



# **MINUTES**

## **Audit Committee Meeting**

(Subject to confirmation)

**23 February 2021**

**MINUTES OF YORKE PENINSULA COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON TUESDAY, 23 FEBRUARY 2021 AT 3.00PM**

**1 WELCOME BY CHAIRPERSON**

Chair Rob Reiman welcomed everyone to the meeting and declared the meeting open at 3.00pm

**2 PRESENT**

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

**In Attendance**

Mayor Darren Braund, Andrew Cameron (CEO), Andre Kompler (Director Assets and Infrastructure – arrived at 3.07pm) Sid Jain (Manager Financial Services), Rachel Rains (Minute Secretary), Bobbi Pertini (Manager People, Culture and Safety) Michael McCauley (Assets Manager), Brianna Wood (Project Officer)

**3 LEAVE OF ABSENCE**

Nil

**4 APOLOGIES**

Cr Tania Stock

**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 Leanne O'Brien

Seconded: Cr Adam Meyer

That the minutes of the Audit Committee Meeting held on 1 December 2020 be confirmed.

**CARRIED 001/2021 (23/02/2021)**

**7 VISITORS TO THE MEETING**

Nil

**REPORTS****8 NEW BUSINESS****8.1 AUDIT COMMITTEE WORK PLAN 2021****PURPOSE**

To consider and endorse an updated work plan for 2021.

**COMMITTEE RESOLUTION**

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

That the Audit Committee endorse the updated 2021 Work Plan.

**CARRIED 002/2021 (23/02/2021)**

*Member Hussain Rafeeu suggested that an annual review of Council's Strategic Risk Register be undertaken.*

**8.2 AUDIT COMMITTEE ANNUAL REPORT 2020****PURPOSE**

For the Audit Committee to review its draft Annual Report for the 2020 calendar year prior to being presented to Council for consideration in accordance with Clause 13 of the Committee's Terms of Reference.

**COMMITTEE RESOLUTION**

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

That the Audit Committee endorse its Annual Report for the 2020 calendar year for presentation to Council.

**CARRIED 003/2021 (23/02/2021)**

*The Audit Committee suggested the "Record of Meeting" section within the report reflect the total meetings held in relation to the individual.*

*Director Assets and Infrastructure entered the Chamber at 3.07pm.*

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

To receive the Council endorsed December quarterly budget review (as at 31 December 2020) of Council's 2020/2021 Budget and associated financial statements, ratios and changes.

**COMMITTEE RESOLUTION**

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

That the Audit Committee receive the Council endorsed 2020/2021 December 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 004/2021 (23/02/2021)**

**8.4 LONG TERM FINANCIAL PLAN - ANNUAL REVIEW****PURPOSE**

To update the Committee on the annual review of Council's Long Term Financial Plan 2021 – 2030 (LTFP).

**COMMITTEE RESOLUTION**

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

That the report be received.

**CARRIED 005/2021 (23/02/2021)**

*Manager Financial Services made a presentation to the Audit Committee and was requested to email a copy of the presentation to Committee members.*

**8.5 INTERNAL AUDIT ACTIVITY REPORT****PURPOSE**

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

**COMMITTEE RESOLUTION**

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

That the report be received.

**CARRIED 006/2021 (23/02/2021)**

*The CEO asked the Audit Committee if they were satisfied with the current timeline for completion of the Governance Legislation Self-Audit.*

*The CEO will investigate the possibility of the cost of hiring a consultant to accelerate completion of this work if necessary.*

## **8.6 RISK MANAGEMENT ACTIVITY REPORT**

### **PURPOSE**

To provide the Audit Committee with an update on Council's Risk Management activities.

### **COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Leanne O'Brien

That the report be received.

**CARRIED 007/2021 (23/02/2021)**

*Member Hussain Rafeeu enquired as to how Council monitors its performance against the Strategic Risk Register. Manager People, Culture and Safety took the Question on Notice.*

## **8.7 DRAFT COMMUNITY WASTEWATER MANAGEMENT SYSTEM (CWMS) ASSET MANAGEMENT PLAN**

### **PURPOSE**

To seek Audit Committee endorsement that Council endorse and adopt the draft Community Wastewater Management System (CWMS) 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 Community Wastewater Management System (CWMS) Asset Management Plan (provided under separate cover) and recommend to Council that it be adopted as presented.

