



# **MINUTES**

## **Audit Committee Meeting**

(Subject to confirmation)

**27 October 2020**

**MINUTES OF YORKE PENINSULA COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON TUESDAY, 27 OCTOBER 2020 AT 3.00PM**

**1 WELCOME BY CHAIRPERSON**

Chair Rob Reiman welcomed everyone to the meeting. A delayed start was agreed upon by the members and the meeting was declared open at 3.23pm.

**2 PRESENT**

Chair Rob Reiman, Cr Leanne O'Brien, Cr Adam Meyer, Cr Tania Stock, Member Hussain Rafeeu

**In Attendance**

Mayor Darren Braund, Andrew Cameron (CEO), David Harding (Director Corporate and Community Services), Rachel Rains (Minute Secretary), Sid Jain (Manager Financial Services), Daniel Griffin (Financial Accountant), Brianna Wood (Project Officer), Michael McCauley (Asset Manager), Samantha Creten (External Auditor)

**3 LEAVE OF ABSENCE**

Nil

**4 APOLOGIES**

Trevor Graham, Bobbi Pertini, Anne Hammond

**5 CONFLICT OF INTEREST**

Chair Rob Reiman reminded all Elected Members of the requirement to disclose any conflict of interest in relation to any matters before Council. No conflicts of interest were disclosed by the Committee members.

*3.24pm the Audit Committee held an in-camera session with the external auditor – management and staff left the Chamber.*

*3.33pm the Audit Committee Public meeting resumed*

*Chair Rob Reiman advised that the meeting will begin with item 8.2 due to the external auditor's requirement to be back in Adelaide. Meeting will then proceed back to Item 8.1 as scheduled.*

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

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the minutes of the Audit Committee Meeting held on 25 August 2020 be confirmed.

**CARRIED 049/2020 (27/10/2020)**

**7 VISITORS TO THE MEETING**

Samantha Creten – External Auditor (Dean Newberry and Partners)

**REPORTS****8 NEW BUSINESS****8.1 AUDIT COMMITTEE WORK PLAN 2020****PURPOSE**

To consider and endorse an updated work plan for 2020.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the Audit Committee endorse the updated 2020 Work Plan.

**CARRIED 051/2020 (27/10/2020)**

**8.2 AUDITED GENERAL PURPOSE FINANCIAL STATEMENTS 2019/2020****PURPOSE**

To present Council's 2019/2020 audited General Purpose Financial Statements ("Statements"), management representation letter and risk response questionnaire for the Committee's information and consideration.

**COMMITTEE RESOLUTION**

Moved: Cr Tania Stock

Seconded: Cr Leanne O'Brien

That the Audit Committee:

1. Endorse the Chief Executive Officer and the Presiding Member of the Audit Committee to sign the Certification of Auditor Independence;
2. Receive and note the Management Representation Letter to be signed by the Chief Executive Officer and the Director Corporate and Community Services and provided to the Auditor;
3. Receive and note the Risk Response Questionnaire signed by the Chief Executive Officer and the Director Corporate and Community Services and provided to the Auditor; and
4. Recommend to Council that the audited General Purpose Financial Statements for the year ended 30<sup>th</sup> June 2020 be endorsed.
5. Receive the Audit Completion Report.

**CARRIED 050/2020 (27/10/2020)**

**8.3 2021-2025 STRATEGIC MANAGEMENT PLAN****PURPOSE**

To provide the Audit Committee with an overview of the Strategic Management Plan review process and a copy of the final adopted 2021-2025 Strategic Management Plan.

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Tania Stock

That the report be received.

**CARRIED 052/2020 (27/10/2020)**

**8.4 POLICY REVIEW - PO116 RESERVE FUNDS - OBJECTIVES AND USE****PURPOSE**

To seek endorsement of the updated PO116 Reserve Funds – Objectives and Use Policy.

**COMMITTEE RESOLUTION**

Moved: Member Hussain Rafeeu

Seconded: Cr Adam Meyer

That the Audit Committee endorse the updated PO116 Reserve Funds – Objectives and Use Policy and recommend to Council that it be adopted as presented.

**CARRIED 053/2020 (27/10/2020)**

**8.5 POLICY REVIEW - PO122 LOANS TO COMMUNITY GROUPS****PURPOSE**

To seek endorsement of the updated PO122 Loans to Community Groups Policy.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the matter lay on the table pending further definition of "Ineligible Projects" as outlined on page 2 of 4 of PO122 Loans to Community Groups Policy.

**CARRIED 054/2020 (27/10/2020)**

*Draft rewording of "Ineligible Projects" on page 2 of 4 of PO122 to be tabled at the next Audit Committee meeting.*

**8.6 ASSET MANAGEMENT UPDATE****PURPOSE**

To update Audit Committee members on Asset Management activities.

**COMMITTEE RESOLUTION**

Moved: Cr Tania Stock  
Seconded: Cr Adam Meyer

That the report be received.

**CARRIED 055/2020 (27/10/2020)**

**8.7 INTERNAL AUDIT ACTIVITY REPORT****PURPOSE**

To provide Audit Committee with an update on the recent Internal Audit activity.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer  
Seconded: Cr Tania Stock

That the report be received.

**CARRIED 056/2020 (27/10/2020)**

**8.8 APPOINTMENT OF INDEPENDENT MEMBERS****PURPOSE**

For the Audit Committee to make a recommendation to Council in regard to the appointment of two (2) independent members from 1 December 2020 for a term of four (4) years.

*4.23pm Chair Rob Reiman and Member Hussain Rafeeu left the Chamber*

*4.26pm Chair Rob Reiman and Member Hussain Rafeeu re-entered the Chamber*

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien  
Seconded: Cr Tania Stock

That the Audit Committee recommend to Council the reappointment of Mr Rob Reiman as Chair and Mr. Hussain Rafeeu as Independent Member to the Audit Committee for a four (4) year term from 1 December 2020 as provided by section 4.7 of the Audit Committee Terms of Reference.

**CARRIED 057/2020 (27/10/2020)**

**9 GENERAL BUSINESS**

**10 NEXT MEETING**

Tuesday 1 December 2020

**11 CLOSURE**

**The Meeting closed at 4.28pm.**

**The minutes of this meeting were confirmed at the Audit Committee Meeting held on 1 December 2020.**

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**CHAIRPERSON**