

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 17 AUGUST 2020  
63 MT BARKER ROAD STIRLING**

**In Attendance**

**Members:**

Councillor Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Paula Davies	Independent Member
Councillor Leith Mudge	Council Member

**In Attendance:**

Lachlan Miller	Acting Chief Executive Officer
Terry Crackett	Director Corporate Services
Steven Watson	Acting Executive Manager Governance & Performance Minute Taker
Mike Carey	Manager Financial Services

**1. COMMENCEMENT**

The meeting commenced at 6.02pm

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1. Apology**  
Nil

**2.2. Leave of Absence**  
Nil

**2.3. Absent**  
Nil

**3. MINUTES OF PREVIOUS MEETINGS**

**3.1. Audit Committee Meeting – 25 May 2020**

**Moved Peter Brass**  
**S/- David Moffatt**

**35/AC20**

**That the minutes of the Ordinary Council meeting held on 25 May 2020, as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
----------------------------

Presiding Member \_\_\_\_\_ 19 October 2020

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 17 AUGUST 2020  
63 MT BARKER ROAD STIRLING**

---

**4. Delegation of Authority**

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendation in Item 7.5 is to be submitted to Council for consideration.

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

**5.1. Nil**

**6. OFFICER REPORTS – DECISION ITEMS**

**6.1. Risk Presentation – Office of the CEO**

**7. OFFICER REPORTS – DECISION ITEMS**

**7.1. Debtors Report**

Moved Cr Leith Mudge  
S/- Paula Davies

**36/AC20**

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

<b>Carried</b>
----------------

**7.2. Auditor-General's Recommendations on Credit Card Management**

Moved Cr Herrmann  
S/- David Moffatt

**37/AC20**

The Audit Committee resolves:

- 1. That the report be received and noted.**
- 2. The Audit Committee notes that the Council Member Allowances and Support Policy will be reviewed by November 2020 and the Employee Functions and Gifts Policy will also be reviewed by the Chief Executive Officer.**

<b>Carried Unanimously</b>
----------------------------

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 17 AUGUST 2020  
63 MT BARKER ROAD STIRLING**

**7.3. End of Financial Year Update**

Moved Peter Brass  
S/- Cr Leith Mudge

**38/AC20**

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

<b>Carried Unanimously</b>
----------------------------

**7.4. Q4 Council Performance Report**

Moved David Moffatt  
S/- Paula Davies

**39/AC20**

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

<b>Carried Unanimously</b>
----------------------------

**7.5. Internal Audit Quarterly Update**

Moved David Moffatt  
S/- Paula Davies

**40/AC20**

The Audit Committee resolves:

1. That the report be received and noted
2. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.5a as contained in Appendix 1 with minor timing amendments as suggested.

<b>Carried Unanimously</b>
----------------------------

**7.6. Audit Actions Implementation Update**

Moved Paula Davies  
S/- Peter Brass

**41/AC20**

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>
----------------------------

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF MEETING  
MONDAY 17 AUGUST 2020  
63 MT BARKER ROAD STIRLING**

**7.7. Risk Management Plan update**

Moved Cr Leith Mudge  
S/- Paula Davies

**42/AC20**

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

<b>Carried Unanimously</b>
----------------------------

**7.8. Action Report & Work Plan Update**

Moved Peter Brass  
S/- Paula Davies

**43/AC20**

The Audit Committee resolves that:

1. The report be received and noted.
2. The Draft 2020 Work plan V1.2, at Appendix 3 be adopted.

<b>Carried</b>
----------------

**8. CONFIDENTIAL ITEMS**

Nil

**9. NEXT MEETING**

The next ordinary meeting of the Audit Committee will be held on Monday 19 October 2020 from 6.00pm at 63 Mt Barker Road, Stirling.

**10. CLOSE MEETING**

The meeting closed at 7.45pm