



# **MINUTES**

## **Audit Committee Meeting**

(Subject to confirmation)

**1 December 2020**

**MINUTES OF YORKE PENINSULA COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON TUESDAY, 1 DECEMBER 2020 AT 3PM**

**1 WELCOME BY CHAIRPERSON**

Chair Rob Reiman welcomed everyone to the meeting and declared the meeting open at 3.01pm.

**2 PRESENT**

Chair Rob Reiman, Cr Adam Meyer, Cr Tania Stock, Member Hussain Rafeeu

**In Attendance**

Mayor Darren Braund, Cr Leanne O'Brien, David Harding (Director Corporate and Community Services), Rachel Rains (Minute Secretary), Sid Jain (Manager Financial Services), Michael McCauley (Asset Manager), Bobbi Pertini (Manager People and Culture) Brianna Wood (Project Officer)

**3 LEAVE OF ABSENCE**

Nil

**4 APOLOGIES**

(Cr Leanne O'Brien advised that she will be joining the meeting after 3pm).

Andrew Cameron, Trevor Graham, Daniel Griffin, Mary Herrmann, Chloe Brown

**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.

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

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Member Hussain Rafeeu

That the minutes of the Audit Committee Meeting held on 27 October 2020 be confirmed.

**CARRIED 058/2020 (1/12/2020)**

**7 VISITORS TO THE MEETING**

Nil

**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 Tania Stock

Seconded: Cr Adam Meyer

That the Audit Committee endorse the updated 2020 Work Plan.

**CARRIED 059/2020 (1/12/2020)**

**8.2 AUDIT COMMITTEE ANNUAL REVIEW AND SELF ASSESMENT 2020****PURPOSE**

For the Audit Committee to review and self-assess its performance for the 2020 calendar year, in accordance with clause 13 of the Audit Committee Terms of Reference (TOR).

**COMMITTEE RESOLUTION**

Moved: Cr Tania Stock

Seconded: Cr Leanne O'Brien

That the Audit Committee endorse:

1. The 2020 Audit Committee self-assessment results as presented; and
2. The 2021 Audit Committee work plan as presented.

**CARRIED 060/2020 (1/12/2020)**

1. *Sid Jain to review wording to Q3 of the Self-Assessment Questionnaire*
2. *Dates and Times to be removed from "Results" section of the Questionnaire*

*Leanne O'Brien joined the meeting at 3.11pm*

**8.3 SEPTEMBER QUARTERLY BUDGET REVIEW 2020/2021****PURPOSE**

To receive Council's endorsed September quarterly budget review (as at 30 September 2020) for Council's 2020/2021 Budget and associated financial statements, ratios and changes.

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien  
Seconded: Cr Adam Meyer

That the Audit Committee receive the Council endorsed 2020/2021 September Budget Review changes as presented in the attached Summary of Changes, Statement of Comprehensive Income and Uniform Presentation of Finances and receive the updated Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Equity and Financial Indicators (Ratios).

**CARRIED 061/2020 (1/12/2020)**

**8.4 POLICY REVIEW - PO018 HARDSHIP POLICY FOR RESIDENTIAL CUSTOMERS OF MINOR AND INTERMEDIATE WATER RETAILERS****PURPOSE**

To seek endorsement of the updated PO018 Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer  
Seconded: Cr Tania Stock

That the Audit Committee endorse the updated PO018 Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers and recommend to Council that it be adopted as presented.

**CARRIED 062/2020 (1/12/2020)**

**8.5 POLICY REVIEW - PO048 MANAGEMENT AND RECOVERY OF OUTSTANDING DEBTS POLICY****PURPOSE**

To seek endorsement of the updated PO048 Management and Recovery of Outstanding Debts Policy.

**COMMITTEE RESOLUTION**

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

That the Audit Committee endorse the updated PO048 Management and Recovery of Outstanding Debts Policy and recommend to Council that it be adopted as presented.

**CARRIED 063/2020 (1/12/2020)**

## **8.6 POLICY REVIEW - PO161 PRUDENTIAL MANAGEMENT**

### **PURPOSE**

To seek endorsement for Council's updated PO161 Prudential Management Policy.

### **COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Tania Stock

That the Audit Committee endorse the updated PO161 Prudential Management Policy and recommend to Council that it be adopted as presented.

