



MINUTES

Audit Committee Meeting

(Subject to confirmation)

3 December 2019

**MINUTES OF YORKE PENINSULA COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,
MINLATON
ON TUESDAY, 3 DECEMBER 2019 AT 3:00PM**

1 WELCOME BY CHAIRPERSON

Chair Peter Brass welcomed everyone to the meeting and declared the meeting open.

2 PRESENT

Chair Peter Brass, Member Rob Reiman, Cr Leanne O'Brien, Cr Adam Meyer

In Attendance

Mayor Darren Braund, Andrew Cameron (CEO), David Harding (Director Corporate and Community Services), Renee Edwards (Minute Taker), Sid Jain (Manager, Financial Services), Anne Hammond (Manager Business and Public Relations), Michael McCauley (Assets Manager), Amanda Pitt (Business Improvement Officer), Daniel Griffin (Financial Accountant).

3 LEAVE OF ABSENCE

Nil

4 APOLOGIES

Cr Tania Stock, Trevor Graham (Director Assets and Infrastructure), Bobbi Pertini (Manager People, Culture and Safety)

5 CONFLICT OF INTEREST

Chair Peter Brass reminded all Members of the requirement to disclose any conflict of interest in relation to any matters before Council.

6 MINUTES OF PREVIOUS MEETING – FOR CONFIRMATION

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Leanne O'Brien

That the minutes of the Audit Committee Meeting held on 29 October 2019 be confirmed.

CARRIED 053/2019 (3/12/2019)

7 VISITORS TO THE MEETING

REPORTS,**8 NEW BUSINESS****8.1 AUDIT COMMITTEE WORK PLAN 2019****PURPOSE**

To consider and endorse the updated work plan for 2019.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Cr Adam Meyer

That the Audit Committee endorse the updated 2019 Work Plan.

CARRIED 054/2019 (3/12/2019)

8.2 AUDIT COMMITTEE ANNUAL REVIEW AND SELF ASSESMENT 2019**PURPOSE**

For the Audit Committee to review and self-assess its performance for the 2019 calendar year, in accordance with clause 13 of the Audit Committee Terms of Reference (TOR).

COMMITTEE RESOLUTION

Moved: Member Rob Reiman

Seconded: Cr Adam Meyer

That the Audit Committee endorse

1. The updated Terms of Reference as presented;
2. The 2019 Audit Committee review and self-assessment results as presented;
3. The 2020 Audit Committee work plan as presented.

CARRIED 055/2019 (3/12/2019)

The Chair requested that the heading for *Section 10.4* in the Terms of Reference be changed to reflect the correct title *Public Interest Disclosure*.

The Committee advised they would appreciate opportunities to have presentations at these meeting to explain new practices and processes. This will be taken into consideration.

A discussion occurred around the detail of information provided in the Audit Committee minutes. A brief summary of committee member discussion during debate will be included in minutes, however it is not the intention that minutes provide a verbatim record of meeting discussion. Elected Members should provide information back to Council meetings and speak to agenda items that have been considered and discussed at Audit Committee Meetings as deemed necessary.

It was suggested that Survey Monkey be used for the annual Self-Assessments going forward and was also recommended that some further guidelines be provided to the Self-Assessment documentation. This will be considered by staff.

8.3 SEPTEMBER QUARTERLY BUDGET REVIEW 2019/2020

PURPOSE

To receive Council's endorsed September quarterly budget review (as at 30 September 2019) of the 2019/2020 Budget and associated financial statements, ratios and changes.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Member Rob Reiman

That the Audit Committee receive the Council endorsed 2019/2020 September Budget Review changes as presented in the attached Summary of Changes, Statement of Comprehensive Income and Uniform Presentation of Finances and receive the updated Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity and Financial Indicators (Ratios).

CARRIED 056/2019 (3/12/2019)

8.4 2020-2024 STRATEGIC MANAGEMENT PLAN REVIEW

PURPOSE

To inform the Audit Committee of the status of Council's Strategic Management Plan review and provide an overview of the adopted process.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Leanne O'Brien

That the report be received.

CARRIED 057/2019 (3/12/2019)

It was suggest that Council consider a longer (10 year) term Tourism or Business Development Plan. This is currently being considered.

