



MINUTES

Audit Committee Meeting

(Subject to confirmation)

26 October 2021

**MINUTES OF YORKE PENINSULA COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,
MINLATON
ON TUESDAY, 26 OCTOBER 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, Cr Tania Stock

In Attendance

Mayor Darren Braund, Ben Thompson (Director Corporate and Community Services), Sid Jain (Manager Financial Services), Peter Miller (Financial Operations Accountant), Amanda Pitt (Business Improvement Officer), Renee Edwards (Minute Taker), Samantha Creten (External Auditor – via Zoom).

3 LEAVE OF ABSENCE

Nil

4 APOLOGIES

Andrew Cameron (CEO), Member Hussain Rafeeu

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.

6 MINUTES OF PREVIOUS MEETING – FOR CONFIRMATION

RECOMMENDATION

That the minutes of the Audit Committee Meeting held on 31 August 2021 be confirmed.

7 VISITORS TO THE MEETING

Dean Newbery - Samantha Creten, External Auditor (via Zoom)

3:02pm Council Staff left the Chamber. The Audit Committee and External Financial Auditor discussed the Audited Financial Statements.

3:13pm Council Staff returned to the Chamber and re-joined the meeting.

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 038/2021 (26/10/2021)

8.2 AUDITED GENERAL PURPOSE FINANCIAL STATEMENTS 2020/2021**PURPOSE**

To present Council's 2020/2021 audited General Purpose Financial Statements ("Statements") and management representation letter for the Committee's information and consideration.

COMMITTEE RESOLUTION

Moved: Cr Tania Stock
Seconded: Cr Adam Meyer

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 Manager Financial Services and provided to the Auditor; and
3. Recommend to Council that the audited General Purpose Financial Statements for the year ended 30 June 2021 be endorsed.

CARRIED 039/2021 (26/10/2021)

Hussain Rafeeu sought clarification on a number of matters relating to the Audited Financial Statements 2020/2021. Staff took them on notice and will provide responses via email.

3:26pm Samantha Creten left the meeting.

8.3 POLICY REVIEW - PO088 ELECTED MEMBERS USE OF COUNCIL SUPPLIED ELECTRONIC EQUIPMENT**PURPOSE**

To seek approval from the Audit Committee for the updated PO088 Elected Members Use of Council Supplied Electronic Equipment.

COMMITTEE RESOLUTION

Moved: Cr Adam Meyer

Seconded: Cr Tania Stock

That the Audit Committee endorse the updated PO088 Elected Members Use of Council Supplied Electronic Equipment Policy, and recommend to Council that it be adopted as presented.

CARRIED 040/2021 (26/10/2021)

8.4 INTERNAL AUDIT ACTIVITY REPORT**PURPOSE**

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

COMMITTEE RESOLUTION

Moved: Cr Tania Stock

Seconded: Cr Leanne O'Brien

That the report be received.

CARRIED 041/2021 (26/10/2021)

Projects 5 and 6 on the table showing the 2021 audit projects, change the proposed timing from 'On Hold' to 'Deferred'.

Hussain Rafeeu sought clarification around internal financial self-assessment testing and the involvement by Dean Newbery. This was taken on notice by staff and a response will be provided via email.

9 GENERAL BUSINESS

Nil

10 NEXT MEETING

Tuesday 30 November 2021

11 CLOSURE

The Meeting closed at 3:38pm

The minutes of this meeting were confirmed at the Audit Committee Meeting held on 30 November 2021.

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CHAIRPERSON