



# **MINUTES**

## **Audit Committee Meeting**

(Subject to confirmation)

**25 May 2021**

**MINUTES OF YORKE PENINSULA COUNCIL  
AUDIT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON TUESDAY, 25 MAY 2021 AT 3.00PM**

**1 WELCOME BY CHAIRPERSON**

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

**2 PRESENT**

Chair Rob Reiman (attendance via phone conference), Cr Leanne O'Brien, Cr Adam Meyer, Cr Tania Stock, Member Hussain Rafeeu

**In Attendance**

Mayor Darren Braund, Sid Jain (Manager Financial Services), Rachel Rains (Minute Secretary), Andre Kompler (Director Assets and Infrastructure), Bobbi Pertini (Manager People, Safety and Culture), Michael McCauley (Assets Manager), Brianna Wood (Business Improvement Officer).

**3 LEAVE OF ABSENCE**

Nil

**4 APOLOGIES**

Andrew Cameron (CEO)

**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: Cr Leanne O'Brien

That the minutes of the Audit Committee Meeting held on 23 February 2021 be confirmed.

**CARRIED 012/2021 (25/05/2021)**

**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 Tania Stock  
Seconded: Cr Adam Meyer

That the Audit Committee endorse the updated 2021 Work Plan.

**CARRIED 013/2021 (25/05/2021)**

**8.2 MARCH QUARTERLY BUDGET REVIEW 2020/2021****PURPOSE**

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

**COMMITTEE RESOLUTION**

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

That the Audit Committee receive the Council endorsed 2020/2021 March 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 014/2021 (25/05/2021)**

**8.3 RATING MODELS 2021/2022****PURPOSE**

To update the Audit Committee on indicative Capital Valuations and rating models for 2021/2022 to raise General Rate revenue to fund Council's Annual Business Plan (ABP) and Budget.

**COMMITTEE RESOLUTION**

Moved: Cr Adam Meyer  
Seconded: Cr Tania Stock

That the report be received.

**CARRIED 015/2021 (25/05/2021)**

*Cr Stock suggested that Council present a simplified explanation of the endorsed Rating Model to the public that demonstrates the reasoning behind the decision to increase rates.*

*Cr Meyer suggested a discussion between the CEO and the YP Country Times in relation to the content of some recent articles.*

*Manager Financial Services took Members suggestions on notice for further discussion with the CEO.*

**8.4 DRAFT ANNUAL BUSINESS PLAN AND BUDGET 2021/2022****PURPOSE**

Each year Council develops and adopts an Annual Business Plan (ABP) and Budget. This document explains the context in which the Budget has been developed, provides information on what Council plans to achieve in the coming financial year and describes how this will be funded.

As part of the annual business planning process, Council's 2021/2022 Fees and Charges have also been reviewed and updated.

This report provides to the Audit Committee, the Council endorsed 2021/2022 Draft ABP, Budget and Fees and Charges for public consultation.

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the 2021/2022 Draft Annual Business Plan, including the 2021/2022 Draft Budget and the 2021/2022 Fees and Charges for the financial year ending 30 June 2022 be received.

**CARRIED 016/2021 (25/05/2021)**

*Cr O'Brien highlighted a change to formatting on page 77 of the Fees and Charges schedule.*

*The Chair noted additional minor formatting changes on page 58 and 59 of the Annual Business Plan.*

**8.5 POLICY REVIEW - PO149 COMMUNITY GRANTS SCHEME POLICY****PURPOSE**

To seek approval from the Audit Committee for the updated PO149 Community Grants Scheme Policy.

**COMMITTEE RESOLUTION**

Moved: Member Hussain Rafeeu

Seconded: Cr Adam Meyer

That the Audit Committee endorse the updated PO149 Community Grants Scheme Policy, and recommend to Council that it be adopted as presented.

**CARRIED 017/2021 (25/05/2021)**

*Cr O'Brien relayed a suggestion from the Minlaton Progress Association about prioritising grant applications from community groups that do not have additional income sources such as caravan parks.*

*Manager Financial Services took that on notice for further discussion with the CEO.*

## **8.6 ASSET MANAGEMENT UPDATE**

### **PURPOSE**

To update Audit Committee members on Asset Management activities

### **COMMITTEE RESOLUTION**

Moved: Cr Tania Stock  
Seconded: Cr Leanne O'Brien  
That the report be received.

**CARRIED 018/2021 (25/05/2021)**

## **8.7 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: Member Hussain Rafeeu  
That the report be received.

**CARRIED 019/2021 (25/05/2021)**

*Member Hussain Rafeeu suggested that in future the Risk Registers include all data i.e. Residual Risk Ratings.*

## **8.8 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 020/2021 (25/05/2021)**

*Cr Meyer enquired whether the Records Management Internal Audit scope would incorporate review of the appropriateness of staff emails?*

*Manager Financial Services took it on notice to discuss with the CEO.*

## **9 GENERAL BUSINESS**

1. Cr Meyer brought to the Chair's attention his reasons for laying on the table a Council report on the PO163 Elected Member Access to Information Policy, considered at the May 2021 Council meeting. Cr Meyer would like the CEO to bring the Policy to the Audit Committee for review and clarification whether the policy is required.
2. The Chair requested that correspondence received from the Hon. Vickie Chapman MP regarding the Inquiry into Local Government Costs and Efficiency be included with the minutes of this meeting.

