve	4	A	H	Avoid	SMT		Casual staff regular/resource share	
6	EBA	No staff	Consultation/negotiation	Adequate	3	A	E	Reduce	SMT		Consultation/negotiation	
7	Policy re cleaning public toilets	Injury	None	Opportunity to improve	4	A	E	Reduce	SMT		Policy re working on own	
8	Dog control policy	Injury	None	Opportunity to improve	4	A	E	Reduce	SMT		Policy and equipment required	
9	Skin cancer policy	Cancer	None	Opportunity to improve	4	A	E	Reduce	SMT		Policy plus notices displayed re sunscreen etc	
10	Breakdowns of machinery, etc	Delays in works program	Mechanic on duty	Adequate	3	A	E	Reduce	MWS		Checklists in place	
11	Regulatory requirements	Less time to complete works	None	Adequate	4	B	E	Reduce	SMT		Compliance require to suit into duties	
12	Cost of byproducts	Delays in works program	Mechanic on duty	Adequate	3	A	E	Reduce	MWS		Checklists in place	
13	Injuries	Delays in works program	None	Opportunity to improve	3	A	E	Reduce	MWS		Casual staff regular/resource share	
14	Theft	Financial loss	Park equipment w/ farm bags, alarms, water lighting	Adequate	3	A	E	Avoid	SMT		Security cameras	
15	Litigation – lack of policies/procedures	Litigation, financial cost	Lack of communications, no controls	Opportunity to improve	5	A	E	Reduce	SMT		Improved comms, Comms policy, employee manual	
16	Part timers – lack of communication, induction, support, training, etc	Disengagement of staff	Lack of communication	Opportunity to improve	5	A	E	Reduce	SMT		Improved comms, Comms policy	
17	Emergency call team	No staff available	None	Opportunity to improve	5	A	E	Avoid	SMT		Call out roster to do	
18	Network failure – communications during working in remote areas and above	Injury/death	None	Opportunity to improve	4	A	E	Reduce	SMT		Policy required	
19	Reporting of incidents	Financial loss	Incident report form	Adequate	3	B	H	Avoid	MWS		Also importance of completion of forms etc	
20	Blackspots	Injury	None	Opportunity to improve	3	A	E	Reduce	SMT		Policy required	
21	No feedback for TAFE 3, sheets	Disengagement	None	Opportunity to improve	4	A	H	Reduce	SMT		A monthly report to school meetings	
22	Dust	Illness	Dust masks	Adequate	4	B	H	Reduce	SMT		Policy required	
23	Project bags, etc – first aid post.	Fitness	None	Opportunity to improve	3	B	H	Reduce	SMT		Office holder in budget to be purchased	

Shire of Kojonup Risk Register  
Operational Risk – Office

Item #	Risk	Impact	Existing Controls	Assessment of Current Controls (Likelihood x Consequence)	Current Risk Rating	Risk Strategy (Level of Control)	Risk Owner	Risk Review	Risk Treatment	Treatment Due Date
1	DH&S policy	Litigation,	Policy Manual, CH&S committee	Opportunity to improve	4	C	MCRS		Employee manual, purchase DH&S manual	
2	System failure – no bus continuity plan	Business ceases, and litigation possible, Grants not acquired on time, overtime pays, cost of accrued leave, High levels absenteeism	Offsite storage of back ups, work from sporting complex, town hall, etc	Opportunity to improve	5	E	MCS		Business Continuity Plan, Disaster planning/staff training	
3	Lack of staff	Jobs not completed	Increase in budget for new staff	Opportunity to improve	3	A	SMT		increase budget for wages, resource sharing/VMO, working from home, HR Manager, Governance calendar input for acquittal date	
4	Being reactive not proactive	Never completing projects	Better planning	Opportunity to improve	2	A	SMT		Employment of new staff	
5	Sexual harassment/bullying	Litigation, low staff morale	None	Opportunity to improve	5	C	SMT		Education, training, policy, HR Manager	
6	Inefficiencies due to old equipment/facilities	Loss of productivity	Budget allocations	Opportunity to improve	2	A	MCRS		IT upgrade in budget	
7	Buildings (- heritage bids) - ongoing maintenance, not fit for purpose, insurance risk, aging buildings, subsidence - increased p/f risk	Litigation, loss of infrastructure	Budget provision, LTFP, Asset maintenance planning with dedicated employee	Opportunity to improve	4	A	MCRS		Dedicated grants officer	
8	State and federal funding cuts	Projects can't be completed/services diminish	Increase staff - budgeted	Opportunity to improve	4	C	SMT		Lobbying local ministers	
9	Lack of motivation	Loss of productivity	increase staff - budgeted	Opportunity to improve	3	C	SMT		Employee manual, support services, Performance Appraisal, Team building across organisation	
10	Lack of some staff to use IT systems	Team morale	Training at staff meetings	Opportunity to improve	2	B	SMT		More accountability by management	
11	Volume of emails – loss productivity	Less productivity,	Practice set for response times to internal emails and external emails	Opportunity to improve	2	A	SMT		Reduce emails and get up from desk and talk to colleagues where possible	
12	Breach of ethical standards	Reputation	Code of Conduct, printed on payroll forms	Opportunity to improve	4	D	SMT		Employee manual	



