



# **MINUTES**

## **Audit and Risk Committee Meeting**

(Subject to confirmation)

**31 May 2022**

**MINUTES OF YORKE PENINSULA COUNCIL  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS , MINLATON TOWN HALL, 57 MAIN STREET,  
MINLATON  
ON TUESDAY, 31 MAY 2022 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, Member Hussain Rafeeu

**In Attendance**

Mayor Darren Braund, Andrew Cameron (CEO), Ben Thompson (Director Corporate and Community Services), Sid Jain (Manager Financial Services), Amanda Pitt (Business Improvement Officer), Bobbi Pertini (Manager People and Culture), Mary Herrmann (Governance Officer), Michael McCauley (Assets Manager), Renee Edwards (Minute Taker), Lauren McSkimming (Executive Assistant Support Officer), Adele Wyatt (Executive Services Support Officer)

*3.15pm – Cr Adam Meyer left the meeting.*

*3:17pm – Cr Adam Meyer re-joined the meeting.*

**3 LEAVE OF ABSENCE**

Nil

**4 APOLOGIES**

Nil

**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 Tania Stock

That the minutes of the Audit and Risk Committee Meeting held on 22 February 2022 be confirmed.

**CARRIED 013/2022 (31/05/2022)**

**7 VISITORS TO THE MEETING**

Nil

**REPORTS****8 MATTERS ARISING FROM PREVIOUS MINUTES****8.1 PROCEDURE REVIEW - PR121 CAPTURE OF ELECTED MEMBERS RECORDS PROCEDURE****PURPOSE**

To seek Audit and Risk Committee endorsement to lift item *8.11 PR121 Capture of Elected Members Records* from the table and resume proceedings at the point preceding resolution *032/2021*, made at the then, Audit Committee meeting held on 31 August 2021 and endorsement of the revised, draft PR121 Capture of Elected Members Records Procedure.

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Adam Meyer

That the Audit and Risk Committee lift the matter *8.11 PR121 Capture of Elected Members Records* from the table for further consideration and resume proceedings at the point preceding the following resolution:

***Moved: Cr Adam Meyer***

***Seconded: Cr Leanne O'Brien***

*That the matter lie on the table*

**CARRIED 032/2021 (31/08/2021)**

**CARRIED 014/2022 (31/05/2022)**

**COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Tania Stock

That the Audit and Risk Committee endorse the revised, draft PR121 Capture of Elected Members Records Procedure with amendments as suggested at the meeting and recommend to Council that it be adopted.

**CARRIED 015/2022 (31/05/2022)**

*Suggested amendments to procedure include adding additional details under section 4 to capture records of general face-to-face conversations between member of the public and Elected Members. Records to be directed to appropriate council staff via email correspondence. Also include a statement advising that Records staff are available for advice and assistance as required.*

**9 NEW BUSINESS****9.1 AUDIT AND RISK COMMITTEE WORK PLAN 2022****PURPOSE**

To consider and endorse an updated work plan for 2022.

**COMMITTEE RESOLUTION**

Moved: Cr Tania Stock  
Seconded: Member Hussain Rafeeu

That the Audit and Risk Committee endorse the updated 2022 Work Plan.

**CARRIED 016/2022 (31/05/2022)**

**9.2 INTERNAL AUDIT ACTIVITY REPORT****PURPOSE**

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

**COMMITTEE RESOLUTION**

Moved: Member Hussain Rafeeu  
Seconded: Cr Adam Meyer

That the report be received.

**CARRIED 017/2022 (31/05/2022)**

**9.3 PROPOSED RATING MODELS 2022/2023****PURPOSE**

To update the Committee on indicative capital valuations and rating models considered and adopted for 2022/2023 to raise general rate revenue to fund Council's Annual Business Plan (ABP) and Budget.

**COMMITTEE RESOLUTION**

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

That the report be received.

**CARRIED 018/2022 (31/05/2022)**

*Comments were taken on board regarding the consultation process timelines going forward for the proposed rating models. It was suggested that consultation with Elected Members should begin*

*earlier to allow more discussions and conversations before going out to public consultation. Further discussion to be held at Council level.*

#### **9.4 DRAFT ANNUAL BUSINESS PLAN, BUDGET AND FEES AND CHARGES 2022/2023**

##### **PURPOSE**

Each year Council develops and adopts an Annual Business Plan (ABP) and Budget. The ABP 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 2022/2023 Fees and Charges have also been reviewed and updated.

This report provides to the Committee, the Council endorsed draft 2022/2023 ABP, Budget and Fees and Charges for public consultation.

##### **COMMITTEE RESOLUTION**

Moved: Cr Leanne O'Brien

Seconded: Cr Adam Meyer

That the draft 2022/2023 Annual Business Plan including the draft 2022/2023 Budget and the 2022/2023 Fees and Charges for the financial year ending 30 June 2023 be received.

**CARRIED 019/2022 (31/05/2022)**

#### **9.5 MARCH QUARTERLY BUDGET REVIEW 2021/2022**

##### **PURPOSE**

To receive Council's endorsed March quarterly budget review (as at 31 March 2022) for Council's 2021/2022 Budget and associated financial statements, ratios and amendments.

##### **COMMITTEE RESOLUTION**

Moved: Member Hussain Rafeeu

Seconded: Cr Adam Meyer

That the Audit and Risk Committee receive the Council endorsed 2021/2022 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 020/2022 (31/05/2022)**

## 9.6 RISK MANAGEMENT ACTIVITY REPORT

### PURPOSE

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

### COMMITTEE RESOLUTION

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

**CARRIED 021/2022 (31/05/2022)**

*Member Hussain Rafeeu requested that the Critical Function Sub-Plans be included with the Business Continuity Plan and Business Continuity Policy (PO027) when presented to the Audit and Risk Committee.*

*It was requested that a detailed summary of Council's Strategic and Organisational Risks be presented at the next Audit and Risk Committee Meeting.*

## 9.7 NETWORK LEVEL HEAVY VEHICLE ROUTE ASSESSMENT AND RISK ANALYSIS

### PURPOSE

To inform the Audit and Risk Committee of the outcomes of the Network Level Heavy Vehicle Route Assessment and Risk Analysis recently undertaken by HDS Australia.

### COMMITTEE RESOLUTION

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

**CARRIED 022/2022 (31/05/2022)**

*Chair Rob Reiman indicated that this issue has serious implications for the financial sustainability of the Council. It was noted that a report on this matter is being prepared for the June 2022 Council meeting.*

## 10 GENERAL BUSINESS

### 10.1 NEW AND EMERGING RISKS (VERBAL)

*Andrew Cameron (CEO) mentioned that recent weather events have reportedly caused damage along coastal towns and details are slowly coming to hand.*

*Chair Rob Reiman advised the Committee about the recent amendments to Section 122 of the Local Government Association Act regarding the 'rates overview scheme', and noted that the Yorke Peninsula Council are in the first group on a four year cycle to present to ESCOSA our Long Term Financial Plan and Asset Management Plans. This is going to be a critical issue for both Council and the Committee.*

**11 NEXT MEETING**

Tuesday 30 August 2022

**12 CLOSURE**

**The Meeting closed at 4:49pm.**

**The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 30 August 2022.**

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**CHAIRPERSON**