## **10 NEXT MEETING**

Tuesday 31 August 2021

## **11 CLOSURE**

**The Meeting closed at 4.33pm.**

**The minutes of this meeting were confirmed at the Audit Committee Meeting held on 31 August 2021.**

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**CHAIRPERSON**

**The Hon Vickie Chapman MP**

2020/02560/01

12 April 2021

Mayor Darren Braund  
Yorke Peninsula Council

By email: darren.braund@yorke.sa.gov.au



**Government  
of South Australia**

Deputy Premier

Attorney-General

Minister for Planning  
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Dear Mayor Braund

As you are aware, the South Australian Productivity Commission (SAPC) final report of its *Inquiry into Local Government Costs and Efficiency* (the Final Report) made a number of recommendations to the State Government and advice to councils regarding information for improved decision making; and efficiency and continuous improvement.

The creation of an 'information framework' was a key recommendation of the SAPC to enable high-level comparisons of councils, including with themselves over time, for the purposes of providing —

- councils with information to support decision making and continuous improvement;
- communities and ratepayers with consistent information about their council performance and productivity, including comparisons with appropriate councils; and
- State and Australian governments with information to allow better informed engagement with local government and decisions which affect local government.

In its response to the Final Report, the Government supported the establishment of an information framework for the local government sector with a suite of key financial and other performance indicators to provide accurate, comparative performance information to councils and their communities.

Accordingly, the Government has commenced the development of the Local Government Information Framework (LGIF), with a view to having a system operating in mid-2021.

To deliver the objectives identified by the SAPC, it is intended that the LGIF will consist of three parts—

1. The establishment of a publicly available website that will collate and present easily accessible and readily understood core performance information about all councils to their communities. This will enable community members to access information about their council over time, compare it to other councils, and importantly, to engage with the decisions and activities of their council.
2. The provision of detailed data and reports to councils to support councils' own activities such as benchmarking and service reviews to improve operations and deliver cost savings.
3. A mechanism that will enable councils to undertake their own internal reporting and analysis of their functions and performance using available data.

I can confirm that the LGIF will be based on the extensive data collected by the Local Government Grants Commission, supplemented by additional existing data where necessary, to both utilise established and credible data sources, and to ensure that the LGIF does not create an ongoing reporting or administrative burden for councils.

Of course, I am aware that this work is critical to the local government sector, and all councils will have a keen interest in both the public website, and the more detailed information that will be provided to all councils.

The Government is working very closely with the Local Government Association (LGA), which is represented on the project's Steering Committee, to ensure that the local government sector's views and expectations are incorporated into the development of the LGIF. The LGIF project team will also work with a small "Reference Group" of council staff to continuously test and improve the LGIF as it is developed.

I also expect that broader council and community consultation will be undertaken in mid to late May. This will provide your Council with an opportunity to provide feedback on the public website and on the reports that will be provided to all councils from the system.

For any further details, please contact Mr David Whiterod, Team Leader of the Attorney-General's Department on 7109 7145 or at david.whiterod@sa.gov.au.

Yours sincerely



**VICKIE CHAPMAN MP**  
DEPUTY PREMIER  
MINISTER FOR PLANNING AND LOCAL GOVERNMENT





## *Yorke Peninsula Audit Committee*

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

**26 May 2020**



# **CONFIDENTIAL MINUTES**

## **Audit Committee Meeting**

(Subject to confirmation)

**26 May 2020**

**CONFIDENTIAL MINUTES OF AUDIT COMMITTEE MEETING  
HELD VIA ZOOM VIDEO CONFERENCING FROM 8 ELIZABETH ST MAITLAND ON  
TUESDAY, 26 MAY 2020 AT 5.07PM**

**WELCOME**

Acting Chair Rob Reiman welcomed everyone to the meeting and declared the meeting open at 5.07pm

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

**IN ATTENDANCE:** 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.

**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 Audit Committee:

1. Approve the appointment of Mr. Hussein Rafeeu as Independent Member on Council's Audit Committee until the expiration of the current Independent Member's term on 30 November 2020 and;
2. Recommend to Council that they endorse this appointment at their meeting to be held on 10 June 2020.

**CARRIED 032/2020 (26/05/2020)**

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien  
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 033/2020 (26/05/2020)**

*At 5.19pm the Confidential Meeting closed.*

**CLOSURE**

The meeting closed at 5.19pm.



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**Acting Chair Rob Reiman**

25 August 2020