



MINUTES

Audit and Risk Committee Meeting

(Subject to confirmation)

25 October 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, 25 OCTOBER 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, Member Hussain Rafeeu

In Attendance

Ben Thompson (Director Corporate and Community Services), Amanda Pitt (Business Improvement Officer), Bobbi Pertini (Manager People, Culture and Safety), Daniel Griffin (Manager Financial Services), Renee Edwards (Minute Taker), Adele Wyatt (Executive Services Support Officer), Peter Miller (Financial Operations Accountant).

3 LEAVE OF ABSENCE

Nil

4 APOLOGIES

Mayor Darren Braund, Cr Adam Meyer, Cr Tania Stock, 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 Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the minutes of the Audit and Risk Committee Meeting held on 30 August 2022 be confirmed.

CARRIED 032/2022 (25/10/2022)

7 VISITORS TO THE MEETING

Samantha Creten, Dean Newbery – via video conference.

3:42pm – *Samantha Creten left the meeting.*

REPORTS

8 MATTERS ARISING FROM PREVIOUS MINUTES

8.1 POLICY REVIEW - PO187 SPONSORSHIP AND DONATION POLICY

PURPOSE

To seek Audit and Risk Committee endorsement to lift item 8.7 *PO187 Sponsorship and Donation Policy* from the table and resume proceedings at the point preceding resolution 030/2022, made at the Audit and Risk Committee meeting held on 30 August 2022 and endorsement of the revised, draft PO187 Sponsorship and Donation Policy.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the Audit and Risk Committee lift the matter 8.7 *PO187 Sponsorship and Donation Policy* from the table for further consideration and resume proceedings at the point preceding the following resolution:

Moved: Cr Tania Stock

Seconded: Cr Leanne O'Brien

That the matter lie on the table.

CARRIED 030/2022 (30/08/2022)

CARRIED 033/2022 (25/10/2022)

and

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the Audit and Risk Committee endorse the revised, draft PO187 Sponsorship and Donation Policy and recommend to Council that it be adopted as presented.

CARRIED 034/2022 (25/10/2022)

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 Leanne O'Brien

Seconded: Member Hussain Rafeeu

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

CARRIED 035/2022 (25/10/2022)

9.2 EXTERNAL INTERIM AUDIT REPORT - 2021/2022

PURPOSE

To consider the interim external audit management report for the year ending 30 June 2022 and responses provided by management.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the Interim Audit Report for 2021/2022 from Dean Newbery be received and the Audit and Risk Committee endorse management's responses to the matters raised in the report.

CARRIED 036/2022 (25/10/2022)

Member Hussain Rafeeu questioned if the audit matter 'IT Access Review' (under item 1 of the Dean Newbery report) was actually audited by the external auditors. This was taken on notice by Samantha Creten at Dean Newbery and a response will be provided.

9.3 AUDITED GENERAL PURPOSE FINANCIAL STATEMENTS 2021/2022

PURPOSE

To present Council's 2021/2022 audited General Purpose Financial Statements ("Statements") and management representation letter for the Committee's information and consideration.

COMMITTEE RESOLUTION

Moved: Member Hussain Rafeeu

Seconded: Cr Leanne O'Brien

That the Audit and Risk Committee:

1. Endorse the Chief Executive Officer and the Presiding Member of the Audit and Risk 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;
3. Recommend to Council that the audited General Purpose Financial Statements for the year ended 30 June 2022 be endorsed; and
4. Receive and note the Audit Completion Report provided by Auditor the for the year ended 30 June 2022

CARRIED 037/2022 (25/10/2022)

Chair Rob Reiman thanked Samantha Creten and Dean Newbery for their services over the last five years and wished them all the best for the future.

9.4 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 Leanne O'Brien

That the report be received.

CARRIED 038/2022 (25/10/2022)

9.5 ORGANISATIONAL RISK REGISTER**PURPOSE**

To provide the Audit and Risk Committee with the current version of the Organisational Risk Register for consideration.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the report be received.

CARRIED 039/2022 (25/10/2022)

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: Member Hussain Rafeeu

Seconded: Cr Leanne O'Brien

That the report be received.

CARRIED 040/2022 (25/10/2022)

Member Hussain Rafeeu recommended that Council cyber security activities/risk mitigation remain in confidence. Staff to consider.

9.7 POLICY REVIEW - PO020 SOCIAL MEDIA POLICY**PURPOSE**

To seek approval from the Audit and Risk Committee of the updated PO020 Social Media Policy.

COMMITTEE RESOLUTION

Moved: Cr Leanne O'Brien

Seconded: Member Hussain Rafeeu

That the Audit and Risk Committee endorse the updated PO020 Social Media Policy and recommend to Council that it be adopted as presented.

CARRIED 041/2022 (25/10/2022)

9.8 POLICY REVIEW - PO122 LOANS TO COMMUNITY GROUPS**PURPOSE**

To seek Audit and Risk Committee endorsement of the updated PO122 Loans to Community Groups Policy.

COMMITTEE RESOLUTION

Moved: Member Hussain Rafeeu

Seconded: Cr Leanne O'Brien

That the Audit and Risk Committee endorse the updated PO122 Loans to Community Groups Policy and SF206 Application Form – Loans to Community Groups, and recommend to Council that it be adopted as presented.

CARRIED 042/2022 (25/10/2022)

10 NEW AND EMERGING RISKS / ISSUES

- Cyber Security – ongoing risk that requires constant monitoring.
- Completion of projects within budget due to supply and material increases.
- Procurement – Internal checks and measure are currently in place through Internal Audit processes.
- ESCOSA Strategic Review
- Federal Budget Review

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

Tuesday 29 November 2022

13 CLOSURE

The Meeting closed at 4:33pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee Meeting held on 29 November 2022.

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CHAIRPERSON