



MINUTES

Audit Committee Meeting

(Subject to confirmation)

31 August 2021

**MINUTES OF YORKE PENINSULA COUNCIL
AUDIT COMMITTEE MEETING
HELD VIA ZOOM VIDEO CONFERENCING FROM 8 ELIZABETH STREET MAITLAND ON
TUESDAY, 31 AUGUST 2021 AT 3.00PM**

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

In Attendance

Mayor Darren Braund, Andrew Cameron (CEO), Sid Jain (Manager Financial Services), Renee Edwards (Minute Secretary), Bobbi Pertini (Manager People, Safety and Culture), Michael McCauley (Assets Manager), Amanda Pitt (Business Improvement Officer), Mary Herrmann (Governance Officer), Anne Hammond (Manager, Business and Public Relations).

3 LEAVE OF ABSENCE

Nil

4 APOLOGIES

Andre Kompler (Director Assets and Infrastructure),

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.

Nil

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 25 May 2021 be confirmed.

CARRIED 021/2021 (31/08/2021)

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 022/2021 (31/08/2021)

8.2 BUDGET ROLL OVER - 2020/2021**PURPOSE**

To provide the Independent Committee members, the Council endorsed Budget 2020/2021 roll overs (carry forwards) endorsed by Council.

COMMITTEE RESOLUTION

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

That report be received.

CARRIED 023/2021 (31/08/2021)

8.3 TREASURY MANAGEMENT PERFORMANCE 2020/2021**PURPOSE**

Review of Council's treasury management (investments and borrowings) activity and performance for 2020/2021 in accordance with legislation and PO139 Treasury Management Policy.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Tania Stock

That the report be received and recommended to Council for endorsement.

CARRIED 024/2021 (31/08/2021)

Members requested further information and guidelines regarding the Erichsen Heritage Trust. Further details are available within Council's Policy PO116 Reserve Funds – Objectives and Use.

Manager Financial Services took Members request on notice and will provide further details.

8.4 EXTERNAL INTERIM AUDIT REPORT - 2020/2021

PURPOSE

To consider the interim external audit management report for the year ending 30 June 2021 and responses provided by management.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the Interim Audit Report for 2020/2021 from Dean Newbery be received and the Audit Committee endorse management's responses to the matters raised in the report.

CARRIED 025/2021 (31/08/2021)

Cr Meyer raised the issue regarding the use of key safes for storing keys at depot sites to vehicles and other major plant.

Andrew Cameron (CEO) advised that the Director, Assets and Infrastructure will provide an update to Members on its progress.

8.5 BALANCE DATE EXTERNAL AUDIT ATTENDANCE 2021

PURPOSE

To bring to the Audit Committee's attention the balance date external audit attendance and information requirements for 2020/2021.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer

Seconded: Member Hussain Rafeeu

That the report be received.

CARRIED 026/2021 (31/08/2021)

8.6 POLICY REVIEW - PO139 TREASURY MANAGEMENT POLICY

PURPOSE

To seek approval from the Audit Committee for the updated PO139 Treasury Management Policy.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Tania Stock

That the Audit Committee endorse the updated PO139 Treasury Management Policy, and recommend to Council that it be adopted as presented.

CARRIED 027/2021 (31/08/2021)

8.7 POLICY REVIEW - PO084 CORPORATE PURCHASE CARD POLICY**PURPOSE**

To seek approval from the Audit Committee for the updated PO084 Corporate Purchase Card Policy.

COMMITTEE RESOLUTION

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

That the Audit Committee endorse the updated PO084 Corporate Purchase Card Policy, and recommend to Council that it be adopted as presented.

CARRIED 028/2021 (31/08/2021)

Cr Meyer identified that R007 Delegations Register requires updating.

8.8 POLICY REVIEW - PO095 FINANCIAL INSTITUTIONS AUTHORITY POLICY**PURPOSE**

To seek endorsement from the Audit Committee for the updated PO095 Financial Institutions Authority Policy.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Tania Stock

That the Audit Committee endorse the updated PO095 Financial Institutions Authority Policy and recommend to Council that it be adopted as presented.

CARRIED 029/2021 (31/08/2021)

8.9 POLICY REVIEW - PO142 BUDGET REPORTING AND AMENDMENT POLICY**PURPOSE**

To seek endorsement from the Audit Committee for the updated PO142 Budget Reporting and Amendment Policy.

COMMITTEE RESOLUTION

Moved: Member Hussain Rafeeu
Seconded: Cr Tania Stock

That the Audit Committee endorse the updated PO142 Budget Reporting and Amendment Policy, and recommend to Council that it be adopted as presented.

CARRIED 030/2021 (31/08/2021)

8.10 POLICY REVIEW - PO063 RECORDS MANAGEMENT**PURPOSE**

To seek approval from the Audit Committee for the updated PO063 Records Management Policy.

COMMITTEE RESOLUTION

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

That the Audit Committee endorse the updated PO063 Records Management Policy, and recommend to Council that it be adopted as presented.

CARRIED 031/2021 (31/08/2021)

8.11 PR121 CAPTURE OF ELECTED MEMBERS RECORDS**PURPOSE**

To seek endorsement from the Audit Committee for the updated PR121 Capture of Elected Members Records Procedure.

COMMITTEE RESOLUTION

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

That the matter lie on the table

CARRIED 032/2021 (31/08/2021)

Members suggested some changes to the procedure and title of the procedure to reflect the use of the term 'employees'. They also suggested including a confidentiality statement as well as updates

to capturing records of phone conversation and text message sections to include modern terminology and social media interactions.

8.12 POLICY REVIEW - PO089 ELECTED MEMBER ALLOWANCES AND BENEFITS POLICY**PURPOSE**

To seek Audit Committee endorsement of the updated PO089 Elected Member Allowances and Benefits Policy.

COMMITTEE RESOLUTION

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

That the Audit Committee endorse the updated PO089 Elected Member Allowances and Benefits Policy, to be presented to Council for inclusion in Council's Policy Manual and on Council's website.

CARRIED 033/2021 (31/08/2021)

8.13 POLICY REVIEW - PO163 ELECTED MEMBER ACCESS TO INFORMATION POLICY**PURPOSE**

Audit Committee to consider the updated PO163 Elected Member Access to Information Policy, which Council laid on the table at its meeting held in May 2021.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer
Seconded: Cr Tania Stock

The Audit Committee considered the revised PO163 Elected Member Access to Information Policy, and recommended it be returned to Council with the recommendation it be deleted.

CARRIED 034/2021 (31/08/2021)

8.14 ASSET MANAGEMENT UPDATE - VERBAL**COMMITTEE RESOLUTION**

Moved: Cr Tania Stock
Seconded: Cr Adam Meyer

That the verbal report be received.

CARRIED 035/2021 (31/08/2021)

8.15 RISK MANAGEMENT ACTIVITY REPORT

PURPOSE

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

COMMITTEE RESOLUTION

Moved: Cr Tania Stock
Seconded: Cr Adam Meyer
That the report be received.

CARRIED 036/2021 (31/08/2021)

8.16 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: Cr Tania Stock
That the report be received.

CARRIED 037/2021 (31/08/2021)

9 GENERAL BUSINESS

Chair Rob Reiman extended his condolences to Brianna Wood.

10 NEXT MEETING

Tuesday 26 October 2021

11 CLOSURE

The Meeting closed at 4:57pm.

The minutes of this meeting were confirmed at the Audit Committee Meeting held on 26 October 2021.

.....
CHAIRPERSON