

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 12 AUGUST 2019  
63 MT BARKER ROAD STIRLING**

**In Attendance**

**Members:**

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
Paula Davies	Independent Member
Cr Leith Mudge	Council Member

**In Attendance:**

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
David Collins	Manager Strategic Assets
Mike Carey	Manager Financial Services
James Greenfield	Procurement Coordinator
Steven Watson	Governance and Risk Coordinator Minute Taker

**Guests in Attendance:**

Nil	
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**1. COMMENCEMENT**

The meeting commenced at 6.01pm.

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1. Apology**

Geoff Purdie

**2.2. Leave of Absence**

Nil

**2.3. Absent**

Nil

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**3. MINUTES OF PREVIOUS MEETINGS**

**3.1. Audit Committee Meeting – 13 May 2019**

**Moved Peter Brass  
S/- Paula Davies**

**25/AC19**

**That the minutes of the Audit Committee meeting held 13 May 2019 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried</b>
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**3.2. Special Audit Committee Meeting**

Nil

**4. Delegation of Authority**

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item(s) 6.7 and 6.8 are to be submitted to Council for consideration.

**5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE**

Nil

**6. OFFICER REPORTS – DECISION ITEMS**

6.03pm Cr Mudge entered the meeting

**6.1. Action Report and Work Plan Update**

**Moved Paula Davies  
S/- Peter Brass**

**26/AC19**

**The Audit Committee resolves:**

- 1. The report be received and noted.**
- 2. To approve the updated Audit Committee Workplan V1.2.**

<b>Carried</b>
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**6.2. End of Financial Year Update**

**Moved Peter Brass**

**S/- Paula Davies**

**27/AC19**

**The Audit Committee resolves that the report be received and noted.**

<b>Carried</b>
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**6.3. External Audit Interim Letter**

**Moved Cr Leith Mudge**

**S/- Peter Brass**

**28/AC19**

**That the Audit Committee:**

- 1. Receives and notes the report.**
- 2. Notes the communication received from Galpins from their Interim visit relating to the - 2018-19 Financial Controls Review and the Management Response to their findings from the Interim Audit.**

<b>Carried</b>
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**6.4. Actions from the 2018-19 Internal Controls Review**

**Moved Peter Brass**

**S/- Cr Leith Mudge**

**29/AC19**

**That the Audit Committee:**

- 1. Receives and notes the report.**
- 2. Notes the actions being undertaken in relation to those 2018-19 internal financial controls identified as requiring an action plan.**

<b>Carried</b>
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**6.5. Placement of Council's Insurance Portfolio**

**Moved Paula Davies**

**S/- Cr Leith Mudge**

**30/AC19**

**That the Audit Committee:**

- 1. Receives and notes the report.**
- 2. That a further report be provided to the Committee on the items not covered in its insurance portfolio.**

<b>Carried</b>
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**6.6. Quarterly Debtors Report**

**Moved Peter Brass**

**S/- Cr Leith Mudge**

**31/AC19**

**The Audit Committee resolves that the report be received and noted.**

<b>Carried</b>
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**6.7. Procurement Policy & Framework**

**Moved Peter Brass**

**S/- Paula Davies**

**32/AC19**

**The Audit Committee resolves:**

- 1. That the report be received and noted.**
- 2. To recommend to Council the adoption of the Draft Procurement Policy as detailed in Appendix 1.**
- 3. To note the development of the Procurement Framework to support the Draft Procurement Policy as detailed in Appendix 2.**

<b>Carried</b>
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**6.8. Disposal of Assets Policy**

**Moved Peter Brass**

**S/- Paula Davies**

**33/AC19**

**The Audit Committee resolves:**

- 1. That the report be received and noted.**
- 2. To recommend to Council the adoption of the Disposal of Assets Policy as detailed at Appendix 1.**
- 3. To recommend to Council the revocation of the Disposal of Land Policy, as detailed at Appendix 2, and the Disposal of Materials Policy, as detailed at Appendix 3.**

<b>Carried</b>
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**6.9. Risk Management Plan Update**

**Moved Peter Brass**

**S/- Paula Davies**

**34/AC19**

**The Audit Committee resolves that the report be received and noted.**

<b>Carried</b>
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Administrative Action – schedule Directors to present on their portfolio at Committee meetings annually and include the schedule in the Workplan.

**6.10. LGRS Risk Management Evaluation and Risk Framework**

**Moved Cr Leith Mudge**

**S/- Paula Davies**

**35/AC19**

**The Audit Committee resolves that the report be received and noted.**

<b>Carried</b>
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**6.11. Internal Audit Quarterly Update**

**Moved Peter Brass**

**S/- Cr Leith Mudge**

**36/AC19**

**The Audit Committee resolves to receive and note the report and will receive regular updates through Audit Actions Register.**

<b>Carried Unanimously</b>
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Administrative Action – Management Response to be updated to take into account the views of the Audit Committee.

**6.12. Audit Actions Implementation Update**

**Moved Cr Leith Mudge**

**S/- Paula Davies**

**37/AC19**

**The Audit Committee resolves:**

- 1. To receive and note the report.**
- 2. To note the implementation status of Internal and External Audit actions.**

<b>Carried Unanimously</b>
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**7. CONFIDENTIAL ITEMS**

Nil

**8. NEXT MEETING**

The next ordinary meeting of the Adelaide Hills Council will be held on Monday 14 October 2019 from 6.00pm at 63 Mt Barker Road, Stirling.

Administrative Action - Paula Davies advised of her apology for the 14 October 2019 meeting.

**9. CLOSE MEETING**

The meeting closed at 8.02pm