

GAWLER RIVER FLOODPLAIN MANGEMENT AUTHORITY
266 Seacombe Road, Seacliff Park, SA 5049
Telephone: 0407717368 Email: davidehitchcock@bigpond.com
Website: www.gawler.sa.gov.au/grfma

Dear Member,

NOTICE OF MEETING

Notice is hereby given pursuant to Clause 6 of the Charter that a meeting for the GRFMA Audit Committee has been called for:

DATE: Monday 18 June 2018

TIME: 3.30 pm

PLACE: Meeting Room
LGA House
148 Frome Street
ADELAIDE SA 5000



David E Hitchcock

EXECUTIVE OFFICER

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

AUDIT COMMITTEE MEETING

AGENDA

3.30 PM Monday 18 June 2018

LOCAL GOVERNMENT HOUSE, LGA, 148 FROM STREET ADELAIDE SA

1. PRESENT

2. APOLOGIES

3. MINUTES OF THE PREVIOUS MEETING

Confirmation of the Minutes of the previous GRFMA Audit Committee meeting held on Monday 26 March 2018.

RECOMMENDATION

That the minutes of the previous GRFMA Audit Committee meeting held on Monday 26 March 2018 as per copies supplied to members be adopted as a true and correct record of that meeting.

4. BUSINESS ARISING FROM THE MINUTES

5. GENERAL BUSINESS

5.1 2017/18 Budget Review 3

6. NEXT MEETING

7. CLOSURE

M I N U T E S

Committee **GRFMA Audit Committee**

Held On **Monday 26 March at 12.30pm**

Location **Meeting Room, LGA House 148 Frome Street, Adelaide**

1. PRESENT

Mr Peter Brass, Independent Member, Chair
Cr Des Ellis, Light Regional Council
Mr Greg Pattinson, City of Playford
Mr David Hitchcock, Executive Officer

2. APOLOGIES

Nil.

3. MINUTES OF THE PREVIOUS MEETING

Confirmation of the Minutes of the previous **Error! Reference source not found.** Meeting held on Monday 4 December 2017.

GAC18/01 Minutes 4 December 2017
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Moved: Mr Pattinson Seconded: Cr Ellis

That the minutes of the previous GRFMA Audit Committee meeting held on Monday 4 December 2017 as per copies supplied to members be adopted as a true and correct record of that meeting.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

NIL

5. GENERAL BUSINESS

GAC 18/02 Audit Strategy 30 June 2018
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Moved: Cr Ellis Seconded: Mr Pattinson

That the GRFMA Audit Committee receive the Audit Strategy for the year ended 30 June 2018

CARRIED

HLB Mann Judd are the appointed external auditor for the GRFMA.

Outline of the proposed audit timing and financial statements process

Description	Date
Final Trial Balance	28/7/17
Final year end reconciliations completed.	28/7/17
Draft financial statements prepared.	28/7/17
Preferred final audit timing	Around 4 /8/17
Meeting to approve financial statements.	17/8/17
Financial statements signed by the entity.	26/8/17
Expected audit sign off.	Late August

The GRFMA Board sought the advice of the GRFMA Audit Committee in relation to:

1. Depreciation of the Bruce Eastwick North Para Flood Mitigation Dam; and
2. Determination of proposed works from the Newman Report as capital or maintenance or operational.

GAC 18/03 Depreciation

Moved: Cr Ellis Seconded: Mr Pattinson

That the GRFMA Audit Committee.

1. **Confirms that annual depreciation, as previously determined, of the Bruce Eastick North Para Flood Mitigation Dam should be maintained in accordance with relevant Accounting Standards;**
2. **Considers it best practice to fund depreciation of assets: however, advises that in considering this view the GRFMA Board may wish to research what level or extent of depreciation funding is practiced by other Local or State Government Authorities when managing similar assets.**

CARRIED

GAC 18/04 Capital, Operational, Maintenance

Moved: Cr Ellis Seconded: Mr Pattinson

That the GRFMA Audit Committee determine proposed works from the Newman Report as capital or maintenance or operational as per the following table.

