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# **M I N U T E S**

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Committee      **GRFMA Audit Committee**

Held On          **4 pm Monday 10 December 2018**

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

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## **PRESENT**

Mr Peter Brass, Independent Member, Chair

Mr Greg Pattinson, City of Playford

Mr David Hitchcock, Executive Officer

Note - Current vacancy of one Committee Member with Mr D Ellis not standing for re-election in the November 2018 Local Government General Elections.

## **APOLOGIES**

Nil.

<b>GAC18/13      Minutes 13 August 2018</b>
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**Moved: Mr. Pattinson      Seconded: Mr. P Brass**

**That the minutes of the previous GRFMA Audit Committee meeting held on Monday 13 August 2018 as per copies supplied to members be adopted as a true and correct record of that meeting.**

**CARRIED**

## **GENERAL BUSINESS**

<b>GAC 18/14 Progress Report on the GRFMA Business Plan 2018-2021</b>
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**Moved: Mr Pattinson      Seconded: Mr. P Brass**

**That the GRFMA Audit Committee receive the progress report of the GRFMA Business Plan 2018- 2021**

**CARRIED**

The committee noted appointment of the current external auditor concludes 30/6/18 and suggested the matter be further discussed at the March 2019 Audit Committee meeting. A further report to be provided at the April 2019 GRFMA Ordinary Meeting – to facilitate suitable timeframe for appointment of external auditor’s post June 2019.

<b>GAC 18/15 Budget Review Profit and Loss Budget Analysis Documents for 30 November 2018</b>
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**Moved: Mr Pattinson      Seconded: Mr. P Brass**

**That the GRFMA Audit Committee recommends Budget Review Profit and Loss Budget Analysis Documents for 30 November 2018 (actual) and June 2019 (projected) to the GRFMA Board for adoption as its amended and current budget for the period ending 30 June 2019.**

**CARRIED**

**GAC 18/16 Review of GRFMA Policies**

**Moved: Mr Pattinson      Seconded: Mr. P Brass**

**That the GRFMA Audit Committee;**

- 1. Receive the report regarding process of review of GRFMA policies; and**
- 2. Recommends changes to the Public Consultation Policy to ensure discretion of the GRFMA Board to record scope and nature of consultation required to be undertaken.**
- 3. Recommends to the GRFMA Board adoption of the following reviewed Policies without change.**
  - a. Access to meetings and Documents;**
  - b. Internal Review of Decisions;**
  - c. Procurement and Operations;**
  - d. Dam Valuation; and**
  - e. Treasury Management;**

**CARRIED**

**GAC 18/17 Internal Controls**

**Moved: Mr Pattinson      Seconded: Mr. P Brass**

**That the GRFMA Audit Committee;**

- 1. Note progress of the revised Internal Control worksheets and actions applicable to the Authority;**
- 2. Request the Executive Officer to liaise with the External Auditor to assist further determination of suitable extent and scope of Control headings required; and**
- 3. Receives a further report on progress at a future meeting.**

**CARRIED**

**GAC 18/18 Audit Committee Membership**

**Moved: Mr Pattinson      Seconded: Mr. P Brass**

**That the GRFMA Audit Committee;**

- 1. Note the report; and**
- 2. Records a note of thanks and appreciation to Mr Des Ellis (formally Councillor) for his service and assistance to the GRFMA Audit committee.**

**CARRIED**

**GAC 18/19 GRFMA Website internal protocols**

**Moved: Mr Pattinson      Seconded: Mr. P Brass**

**That the GRFMA Audit Committee note the report**

**CARRIED**

Audit Committee meeting schedule 2018/19

<b>Schedule</b>	<b>Detail</b>	<b>Action</b>
26 March 2018	Annual Budget and Business Plan Review; Audit Schedule	Completed
4 June 2018	Annual cost estimates and budget variations consideration.; Policy Review	Completed
13 August 2018	Annual Financial Statements – Audit report; 2018/19 Budget Review - Auditor to attend	Completed
December 2018	Operation of the Regional Subsidiary- Part D Business Plan	Completed
March 2019	Annual Budget and Business Plan Review; Audit Schedule	
June 2019	Annual cost estimates and budget variations consideration; Policy Review	

**NEXT MEETING**

To be held in March 2019.

**CLOSURE**

The Chair thanked Members for their contribution, wished those present a Merry Christmas and Happy New Year and closed the meeting at 4.55 pm

Chair \_\_\_\_\_ Date \_\_\_\_\_