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Minutes of the Audit Committee Meeting of the Yorke Peninsula Council

held on Wednesday 7th June 2017,
in the Council Chambers
57 Main Street Minlaton commencing at 3.00pm
(Subject to confirmation)

ITEM 1 WELCOME

Mr Peter Brass welcomed everyone to the meeting and declared the meeting open at 3.03pm.

PRESENT

Independent Members Peter Brass and Rob Reiman, Councillors Scott Hoyle and John Rich.

APOLOGIES

Councillor Tania Stock
CEO Andrew Cameron
Michael McCauley

IN ATTENDANCE

Mayor Ray Agnew	
David Harding	Director Corporate and Community Services
Trevor Graham	Director Assets and Infrastructure
Sid Jain	Manager Financial Services
Bobbi Pertini	Manager People and Culture
Amanda Pitt	Business Improvement Officer
Chelly Litster	Business Improvement Officer
Chloe Brown	Accountant - Financial Management
Daniel Griffin	Accountant - Financial Operations
Rachel Rich	Minute Secretary

MINUTES OF THE PREVIOUS MEETING

Rob Reiman moved **Cr Hoyle seconded**

That the minutes of the Audit Committee meeting held on 8th March 2017, be confirmed as a true record.

CARRIED 009/2017 (7/06/2017)

CONFLICT OF INTEREST

The Chairperson reminded all members of the requirement to disclose any conflict of interest and provide full and accurate details of the relevant interest to the Audit Committee prior to consideration of that item on the Agenda. No conflicts were disclosed by the Committee members.

Cr Scott Hoyle declared a perceived conflict of interest on Item 2 report 6 Internal Audit Activity Report, attachment 3 spot check on minor equipment purchasing.

ITEM 2 REPORTS

1. AUDIT COMMITTEE WORK PLAN 2017

Mr David Harding spoke to the report and answered questions from the Committee.

Mr Brass queried the two items that have been deferred, Risk Maturity Plan and Business Continuity Plan. Mrs Roxanne White advised that the Risk Maturity Plan will be scheduled before December 2017.

Mr Harding took a question on notice from Mr Reiman in regards to policy reviews.

Mr Brass wanted it noted that individual assessments are not to be added to the report that goes to Council for the Audit Committee Self- Assessment.

Cr Rich moved

Cr Hoyle seconded

That the Audit Committee endorse the revised 2017 Audit Committee Work Plan.

CARRIED 010/2017 (7/06/2017)

2. 2016/2017 MARCH QUARTERLY BUDGET REVIEW

Mr David Harding spoke to the report commending the Budget Managers and the Finance Team on their thorough review and answered questions from the Committee.

Cr Rich moved

Rob Reiman seconded

That the Audit Committee receive the Council endorsed 2016/2017 March Budget Review changes as presented.

CARRIED 011/2017 (7/06/2017)

3. DRAFT 2017/2018 ANNUAL BUSINESS PLAN, BUDGET, FEES & CHARGES

Mr David Harding spoke to the report and answered questions from the Committee. Observation from Mr Reiman on linking the Annual Business Plan to the Strategic Management Plan facilitating measurable outcomes. Mr Harding took the suggestion on notice.

Mr Brass queried the updates on the Annual Business Plan and asked if the term "Rate Burden" could be replaced with something less negative. Suggestion taken on notice by Mr Harding.

Cr Hoyle moved

Rob Reiman seconded

That the Audit Committee receive and note the draft 2017/2018 Annual Business Plan, Budget, Fees and Charges report as presented.

CARRIED 0012/2017 (7/06/2017)

4. ASSET MANAGEMENT UPDATE

Mr Trevor Graham spoke to the report and answered questions from the Committee.

Cr Hoyle moved Rob Reiman seconded

That the Audit Committee receive the report.

CARRIED 013/2017 (7/06/2017)

5. RISK MANAGEMENT UPDATE

Mrs Roxanne White spoke to the report and answered questions from the Committee. Discussion ensued around the Strategic Risk Register, the Strategic Framework and the need for Cyber Security Reports. A suggestion was offered to review other Councils risk registers and profile information for future improvements.

Rob Reiman moved Cr Rich seconded

That the Audit Committee receives and notes the report.

CARRIED 014/2017 (7/06/2017)

3.53pm Cr Hoyle left the Chamber due to perceived conflict of interest.

6. INTERNAL AUDIT ACTIVITY REPORT TO MAY 2017

Mrs Amanda Pitt spoke to the report and answered questions from the Committee.

3.56pm Cr Hoyle returned to the Chamber and re-joined the meeting.

Cr Rich moved Rob Reiman seconded

That the Audit Committee receives and notes the report.

CARRIED 015/2017 (7/06/2017)

7. PROCUREMENT ACTION PLAN

Mrs Amanda Pitt spoke to the report and answered questions from the Committee.

Rob Reiman moved Cr Hoyle seconded

That the Audit Committee receives and notes the report.

CARRIED 016/2017 (7/06/2017)

ITEM 3 GENERAL BUSINESS

- 3.1** Mr Peter Brass enquired if the process to record related party disclosures in the 2017 financial accounts is progressing. Mr Sid Jain indicated that this is progressing and ongoing discussion with the external auditors will ensure disclosure requirements are included in the 2017 financial accounts .
- 3.2** Cr Rich will be applying for leave of absence from 10th August 2017 to the 4th October 2017.

ITEM 4 NEXT MEETING

Wednesday 25th August 2017 3.00pm

ITEM 5 CLOSURE

The Meeting Closed at 4.06pm

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Mr Peter Brass