

AUDIT COMMITTEE

Minutes of meeting held on Tuesday, 7th March, 2017 at 5.30 p.m.
in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier

PRESENT: Miss Vanessa McDonald
Cr Sonya Meziniec

APOLOGY/IES: Vanessa McDonald moved that the apology from Mr Jeroen
Zwijnenburg be received.
Cr Meziniec seconded Carried

APPOINTMENT OF ACTING
PRESIDING MEMBER: Vanessa McDonald moved that Cr Sonya Meziniec be appointed
Acting Presiding Member
Cr Meziniec seconded Carried

COUNCIL MEMBERS/
OTHERS AS
OBSERVERS: Nil

GUESTS: Nil

COUNCIL EMPLOYEES
IN ATTENDANCE: Mr Mark McShane, Chief Executive Officer
Mr Gary Button, Finance Manager
Ms Kahli Rolton, Management Accountant

OTHER APOLOGIES: Nil

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF
THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP
WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR
INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

MINUTES: Cr Meziniec moved the minutes of the previous meeting held on
Tuesday, 6th December, 2016 be taken as read and confirmed.
Vanessa McDonald seconded Carried

QUESTIONS:

- (a) With Notice – Nil received
- (b) Without Notice – Nil received

1. REPORTS FOR INFORMATION

The Chief Executive Officer referenced the following Council Reports for the information of the Audit Committee:

- 1.1 CCS Report No. 1/2017 - Council's Fees and Charges Review 2017/2018
- 1.2 CCS Report No. 3/2017 - Review of Valuation and Rating System
- 1.3 CCS Report No. 4/2017 - Budget Update as at 31st December, 2016
- 1.4 CCS Report No. 8/2017 - Procurement and Disposal of Land and Assets

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1.5 CCS Report No. 9/2017 - Authorised Bank Signatories

1.6 CCS Report No. 10/2017 - Delegations of Powers of Council

RECOMMENDATION NO. 1

Vanessa McDonald moved it be recommended that the above reports be received.

Cr Meziniec seconded

Carried

2. AUDIT WORK PROGRAM 2014 - 2018 - Ref. AF11/863, AR16/36225

The Chief Executive Officer reported:

- (a) the Audit Committee should continually review the Audit Work Program to establish whether any adjustments are required to be introduced for the particular financial years activities;
- (b) the following activities and associated timelines (extracted from the Audit Work Program) are provided in abbreviated form, for the Committees reference and review:

FIRST QUARTER

- Work Plan
- Treasury Management Reviews
- Asset Reviews/Revaluation Strategy
- Policy reviews incorporating;
 - Internal Controls
 - Fraud and Corruption Framework
 - Whistleblowing
 - Risk Management
 - Budget Performance

SECOND QUARTER

- Interim External Audit
- Work Plan
- Business Continuity
- Business Plan and Budget

THIRD QUARTER

- Work Plan
- Annual Report to Council incorporating;
 - Self Assessment
 - Review of Work Plan
 - Review of Terms of Reference

FOURTH QUARTER

- Work Plan
- Statutory External Audit(Inc. Fin. Int. Controls)
- AFS authorisation by Presiding Member
- Council Annual Report Compliance

RECOMMENDATION NO. 2

Cr Meziniec moved it be recommended the report be received.

Vanessa McDonald seconded

Carried

3. FINANCIAL SUSTAINABILITY - Key Financial Indicators - Ref. AF11/704

The Chief Executive Officer reported:

- (a) each year following the annual Audit process this report is prepared in order to track and measure Council's key financial indicators;
- (b) Corporate and Community Services Report 02/2017 is tabled for information and further discussion at the meeting;

RECOMMENDATION NO. 3

Vanessa McDonald moved it be recommended the report be received.

Cr Meziniec seconded

Carried

4. FINANCIAL INTERNAL CONTROLS - Internal Audit Program - Ref. AF16/164

The Chief Executive Officer reported:

- (a) As reported previously Council has commenced its Financial Internal Controls Program with regular periodic reports (as attached);
- (b) You will note that from the following Controls being reviewed there are a number of recommendations/improvements that will be actioned and monitored through the MET meeting process;
 - Control 9 Assets - Project Costing
 - Control 31 Strategic Financial Planning - Statutory Reporting
- (c) Implementation of Minor Plant Register - Action Plan is tabled for information and further discussion at the meeting;
- (d) Update on Financial Internal Controls is tabled for information and further discussion at the meeting.

RECOMMENDATION NO. 4

Cr Meziniec moved it be recommended:

- (a) the report be received;**
- (b) the Financial Internal Controls Report (Control 9 and 31) be endorsed by Council;**
- (c) the Minor Plant Register Action Plan be endorsed by Council;**
- (d) the update on Financial Internal Controls be received and the contents noted.**

Vanessa McDonald seconded

Carried

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5. STRATEGIC MANAGEMENT - Long Term Financial Plan - Ref. AF11/1787, AR17/2810

The Chief Executive Officer presented a draft Long Term Financial Plan 2017/2018 to 2026/2027 (February, 2017) for noting.

RECOMMENDATION NO. 5

Vanessa McDonald moved it be recommended that the draft Long Term Financial Plan 2017/2018 be received.

Cr Mezinac seconded

Carried

6. NEXT MEETINGS (for confirmation)

- Tuesday 30th May, 2017
- Tuesday 22nd August, 2017
- Tuesday 10th October, 2017
- Tuesday 12th December, 2017

The meeting closed at 6:22 p.m.

8th March, 2017
AL.TC

CONFIRMED THIS DAY OF 2017.

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PRESIDING MEMBER