Item	Action	Determination
1	Detailed Consequence Assessment for the Dam to be undertaken	Operational
2	Discovery of existing Dam construction plans, inspections and monitoring reports	Operational
3	Dewater and inspection of low level outlet	Operational
4	Preparation of a Dam Safety Emergency Plan	Operational
5	Access tracks to be reinstated or provided	Capital
6	Survey monuments on the Dam to be surveyed.	Operational
7	Program of Dam Inspections be initiated and recorded	Operational
8	Right abutment scour to be repaired	Capital
9	Preparation of an Operations and Maintenance Manual	Operational
10	Reservoir level recorded to be read and monitored each winter and flood event	Operational
11	Monitor cracks in second spillway	Operational
12	Confirm Hydrology	Operational

CARRIED

GRFMA Budget Review

GAC 18/05 Draft GRFMA 2018/2021 Business Plan, Draft 2018/19 Budget and February 2018 Budget Review

Moved: Mr Pattinson Seconded: Cr Ellis

That the GRFMA Audit committee:

- 1. Note the report and draft 2018/2021 GRFMA Business Plan and draft 2018/2019 budget document as amended; and**
- 2. Recommends Budget Review Profit and Loss Budget Analysis Documents for February 2018 for the 2017/2018 financial year and the variances contained within it to the GRFMA Board for adoption as its amended and current budget for the period ending 30 June 2018.**

CARRIED

GAC 18/06

Moved: Mr Pattinson Seconded: Cr Ellis

That the GRFMA Audit committee endorses the timetable for 2018/19 meetings, subject to changes, as proposed.

CARRIED

Audit Committee meeting schedule 2018/19

Schedule	Detail
26 March 2018	Annual Budget and Business Plan Review; Audit Schedule
4 June 2018	Annual cost estimates and budget variations consideration.; Policy Review
9 August 2018	Annual Financial Statements – Audit report; 2018/19 Budget Review Auditor to attend
December 2018 Before 10/12/18	Operation of the Regional Subsidiary- Part D Business Plan
March 2019	Annual Budget and Business Plan Review; Audit Schedule
June 2019	Annual cost estimates and budget variations consideration; Policy Review

The Executive Officer provided a verbal update on the determination by the Minister for Local Government regarding Adelaide Plains Council application to withdraw from the GRFMA.

6. GENERAL BUSINESS

7. NEXT MEETING

To be held in June 2018

8. CLOSURE

The Chair thanked Members for their contribution, and closed the meeting at 10.30 am.

Chair _____

Date _____

R E P O R T

Committee	AUDIT COMMITTEE
Meeting held	18 June 2018
Report Name	5.1 Budget Review Documents 31 May 2018 for 2017/2018.

RECOMMENDATION

That the GRFMA Audit committee:

- 1. Note the report; and**
- 2. Recommends Budget Review Profit and Loss Budget Analysis Documents for 31 May 2018 for the 2017/2018 financial year and the variances contained within it to the GRFMA Board for adoption as its amended and current budget for the period ending 30 June 2018.**

Budget variations previously adopted in Budget Review 2 date are detailed below.

Revenue	Item	Detail	Income \$	Expenditure \$
	4.6	Contribution from LGA Mutual Liability Scheme in relation to purchase of additional land. New budget item	30,000	
Expenditure	6.5	Additional costs due to attendance of Auditor on Audit Committee -Budget was \$5100 now \$7872		2,772
	7.62	Acquisition costs – Capital, land purchase – New budget item DA fees, survey etc for land acquisition (note LGAMLS contributing \$20,000 capital purchase and \$10,000 transfer costs. GRFMA funding \$110,000 from cash reserves – New budget item		130,000 10,000
	9.7	Consultancies- GRFMA Board request for preparation of next steps and the Prospectus Northern Floodways – funding from cash reserves – new budget item		17,000
	10.3	Property Maintenance – additional cost for Dam inspection - Budget was \$6100 now \$8433		2,333
Total			30,000	162,105

The Budget Analysis to 31 May 2018 indicates a YTD operating deficit of (\$121,343). Depreciation not included until 30/6/18.

The budgeted net result for the period to 31 May was a deficit of (\$127,644).

The Budget Analysis Deficit total for 30 June 2018 is (\$364,730) which includes the end of year depreciation allocation of \$231,000 for the Bruce Eastick North Para Flood Mitigation Dam. The GRFMA does not fund this depreciation.

In summary the anticipated deficit of (\$364,730) at 30 June 2018 is to be mitigated by redraw of \$127,000 from cash reserves (\$110,000 land acquisition and \$17,000 Northern Floodways Prospectus).

This provides a net (cash) operating deficit of \$6730.

At this time, it is anticipated the projected 30 June net (cash) operating deficit of \$6730 will be further reduced due to current savings in expenditure e.g Audit Fes \$1,301, Legal fees \$ 1,200

Attachments

- GRFMA 2017/18 Budget Review 3 - 31May 2018
- GRFMA 2017/18 Budget 30/6/18
- Balance Sheet as of May 2018.
- Reconciliation to 31/5/18