**CARRIED 064/2020 (1/12/2020)**

## **8.7 POLICY REVIEW - PO122 LOANS TO COMMUNITY GROUPS**

### **PURPOSE**

To seek approval from the Audit Committee to lift this matter from the table and resume proceedings at the point preceding the resolution from the 27 October 2020 Audit Committee meeting.

### **COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the Audit Committee:

1. Agree to lift the matter "Policy Review – PO122 Loans to Community Groups" from the table for further consideration by Committee members; and
2. Resume proceedings at the point preceding the resolution below:

***Cr Meyer moved and Cr Stock seconded***

*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)**

**CARRIED 065/2020 (1/12/2020)**

### **COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Adam Meyer

That the Audit Committee endorse the updated PO122 Loans to Community Groups Policy and recommend to Council that it be adopted as presented.

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CARRIED 066/2020 (1/12/2020)

## 8.8 RISK MANAGEMENT ACTIVITY REPORT

### PURPOSE

To provide the Audit Committee with an update in respect of Council's Risk Management activities.

### COMMITTEE RESOLUTION

Moved: Cr Adam Meyer  
Seconded: Cr Leanne O'Brien

That the report be received.

CARRIED 067/2020 (1/12/2020)

## 8.9 DRAFT COMMUNITY EMERGENCY MANAGEMENT PLAN

### PURPOSE

To seek endorsement of the draft Community Emergency Management Plan 2021-2025.

### COMMITTEE RESOLUTION

Moved: Member Hussain Rafeeu  
Seconded: Cr Tania Stock

That the Audit Committee endorse the draft Community Emergency Management Plan as presented.

CARRIED 068/2020 (1/12/2020)

*1. Bobbi Pertini to add to page 107 the word "service" to read "SAPOL – Yorke Mid North Local Service Area"*

*2. Bobbi Pertini to add to the Action table on page 111 - 2.1.5 Develop Overarching Incident Plan and Operational Incident Sub-Plan*

## 8.10 INTERNAL AUDIT PLANNING 2021

### PURPOSE

To seek endorsement of the Internal Audit Plan for 2021 - 2022.

### COMMITTEE RESOLUTION

Moved: Member Hussain Rafeeu  
Seconded: Cr Leanne O'Brien

That the Audit Committee endorse the two year Internal Audit Plan for 2021 - 2022.

CARRIED 069/2020 (1/12/2020)

*Brianna Wood to add sampling of Community Loans to the Proposed Internal Audit Plan 2021*

**8.11 ASSET MANAGEMENT UPDATE****PURPOSE**

To update Audit Committee members on Asset Management activities.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the report be received.

**CARRIED 070/2020 (1/12/2020)**

**8.12 DRAFT COMMUNITY WASTEWATER MANAGEMENT SYSTEM (CWMS) ASSET MANAGEMENT PLAN****PURPOSE**

Audit Committee endorsement requested so that public consultation can be undertaken for the draft Community Wastewater Management System (CWMS) Asset Management Plan (provided under separate cover).

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Tania Stock

That the Audit Committee endorse the draft Community Wastewater Management System (CWMS) Asset Management Plan as presented for public consultation.

**CARRIED 071/2020 (1/12/2020)**

**8.13 DRAFT WATER INFRASTRUCTURE ASSET MANAGEMENT PLAN****PURPOSE**

Audit Committee endorsement is requested so that public consultation can be undertaken for the draft Water Infrastructure Asset Management Plan (provided under separate cover).

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Adam Meyer

That the Audit Committee endorse the draft Water Infrastructure Asset Management Plan as presented for public consultation.

**CARRIED 072/2020 (1/12/2020)**

**8.14 DRAFT STORMWATER INFRASTRUCTURE ASSET MANAGEMENT PLAN**

**PURPOSE**

Audit Committee endorsement is requested so that public consultation can be undertaken for the draft Stormwater Infrastructure Asset Management Plan (provided under separate cover).

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Tania Stock

That the Audit Committee endorse the draft Stormwater Infrastructure Asset Management Plan as presented for public consultation.

**CARRIED 073/2020 (1/12/2020)**

**9 GENERAL BUSINESS**

Chair Rob Reiman thanked David Harding and Trevor Graham for their professionalism and service to Audit Committee and wished them the best for their respective retirements.

**10 NEXT MEETING**

Tuesday 23 February 2021

**11 CLOSURE**

**The Meeting closed at 4.36pm.**

**The minutes of this meeting were confirmed at the Audit Committee Meeting held on 23 February 2021.**

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**CHAIRPERSON**