



*Agriculturally rich-Naturally beautiful*

## **Minutes of the Audit Committee Meeting of the Yorke Peninsula Council**

held on Wednesday 29<sup>th</sup> June 2016,  
in the Council Chambers  
57 Main Street Minlaton commencing at 3:00pm  
(Subject to confirmation)

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### **ITEM 1 WELCOME**

Mr Peter Brass welcomed everyone to the meeting and declared the meeting open at 3.01pm.

### **PRESENT**

Independent Members Peter Brass (via phone conference) and David Hurley, Councillors Scott Hoyle and Tania Stock.

### **APOLOGIES**

Andrew Cameron  
Cr John Rich

### **IN ATTENDANCE**

Mayor Ray Agnew	
David Harding	Director Corporate and Community Services
Trevor Graham	Director Assets and Infrastructure
Sid Jain	Manager Financial Services
Michael McCauley	Asset Manager
Roxanne White	Risk Management Officer
Jim Keogh	External Auditor
Rachel Rich	Minute Secretary

### **MINUTES OF THE PREVIOUS MEETING**

**Cr Stock moved**                      **Cr Hoyle seconded**

That the minutes of the Audit Committee meeting held on 18<sup>th</sup> May 2016 as circulated, be confirmed as a true record.

**CARRIED 024/2016 (29/06/2016)**

## **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. No conflicts were disclosed by the Committee members.

## **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. Updated changes advised accordingly. Mr Peter Brass noted that the annual self-assessment was not on work plan and asked it be added to September meeting agenda, and final assessment report to be reviewed at the October meeting.

**David Hurley moved                      Cr Stock seconded**

That the Audit Committee endorses the updated 2016 Audit Committee Work plan with the addition of the annual self-assessment.

**CARRIED 025/2016 (29/06/2016)**

### **2. 2016/2017 ANNUAL BUSINESS PLAN PUBLIC CONSULTATION FEEDBACK**

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

**Cr Hoyle moved                      David Hurley seconded**

That the Audit Committee receive and note the report.

**CARRIED 026/2016 (29/06/2016)**

### **3. STRATEGIC MANAGEMENT PLAN UPDATE**

Mr David Harding spoke to the report and answered questions from the Committee. Discussions ensued around responsible governance and internal control audit results.

**Cr Hoyle moved                      Cr Stock seconded**

That the Audit Committee receives and notes the report as endorsed by Council.

**CARRIED 027/2016 (29/06/2016)**

### **4. EXTERNAL AUDIT MANAGEMENT REPORT**

Mr David Harding spoke to the report and answered questions from the Committee. Mr Jim Keogh was invited to speak to the committee in relation to the report findings and recommendations. Mr David Hurley raised some concerns regarding the high risk findings and if management comments on controls to mitigate the risks are effective and will be implemented in a timely manner. Mr Jim Keogh indicated that external audit will be testing the controls when they visit in September.

**David Hurley moved            Cr Hoyle seconded**

That the Audit Committee endorse management's response to the issues identified in the report, with the addition of a responsible person and completion date.

**CARRIED 028/2016 (29/06/2016)**

## **5. RATING MODEL 2016/17 UPDATE**

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

**Cr Hoyle moved            Cr Stock seconded**

That the Audit Committee receives and notes the report.

**CARRIED 029/2016 (29/06/2016)**

## **6. INTERNAL AUDIT ACTIVITY AND INTERNAL CONTROLS PROJECT UPDATE**

Mr David Harding presented the report on behalf of the Business Improvement Officer, who is currently on leave. The Business Continuity Plan was discussed and it was noted that responsible officers and back up resources have been appointed in accordance with the plan. The next stage is to test the plan for effectiveness.

**David Hurley moved            Cr Stock seconded**

That the Audit Committee receives and notes the report.

**CARRIED 030/2016 (29/06/2016)**

## **7. ASSET MANAGEMENT UPDATE**

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

**Cr Stock moved            David Hurley seconded**

That the Audit Committee receives and notes the report.

**CARRIED 031/2016 (29/06/2016)**

## **8. RISK MANAGEMENT UPDATE**

Ms Roxanne White spoke to the report and answered questions from the Committee. Mr Peter Brass queried the Risk Maturity Assessment and when it would be completed. It was recommended that it will be completed by the September meeting.

**David Hurley moved            Cr Stock seconded**

That Audit Committee receives and notes the report.

**CARRIED 032/2016 (29/06/2016)**

## **9. AUDIT COMMITTEE - INDEPENDENT MEMBERS TENURE**

Mr David Harding provided a verbal update and answered questions from the Committee. The current Independent Member's tenure expires on 30<sup>th</sup> November 2016. Applications for the next term will be sought via the normal method of advertising. October meeting will be the last for the current Independent Members and they can apply for another term.

**Cr Stock moved      Cr Hoyle seconded**

That Audit Committee receives and notes the verbal report.

**CARRIED 033/2016 (29/06/2016)**

## **ITEM 3 GENERAL BUSINESS**

**3.1.** Mr Peter Brass raised the new legislation relating to conflict of interest. Suggested Mr David Hurley be afforded the opportunity to read any available material supplied as part of Elected Member's education program.

## **ITEM 4 NEXT MEETING**

Wednesday 28<sup>th</sup> September 2016 3.00pm

## **ITEM 5 CLOSURE**

The Meeting Closed at 4.08pm

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**Mr Peter Brass**