



MINUTES

Audit and Risk Committee Meeting

(Subject to confirmation)

30 August 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, 30 AUGUST 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 Tania Stock, Member Hussain Rafeeu.

In Attendance

Mayor Darren Braund, Ben Thompson (Director Corporate and Community Services), Amanda Pitt (Business Improvement Officer), Michael McCauley (Assets Manager), Chloe Brown (Accountant – Financial Management), Renee Edwards (Minute Taker), Lauren McSkimming (Executive Assistant Support Officer), Adele Wyatt (Executive Services Support Officer).

3 LEAVE OF ABSENCE

Nil

4 APOLOGIES

Cr Adam Meyer, Andrew Cameron (CEO), Sid Jain (Manager Financial Services), Bobbi Pertini (Manager People and Culture), 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.

6 MINUTES OF PREVIOUS MEETING – FOR CONFIRMATION

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the minutes of the Audit and Risk Committee Meeting held on 31 May 2022 be confirmed.

CARRIED 023/2022 (30/08/2022)

Member Hussain Rafeeu requested that a standing item be incorporated into the agenda providing details and due dates of outstanding actions from previous meetings. This will be considered.

7 VISITORS TO THE MEETING

Nil

REPORTS**8 NEW BUSINESS****8.1 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 024/2022 (30/08/2022)

It was requested that a copy of the Interim Audit Report for the 2021/22 Financial Year be sent to Audit and Risk Committee members out of session when received from the External Auditors.

Chair Rob Reiman requested that an additional item be added to section 4.0 of the Work Plan 2022. Activity to be 'Review and Reporting', which will focus on a review of the Audit and Risk Committee Terms of Reference for 2023 as per legislation, as well as details of current Independent Members and expiry date for their appointment.

8.2 INTERNAL AUDIT ACTIVITY REPORT**PURPOSE**

To provide Audit and Risk 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 025/2022 (30/08/2022)

It was requested that reimbursements of expenses to Council staff be incorporated as part of the Corporate Purchase Card Compliance audit. The Business Improvement Officer will consider this as part of the regular audit process.

8.3 TREASURY MANAGEMENT PERFORMANCE 2021-2022**PURPOSE**

Review of Council's treasury management (investments and borrowings) activity and performance for 2021/2022 in accordance with legislation and PO139 Treasury Management Policy.

COMMITTEE RESOLUTION

Moved: Member Hussain Rafeeu
Seconded: Cr Tania Stock

That the Audit and Risk Committee receive the report and recommend to Council that it be endorsed as presented.

CARRIED 026/2022 (30/08/2022)

Cr Leanne O'Brien requested further information on what the funds from the Parson Beach Land Sale were used for. This was taken on notice by staff and a response will be provided.

8.4 BUDGET ROLL OVER - 2021-2022**PURPOSE**

To inform the Independent Committee members about the Council adopted 2021/2022 Budget roll overs for projects not commenced and/or completed as at 30 June 2022.

COMMITTEE RESOLUTION

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

That the report be received.

CARRIED 027/2022 (30/08/2022)

Cr Leanne O'Brien requested further information on the budget rollover for Charles Street, Yorketown. This was taken on notice by staff and a response will be provided.

8.5 BALANCE DATE EXTERNAL AUDIT ATTENDANCE 2022**PURPOSE**

To inform the Audit and Risk Committee about the balance date external audit attendance and scope for 2021/2022.

COMMITTEE RESOLUTION

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

That the report be received.

CARRIED 028/2022 (30/08/2022)

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

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

COMMITTEE RESOLUTION

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

That the Audit and Risk Committee receive the updated PO088 Elected Members Use of Council Supplied Electronic Equipment Policy and recommend to Council that it be adopted with suggested amendments.

CARRIED 029/2022 (30/08/2022)

*Suggested amendments to section 4.0 and 9.0 of the policy.
Details of Councils policy outlining the use of personal devices to be supplied to the Audit and Risk Committee members.*

8.7 POLICY REVIEW - PO187 SPONSORSHIP AND DONATION POLICY**PURPOSE**

To seek approval from the Audit and Risk Committee for the proposed PO187 Sponsorship and Donation Policy.

COMMITTEE RESOLUTION

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

That the matter lie on the table.

CARRIED 030/2022 (30/08/2022)

Members suggested some changes to the policy. They also recommended that section 4.10 be developed into a procedure rather than the information presented in the policy.

8.8 ASSET MANAGEMENT UPDATE**PURPOSE**

To update the Audit and Risk Committee on Asset Management activities.

COMMITTEE RESOLUTION

Moved: Cr Tania Stock

Seconded: Member Hussain Rafeeu

That the report be received.

CARRIED 031/2022 (30/08/2022)

9 NEW AND EMERGING RISKS / ISSUES

- ESCOSA Strategic Review – Submission sent 15/08/2022 – Looking at Councils Long Term Financial Plan and Asset Management Plans
- Electricity prices – anticipating a large inflation in 2023. Current investigations underway.
- Auditor General Report – Management of kerbside waste services undertaken on two metropolitan Councils. A report outlining the findings will be presented at a future Audit and Risk Committee Meeting.

10 GENERAL BUSINESS

Chair Rob Reiman extended his appreciation for the support provided by Sid Jain over the years to the Audit and Risk Committee and gave his best wishes for his future endeavours.

Chair Rob Reiman advised that further investigation is underway regarding undertaking Audit and Risk Committee meeting via video-conferencing.

11 NEXT MEETING

Tuesday 25 October 2022

12 CLOSURE

The Meeting closed at 4:45pm

The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 25 October 2022.

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CHAIRPERSON