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Minutes of the Audit Committee Meeting of the Yorke Peninsula Council

held on Wednesday 24th February 2016,
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 3.01pm.

PRESENT

Independent Member Peter Brass (via phone conference) and Councillors John Rich, Scott Hoyle and Tania Stock.

APOLOGIES

David Hurley (Independent Member), Andrew Cameron

IN ATTENDANCE

Mayor Ray Agnew	
David Harding	Director Corporate and Community Services
Trevor Graham	Director Assets and Infrastructure
Chloe Brown	Acting Manager Financial Services
Michael McCauley	Asset Manager
Chelly Litster	Business Improvement Officer
Roxanne White	Risk Management Officer
Daniel Griffin	Financial Accountant
Rachel Rich	Minute Secretary

MINUTES OF THE PREVIOUS MEETING

Cr Scott Hoyle moved

Cr Tania Stock seconded

That the minutes of the Audit Committee meeting held on 9th December as circulated, be confirmed as a true record.

CARRIED 001/2016 (24/02/2016)

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.

ITEM 2 REPORTS

1. REVIEW AUDIT COMMITTEE WORK PLAN 2016

Mr David Harding spoke to the report and answered questions from the Committee. Dates of future meetings can be reviewed if necessary.

Cr Tania Stock moved Cr John Rich seconded

That Audit Committee endorses the updated 2016 Audit Committee Work plan.

CARRIED 002/2016 (24/02/2016)

2. INTERIM EXTERNAL AUDIT DATE

Mr David Harding delivered a verbal update report and answered questions from the Committee. 19th & 20th September have been noted as Interim dates for financial statements end of year audit. Dates still to be confirmed for interim audit visit in May.

Cr John Rich moved Cr Scott Hoyle seconded

That Audit Committee notes the verbal update.

CARRIED 003/2016 (24/02/2016)

3. INTERNAL AUDIT ACTIVITY REPORT

Ms Chelly Litster spoke to the report and answered questions from the Committee. Cr Rich asked if there were any significant issues. Discussion occurred around Caravan Parks having a few high risk areas, which are currently being resolved. The Credit Card policy has had an extensive overhaul along with a new procedure to accompany it. Travel and accommodation policy has been endorsed by Corporate Management Team (CMT), a decision was taken under delegation to now maintain this as an administrative policy. Cr Stock commented on the thorough review regarding the audit activities in particular the credit card review. The new policy will encourage positive behaviour.

Cr John Rich moved Cr Tania Stock seconded

That the Audit Committee receives and notes the internal audit activity report.

CARRIED 004/2016 (24/02/2016)

4. INTERNAL CONTROLS PROJECT UPDATE

Ms Chelly Litster spoke to the report and answered questions from the Committee.

Cr Tania Stock moved Cr Scott Hoyle seconded

That Audit Committee notes the verbal update.

CARRIED 005/2016 (24/02/2016)

5. REVIEW FINAL AUDIT LETTER

Mr David Harding spoke to the report and answered questions from the Committee. An audit on internal controls is due at the end of the year. The final audit letter is yet to be responded to.

Cr John Rich moved Cr Scott Hoyle seconded

That the report be received and the Audit Committee endorse the noted management response to the Audit letter.

CARRIED 006/2016 (24/02/2016)

6. RISK MANAGEMENT UPDATE

Ms Roxanne White spoke to the report and answered questions from the Committee. The Risk Management review has been escalated to the top 4 tasks for the Director Corporate & Community Services as endorsed at CMT earlier this week.

Cr John Rich Moved Cr Scott Hoyle seconded

That the report be received and recommended.

CARRIED 007/2016 (24/02/2016)

7. LONG TERM FINANCIAL PLAN UPDATE

Mr David Harding spoke to the report and answered questions from the Committee. Mr Harding advised that the Public Consultation closes 15 March 2016. Cr Rich commented on key financial ratios. Cr Stock asked that Local Government average ratios be regularly reported on.

Cr John Rich moved Cr Scott Hoyle seconded

That the Audit Committee receives Council's Draft Long Term Financial Plan as endorsed by Council for Public Consultation.

CARRIED 008/2016 (24/02/2016)

8. 2016/2017 BUDGET TIMETABLE

Mr David Harding spoke to the report and answered questions from the Committee. The 2016/2017 Budget timetable has been presented and endorsed by Council.

Cr Scott Hoyle moved Cr Tania Stock seconded

That the report be received.

CARRIED 009/2016 (24/02/2016)

9. SECOND QUARTER 15/16 BUDGET REVIEW

Mr David Harding spoke to the report and answered questions from the Committee. The December review was presented to Council at February meeting.

Cr Scott Hoyle moved Cr John Rich seconded

That the report be received.

CARRIED 010/2016 (24/02/2016)

10. ASSETT MANAGEMENT UPDATE

Mr Michael McCauley spoke to the report and answered questions from the Committee. Cr Rich commented about the road valuations.

Cr John Rich moved Cr Scott Hoyle seconded

That the report be received and noted.

CARRIED 011/2016 (24/02/2016)

11. EDRMS SYSTEM UPDATE

Ms Anne Hammond spoke to the report and answered questions from the Committee. A report was presented and endorsed by Council at January Meeting and is scheduled to go live in June 2016.

Cr Scott Hoyle moved Cr Tania Stock seconded

That the report be received and noted.

CARRIED 011/2016 (24/02/2016)

ITEM 3 GENERAL BUSINESS

3.1 Cr John Rich has advised he will be away in April and May, so will be an apology for at least the April meeting.

3.2 Mr David Harding advised that interviews will be conducted next week for the Manager Financial Services position.

3.3 Cr Tania Stock suggested procedures for finance hierarchy and sign off procedures to be discussed at a future meeting.

ITEM 4 NEXT MEETING

Wednesday 27th April 2016, 3.00pm

ITEM 5 CLOSURE

The Meeting Closed at 3.52pm

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Mr Peter Brass