**CARRIED 008/2021 (23/02/2021)**

**8.8 DRAFT STORMWATER INFRASTRUCTURE ASSET MANAGEMENT PLAN****PURPOSE**

To seek Audit Committee endorsement that Council endorse and adopt the draft Stormwater Infrastructure Asset Management Plan (provided under separate cover).

**COMMITTEE RESOLUTION**

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

That the Audit Committee endorse the draft Stormwater Infrastructure Asset Management Plan (provided under separate cover) and recommend to Council that it be adopted as presented.

**CARRIED 009/2021 (23/02/2021)**

*The Audit Committee noted and discussed the submission received in relation to the Draft Stormwater Infrastructure Asset Management Plan and requested that this be documented in the Assets Manager's report to Council.*

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

To seek Audit Committee endorsement that Council endorse and adopt 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 (provided under separate cover) and recommend to Council that it be adopted as presented.

**CARRIED 010/2021 (23/02/2021)**

**8.10 DRAFT TRANSPORT ASSET MANAGEMENT PLAN****PURPOSE**

To seek Audit Committee endorsement that Council endorse and adopt the draft Transport Asset Management Plan (provided under separate cover).

**COMMITTEE RESOLUTION**

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

That the Audit Committee endorse the draft Transport Asset Management Plan (provided under separate cover) and recommend to Council that it be adopted as presented.

**CARRIED 011/2021 (23/02/2021)**

**9 GENERAL BUSINESS**

Nil

**10 NEXT MEETING**

Tuesday 25 May 2021

**11 CLOSURE**

**The Meeting closed at 5.01pm.**

**The minutes of this meeting were confirmed at the Audit Committee Meeting held on 25 May 2021.**

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**CHAIRPERSON**



*Yorke Peninsula Council*

**The following Minutes of the Confidential Meeting of  
the Audit Committee are  
released and returned to the Public Record**

**25 February 2020**





# **CONFIDENTIAL MINUTES**

## **Audit Committee Meeting**

(Subject to confirmation)

**25 February 2020**

**CONFIDENTIAL MINUTES OF AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON TUESDAY, 25 FEBRUARY 2020 AT 4.13PM**

**WELCOME**

Acting Chair Rob Reiman welcomed everyone to the meeting and declared the meeting open.

**PRESENT:** Acting Chair Rob Reiman, Cr Leanne O'Brien, Cr Adam Meyer, Cr Tania Stock

**IN ATTENDANCE:** Mayor Darren Braund, Andrew Cameron (CEO)

**LEAVE OF ABSENCE**

Nil

**APOLOGIES**

Nil

**CONFLICT OF INTEREST**

Acting Chair Rob Reiman reminded all Elected Members of the requirement to disclose any conflict of interest in relation to any matters before Council.

Nil

**9 CONFIDENTIAL ITEMS****9.1 INDEPENDENT MEMBER APPOINTMENT TO AUDIT COMMITTEE****PURPOSE**

For the Audit Committee to consider the appointment of one (1) independent member to the Audit Committee until 30 November 2020 to replace Mr Peter Brass who recently tendered his resignation and to recommend that Council endorse the appointment as presented.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the CEO prepares a Confidential Report to the March Council meeting in relation to the process to appoint an Independent Member to Audit Committee.

**CARRIED 010/2020 (25/02/2020)**

**COMMITTEE RESOLUTION**

Moved: Cr Tania Stock

Seconded: Cr Adam Meyer

**Section 91 Order**

That having considered report 9.1 Independent Member Appointment to Audit Committee in confidence under Section 90(2) and (3)(a) of the Local Government Act 1999 (the Act) the Council, pursuant to Section 91 (7) and 91 (9) of the Act orders that the agenda report, attachments, minutes

and supporting documentation relevant to report 9.1 Independent Member Appointment to Audit Committee be retained in confidence and not available for public inspection for a period of 12 Months.

**CARRIED 011/2020 (25/02/2020)**

*At 4.42pm the Confidential Meeting closed.*

**CLOSURE**

The meeting closed at 4.42pm.

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**ACTING CHAIR ROB REIMAN**

26 May 2020