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Minutes of the Audit Committee Meeting of the Yorke Peninsula Council

held on Wednesday 13th September 2017,
in the Council Chambers
57 Main Street Minlaton commencing at 12.30pm
(Subject to confirmation)

ITEM 1 WELCOME

Mr Peter Brass welcomed everyone to the meeting and declared the meeting open at 12.30pm.

PRESENT

Independent Members Peter Brass, Rob Reiman and Councillor Scott Hoyle.

APOLOGIES

Cr Tania Stock

LEAVE OF ABSENCE

Cr John Rich

IN ATTENDANCE

Mayor Ray Agnew

Andrew Cameron

David Harding

Trevor Graham

Sid Jain

Michael McCauley

Amanda Pitt

Roxanne White

Rachel Rich

Chief Executive Officer

Director Corporate and Community Services

Director Assets and Infrastructure

Manager Financial Services

Manager Assets

Business Improvement Officer

Risk Management Officer

Minute Secretary

MINUTES OF THE PREVIOUS MEETING

Rob Reiman moved

Cr Hoyle seconded

That the minutes of the Audit Committee meeting held on 7th June 2017, be confirmed as a true record.

CARRIED 016/2017 (13/09/2017)

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.

ITEM 2 REPORTS

1. AUDIT COMMITTEE WORK PLAN 2017

Mr Sid Jain spoke to the report and answered questions from the Committee. Mr Peter Brass noted the provision of External Audit Services is currently out to tender until Friday 29th September 2017 and the results will be presented for Audit Committee endorsement at the October meeting.

Cr Hoyle moved Rob Reiman seconded

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

CARRIED 017/2017 (13/09/2017)

2. EXTERNAL AUDIT MANAGEMENT REPORT 2016/2017

Mr Sid Jain spoke to the report and answered questions from the Committee.

Cr Hoyle moved Rob Reiman seconded

That the External Audit Management report for 2016/2017 from Dean Newbery and Partners Chartered Accountants be received and noted by the Audit Committee.

CARRIED 018/2017 (13/09/2017)

3. RELATED PARTY DISCLOSURES

Mr Sid Jain spoke to the report and answered questions from the Committee. It was explained that a policy for related party disclosures will be developed in the future for review by the Audit Committee.

Rob Reiman moved Cr Hoyle seconded

That the Audit Committee receive and note the report.

CARRIED 019/2017 (13/09/2017)

4. TREASURY MANAGEMENT PERFORMANCE 2016/2017

Mr Sid Jain spoke to the report and answered questions from the Committee.

Cr Hoyle moved Rob Reiman seconded

That the Audit Committee receive and note the report.

CARRIED 020/2017 (13/09/2017)

5. BALANCE DATE EXTERNAL AUDIT ATTENDANCE 2016/2017

Mr Sid Jain spoke to the report and answered questions from the Committee. Advised External Auditors will be on site 19th and 20th September 2017.

Rob Reiman moved Cr Hoyle seconded

That the Audit Committee receives and notes the report.

CARRIED 021/2017 (13/09/2017)

6. PO139 TREASURY MANAGEMENT POLICY REVIEW

Mr Sid Jain spoke to the report and answered questions from the Committee. Mr Peter Brass queried the time lines on which the policy is reviewed. It was suggested review every 2 years.

Cr Hoyle moved **Rob Reiman seconded**

That the Audit Committee endorse the changes to the PO139 Treasury Management Policy subject to the change on review times and recommend to Council that the changes be adopted.

CARRIED 022/2017 (13/09/2017)

7. PO060 RATES RELIEF POLICY REVIEW

Mr Sid Jain spoke to the report and answered questions from the Committee. Mr Rob Reiman queried the annual review of the policy and is it necessary. Discussion ensued around best option for the review and the question taken on notice to consider for the next review.

Rob Reiman moved **Cr Hoyle seconded**

That the Audit Committee receives and notes the report.

CARRIED 023/2017 (13/09/2017)

8. PO161 PRUDENTIAL MANAGEMENT POLICY REVIEW

Mr Sid Jain spoke to the report and answered questions from the Committee.

Cr Hoyle moved **Rob Reiman seconded**

That the Audit Committee endorse the PO161 Prudential Management Policy and recommend to Council that the policy be adopted.

CARRIED 024/2017 (13/09/2017)

9. PO084 CORPORATE PURCHASE CARD POLICY REVIEW

Mr Sid Jain spoke to the report and answered questions from the Committee. Mr Peter Brass enquired if Corporate cards have pay wave authorisation and procedure for lost/stolen cards. It was noted a procedure is in place for staff to follow.

Cr Hoyle moved **Rob Reiman seconded**

That the Audit Committee endorse the changes to the PO084 Corporate Purchase Card Policy.

CARRIED 025/2017 (13/09/2017)

10. FUNDING DEED – STATE LOCAL GOVERNMENT INFRASTRUCTURE PARTNERSHIP

Mr Sid Jain spoke to the report and answered questions from the Committee.

Cr Hoyle moved **Rob Reiman seconded**

That the report be received and the contents of the funding deed in particular Council's obligations under Clause 7, be noted.

CARRIED 026/2017 (13/09/2017)

11. LONG TERM FINANCIAL PLAN – VERBAL UPDATE

Mr Sid Jain gave a verbal update on the Long Term Financial Plan.

Rob Reiman moved Cr Hoyle seconded

That the Audit Committee receives and notes the report.

CARRIED 027/2017 (13/09/2017)

12. ASSET MANAGEMENT UPDATE

Mr Michael McCauley spoke to the report and answered questions from the Committee.

Cr Hoyle moved Rob Reiman seconded

That the Audit Committee receives and notes the report.

CARRIED 028/2017 (13/09/2017)

13. WATER INFRASTRUCTURES ASSET MANAGEMENT PLAN - DRAFT

Mr Michael McCauley spoke to the report and answered questions from the Committee. Peter Brass commented on the detailed Asset Management Plans that were presented.

Cr Hoyle moved Rob Reiman seconded

That the Audit Committee receives the report.

CARRIED 029/2017 (13/09/2017)

14. CWMS ASSET MANAGEMENT PLAN - DRAFT

Mr Michael McCauley spoke to the report and answered questions from the Committee.

Rob Reiman moved Cr Hoyle seconded

That the Audit Committee receives the report.

CARRIED 030/2017 (13/09/2017)

15. RISK MANAGEMENT UPDATE

Mrs Roxanne White 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 031/2017 (13/09/2017)

16. INTERNAL AUDIT ACTIVITY REPORT TO AUGUST 2017

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

Cr Hoyle moved Rob Reiman seconded

That the Audit Committee receives and notes the report.

CARRIED 032/2017 (13/09/2017)

ITEM 3 GENERAL BUSINESS

Nil

ITEM 4 NEXT MEETING

Wednesday 25th October 2017 3.00pm

ITEM 5 CLOSURE

The Meeting Closed at 1.21pm

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Mr Peter Brass