Shire of Kojonup Risk Register  
Operational Risk – Office

Identified Risk	Impact	Existing Controls	Assessment of Current Controls (Adverse, Neutral, Opportunity to Improve)	Current Rating	Controlled	Residual Risk Rating	Risk Strategy (Level of Control)	Risk Owner	Risk Review	Risk Treatment	Treatment Due Date
13	DSI risk of working in community, lifting the animals, disgruntled public, affected by substance abuse.	Litigation by and to staff, injury.	Trained expert staff, purchase of vehicle for purpose, Police support	Opportunity to improve	4	0	Reduce	SMT		Procedure for Rangers to cover risk areas, flagging ratelayers in system as a risk.	
14	Industry shortage of staff-qualified staff	Unable to provide service	Meerooning existing staff where possible	Opportunity to improve	3	C	Reduce	SMT		Train internally	
15	Staff working alone – and after hours	Litigation by and to staff, injury		Opportunity to improve	4	A	Reduce	SMT		Investigate app for phones to seek help, policy to be developed, Scenario training	
16	Armed hold-up-front counter	Injury to staff	Doors locked to access internal offices	Opportunity to improve	5	D	Reduce	SMT		Education of Councilors with budgets	
17	Councils desire to construct new rather than addressing existing assets	Lack of funds for other major activities	Educating Councilors on budgetary constraints	Opportunity to improve	5	A	Reduce	SMT			

Shire of Kojonup Risk Register  
Operational Risks - Springhaven

Number	Perceived Risk	Impact	Existing Controls	Assessment of Controls (Opportunity to Improve)	Consequence	Likelihood	Risk Rating	Risk (Asset, Strategy, Priority)	Risk Owner	Risk Review Date	Risk Treatment	Due Date
1	Staff working alone and security	Staff and patients, safety of care	Care alert procedure for staff, doors alarmed to prevent unauthorised access/incident leaving, etc.	Opportunity to improve	5	A	E	Reduce	SN		Policy reviewed, alarm on residents rooms doors or automatic locks on all doors.	
2	Workforce retiring/leaving on long heavy lifting/lifts	Accidents, sick leave	Policy and procedures in place, manual handling training annually	Adequate	5	C	E	Reduce	SN		Reminder of policy at regular staff meetings	
3	Lack of grant funding/new funding arrangements	Lack of operational funding – increased support by Shire	None	Opportunity to improve	5	A	E	Do Nothing	SN		Research cost of each resident to establish cost of operations v income from residents	
4	Closure of facility/acceleration	Nowhere for residents to live and would need to go out of town	None	Opportunity to improve	5	C	E	Reduce	SN		Resident to establish cost of operations v income from residents	
5	IT reliability/min structure	System failure, no back up, emails not rec'd, lack online education-computer access	None	Opportunity to improve	5	B	E	Reduce	SN/DMAT		If review to occur in 2014/15 and funding to complete in the budget	
6	Slip hazards/patient falls	Risk to patients	Policy and procedure in place to identify hazards, incident forms with checklist to ensure compliance with procedures completed	Adequate	4	E	H	Reduce	SN		Reminder of policy at regular staff meetings	
7	Food safety	Food poisoning	Policies and procedures in place, regular audits, regular training in food safety	Adequate	5	C	E	Reduce	SN		Continued training for all kitchen staff	
8	Medication management/errors	Death	All staff have to be medication competent, check for medication errors daily and staff counselled on any errors, continued errors, staff must re train	Adequate	5	D	E	Reduce	SN		Computerised system for administration of medication	
9	Failure to report incidents	Death/Injury	None – relying on staff to do so – orientation checklist signed off by staff when commencing	Adequate	5	D	E	Reduce	SN		Continual monitoring, briefing at staff meetings to remind, Policy document to prepare for appraisal performance at staff, performance appraisals reminders, PD's applied to include requirements	
10	Resident going missing/wandering	Residents leave facility – concern for health	If resident leaves facility without notice then would need to leave the facility, as not a locked facility	Opportunity to improve	5	C	E	Reduce	SN		Sign in/sign out register, include procedure in residents handbook/contract on entry	
11	Elder abuse	Death/Injury/Injury/loss of licence	Mandatory training on reporting elder abuse and staff training to identify, monitoring of residents for unexplained bruising or marks	Adequate	5	D	E	Reduce	SN		Continual monitoring and reminder at staff meetings	

**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS**

(of an urgent nature, introduced by a decision of the meeting).

Committee Discussion

*Committee Attendance:*

It was discussed that Ex-Officio be removed in the attendance list.

*Committee Membership:*

Would like to discuss the possibility of a sixth member being on the committee, with nominations to be called from the community.

**12 NEXT MEETING**

Tuesday 4<sup>th</sup> November 2014 at 9:30am

**13 CLOSURE**

There being no further business to discuss, the Presiding Member, thanked the members for their attendance and declared the meeting closed at 10:40am.

**14 ATTACHMENTS (SEPARATE)**

Nil

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date