8.5 POLICY REVIEW - PO008 BAD DEBTS - DELEGATION OF AUTHORITY POLICY**PURPOSE**

To seek endorsement for the updated PO008 Bad Debts – Delegation of Authority Policy.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Leanne O'Brien

That the Audit Committee endorse the updated PO008 Bad Debts – Delegation of Authority Policy and recommend to Council that it be adopted as presented.

CARRIED 058/2019 (3/12/2019)

The Committed endorsed that authority of the Chief Executive Officer to write-off individual bad debts be kept at not exceeding \$1,000. The Policy will be updated to reflect this.

Cr Meyer requested a copy of the Management and Recovery of Outstanding Debts Policy be forwarded to the Audit Committee.

8.6 POLICY REVIEW - PO095 FINANCIAL INSTITUTIONS AUTHORITY POLICY**PURPOSE**

To seek endorsement for the updated PO095 Financial Institutions Authority Policy.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien
Seconded: Member Rob Reiman

That the Audit Committee endorse the updated PO095 Financial Institutions Authority Policy and recommend to Council that it be adopted as presented.

CARRIED 059/2019 (3/12/2019)

Manager Financial Services to investigate if a form should be signed by delegate positions associated with this Policy to ensure they have an understanding of their role and responsibilities.

8.7 POLICY REVIEW - PO124 ASSET ACCOUNTING POLICY**PURPOSE**

To seek endorsement for the updated PO124 Asset Accounting Policy.

COMMITTEE RESOLUTION

Moved: Member Rob Reiman

Seconded: Cr Leanne O'Brien

That the Audit Committee endorse the updated PO124 Asset Accounting Policy and recommend to Council that it be adopted as presented.

CARRIED 060/2019 (3/12/2019)

8.8 INTERNAL AUDIT PLANNING 2020**PURPOSE**

To seek endorsement of the Internal Audit Plan for 2020 - 2021.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer

Seconded: Member Rob Reiman

That the Audit Committee endorse the two year Internal Audit Plan for 2020 - 2021.

CARRIED 061/2019 (3/12/2019)

The Committee was supportive of endorsing a \$20k budget to engage an external consultant, if required, to undertake audit reviews. It was also suggested to seek involvement from Copper Coast Council to co-share in auditing reviews as appropriate. This is currently being considered by staff.

8.9 RISK MANAGEMENT ACTIVITY REPORT**PURPOSE**

To provide the Audit Committee with an update in respect of Council's Risk Management systems.

COMMITTEE RESOLUTION

Moved: Member Rob Reiman

Seconded: Cr Adam Meyer

That the report be received.

CARRIED 062/2019 (3/12/2019)

8.10 ASSET MANAGEMENT UPDATE**PURPOSE**

To update the Audit Committee members on Asset Management activities.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Leanne O'Brien
That the report be received.

CARRIED 063/2019 (3/12/2019)

8.11 APPOINTMENT OF AUDIT COMMITTEE CHAIR**PURPOSE**

To advise the Audit Committee of the recent resignation of Mr Peter Brass as Chair of the Committee and to seek approval to advertise for a replacement independent member and to appoint an interim Chair.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Leanne O'Brien

That the Audit Committee

1. Accept the resignation from Mr Peter Brass, Chair of the Audit Committee
2. Officially record its appreciation and acknowledgement of the work done by Mr Peter Brass during his tenure at Yorke Peninsula Council.
3. Approve the Chief Executive Officer to seek applications for a replacement Independent Member of the Audit Committee for the remaining term of the outgoing Independent Members appointment.
4. Appoint Rob Reiman as the interim Chair pending appointment of a permanent Chair at the first meeting scheduled for 2020.

CARRIED 064/2019 (3/12/2019)

A number of Members and attendees personally thanked the Chair Peter Brass for his time served on the Audit Committee. They showed appreciation for his support, knowledge, expertise and guidance and his commitment to the position. They wished him all the best in his future endeavours.

Cr Meyer moved to appoint Rob Reiman as the interim Chair pending appointment of a permanent Chair at the first meeting scheduled for 2020. This was seconded by Cr O'Brien.

9 GENERAL BUSINESS

Chair Peter Brass recommended that management review current reports issued covering governance and investigations in the local government sector as guidance for improving Council governance and operations.

Chair Peter Brass wished everyone a Merry Christmas and a Happy New Year.

10 NEXT MEETING

Tuesday 25 February 2020.

11 CLOSURE

The Meeting closed at 4:33pm

The minutes of this meeting were confirmed at the Audit Committee Meeting held on 25 February 2020.

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CHAIRPERSON