



# **MINUTES**

## **Audit Committee Meeting**

**13 December 2017**

(Subject to Confirmation)

**MINUTES OF YORKE PENINSULA COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON WEDNESDAY, 13 DECEMBER 2017 AT 3.00PM**

**1 WELCOME BY CHAIRPERSON**

Chairman Peter Brass apologised for arriving late and welcomed everyone to the meeting and declared the meeting open at 3.14pm.

**2 PRESENT**

Independent Member Peter Brass, Independent Member Rob Reiman, Deputy Mayor Scott Hoyle, Cr John Rich.

**In Attendance**

Ray Agnew (Mayor), Andrew Cameron (CEO), David Harding (Director Corporate and Community Services), Trevor Graham (Director Assets and Infrastructure), Michael McCauley (Assets Manager), Bobbi Pertini (Manager People and Culture), Daniel Griffin (Accountant – Financial Operations), Chloe Brown (Accountant – Financial Management), Amanda Pitt (Business Improvement Officer), Matthew Luke (Information Technology Coordinator), Rachel Rich (Minute Taker) and Luka Honner (Executive Services Officer).

**3 LEAVE OF ABSENCE**

Nil

**4 APOLOGIES**

Cr Tania Stock, Sid Jain (Manager Financial Services), Roxanne White (Risk Management Officer)

**5 CONFLICT OF INTEREST**

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

**6 MINUTES OF PREVIOUS MEETING – FOR CONFIRMATION****COMMITTEE RESOLUTION**

Moved: Cr John Rich  
Seconded: Cr Scott Hoyle

That the minutes of the Audit Committee Meeting held on 25 October 2017 be confirmed.

**CARRIED 041/2017 (13/12/2017)**

**COMMITTEE RESOLUTION**

Moved: Cr John Rich  
Seconded: Cr Scott Hoyle

That the minutes of the Confidential Audit Committee Meeting held on 25 October 2017 be confirmed.

**CARRIED 042/2017 (13/12/2017)**

## **7 VISITORS TO THE MEETING**

Nil

## **REPORTS**

### **8 NEW BUSINESS**

#### **8.1 AUDIT COMMITTEE 2017 WORK PLAN**

##### **PURPOSE**

To consider the revised 2017 Audit Committee Work Plan.

##### **COMMITTEE RESOLUTION**

Moved: Cr Scott Hoyle

Seconded: Rob Reiman

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

**CARRIED 043/2017 (13/12/2017)**

#### **8.2 2017/2018 SEPTEMBER QUARTERLY BUDGET REVIEW**

##### **PURPOSE**

To receive Council's endorsed review of 2017/2018 Budget and associated financial statements and ratios.

##### **COMMITTEE RESOLUTION**

Moved: Cr Scott Hoyle

Seconded: Cr John Rich

That the Audit Committee receive the Council endorsed September 2017 Budget Review changes as presented in the attached Summary of Changes, Uniform Presentation of Finances and Statement of Comprehensive Income and receive the updated Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity and Financial Indicators (Ratios) reports.

**CARRIED 044/2017 (13/12/2017)**

*3.28pm Mayor Ray Agnew entered the Chamber and was seated in the gallery.*

**8.3 2016/2017 EXTERNAL AUDITORS REPORT (AUDIT OPINION)****PURPOSE**

To provide the Audit Committee with the external auditor's report (audit opinion) on Council's General Purpose Financial Statements and Internal Controls for 2016/17 and associated letters, reports and declarations.

**COMMITTEE RESOLUTION**

Moved: Cr John Rich  
Seconded: Rob Reiman

That the Audit Committee receive and note the 2017 external auditor's reports (audit opinions) and associated letters, reports and declarations.

**CARRIED 045/2017 (13/12/2017)**

**8.4 AUDIT COMMITTEE ANNUAL REVIEW AND SELF ASSESMENT 2017****PURPOSE**

For the Committee to review and self-assess its performance for the 2017 calendar year, in accordance with the Terms of Reference (TOR), report the outcome to Council in the form of an annual report and recommend any changes to its Terms of Reference.

**COMMITTEE RESOLUTION**

Moved: Rob Reiman  
Seconded: Cr Scott Hoyle

That the Audit Committee:

1. endorse the 2017 Audit Committee Annual Review and Self-Assessment for the period 1 January 2017 to 31 December 2017;
2. endorse the 2017 Audit Committee Annual Report and recommend to Council that it be adopted; and
3. endorse the 2018 Audit Committee Work Plan for the period 1 January 2018 to 31 December 2018.

**CARRIED 046/2017 (13/12/2017)**

**8.5 INTERNAL AUDIT PLAN 2018-2020****PURPOSE**

The Business Improvement Officer seeks an endorsement of the updated Internal Audit Plan for 2018 – 2020.

**COMMITTEE RESOLUTION**

Moved: Cr John Rich

Seconded: Rob Reiman

That the Audit Committee endorse the three year Internal Audit Plan for 2018 - 2020.

**CARRIED 047/2017 (13/12/2017)**

**8.6 SECURITY ASSESMENT AUDIT REPORT - CQR CONSULTING****PURPOSE**

To present the Audit Committee with an IT Security Assessment Audit Report performed by external provider, CQR Consulting.

**COMMITTEE RESOLUTION**

Moved: Rob Reiman

Seconded: Cr Scott Hoyle

That the report be received.

**CARRIED 048/2017 (13/12/2017)**

*3.48pm Matthew Luke left the Chamber*

**8.7 DRAFT MAJOR PLANT ASSET MANAGEMENT PLAN****PURPOSE**

To advise the Audit Committee that the draft Major Plant Asset Management Plan (provided under separate cover) will be presented to Council to seek endorsement to undergo public consultation.

**COMMITTEE RESOLUTION**

Moved: Cr John Rich

Seconded: Cr Scott Hoyle

That the Audit Committee recommend that Council endorse the draft Major Plant Asset Management Plan to undergo public consultation.

**CARRIED 049/2017 (13/12/2017)**

**8.8 ASSET MANAGEMENT UPDATE**

**PURPOSE**

To update the Audit Committee members on Asset Management activities.

**COMMITTEE RESOLUTION**

Moved: Cr Scott Hoyle

Seconded: Cr John Rich

That the report be received.

**CARRIED 050/2017 (13/12/2017)**

**8.9 RISK MANAGEMENT REPORT**

**PURPOSE**

The Risk Management Officer presents an update on the progress of Council's Risk Management Framework.

**COMMITTEE RESOLUTION**

Moved: Cr John Rich

Seconded: Rob Reiman

That the report be received

**CARRIED 051/2017 (13/12/2017)**

**9 GENERAL BUSINESS**

Peter Brass wished everyone a happy and safe Christmas and New Year.

**10 NEXT MEETING**

Wednesday 28 March 2018, 3.00pm.

**11 CLOSURE**

**The Meeting closed at 4.07pm.**

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**Peter Brass**  
**28 March 2018**