

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 15 AUGUST 2022
63 MT BARKER ROAD STIRLING**

In Attendance**Members:**

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| Cr Malcolm Herrmann | Presiding Member |
| Peter Brass | Independent Member |
| David Moffatt | Independent Member |
| Natalie Johnston | Independent Member |
| Cr Leith Mudge | Council Member |

In Attendance:

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| Andrew Aitken | Chief Executive Officer |
| Terry Crackett | Director Corporate Services |
| David Waters | Director Community Capacity |
| Lachlan Miller | Executive Manager Governance & Performance |
| Megan Sutherland | Executive Manager Organisational Development |
| Mike Carey | Manager Financial Services |
| David Collins | Manager Strategic Assets |
| Kira-marie Laverty | Corporate Planning & Performance Coordinator |
| Steven Watson | Governance and Risk Coordinator Minute Taker |

Guests in Attendance:

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| Nil | |
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1. COMMENCEMENT

The meeting commenced at 6.30pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

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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 – 23 May 2022

Moved Peter Brass
S/- Natalie Johnston

AC38/22

That the minutes of the Audit Committee meeting held on 23 May 2022 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

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| Carried Unanimously |
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4. PRESIDING MEMBER'S OPENING REMARKS

Cr Malcolm Herrmann thanked the CEO for his service and contributions to the Audit Committee.

5. 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) 8.1, 8.6, 8.9, 8.10 and 8.11 are to be submitted to Council for consideration.

6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF AUDIT COMMITTEE

Natalie Johnston advised the Committee she is employed by SA Water.

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7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1. Risk Presentation

Nil

7.2. Action Report and Work Plan Update

Moved Cr Leith Mudge

S/- Natalie Johnston

AC39/22

1. That the report be received and noted.
2. That the status of the Action Report and Work Plan be noted.

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| Carried |
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8. OFFICER REPORTS – DECISION ITEMS

8.1. Draft Asset Management Plan CWMS 2023 – 2032

Moved Cr Malcolm Herrmann

S/- Cr Leith Mudge

AC40/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend for Council's consideration, the draft *Asset Management Plan – Community Wastewater Management System 2023 – 2032* be released for public consultation.

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| Carried Unanimously |
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8.2. End of Financial Year Update

Moved Peter Brass
S/- David Moffatt

AC41/22

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

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| Carried Unanimously |
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8.3. Debtors Report

Moved Peter Brass
S/- Cr Leith Mudge

AC42/22

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

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| Carried |
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8.4. Placement of Council's Insurance Portfolio

Moved Natalie Johnston
S/- David Moffatt

AC43/22

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

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| Carried Unanimously |
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8.5. Risk Management Plan Update

Moved Natalie Johnston
S/- Peter Brass

AC44/22

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

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| Carried Unanimously |
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8.6. Internal Audit Quarterly Update

**Moved Peter Brass
S/- Natalie Johnston**

AC45/22

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To receive and note the Recruitment and Retention Internal Audit Report as contained in Appendix 1.**
- 3. To receive and note the Economic Development Plan Implementation Internal Audit Report as contained in Appendix 2.**
- 4. To recommend to Council to adopt the revised Strategic Internal Audit Plan v1.11a as contained in Appendix 3.**

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| Carried Unanimously |
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8.7. Audit Action Implementation Status

**Moved Cr Leith Mudge
S/- David Moffatt**

AC46/22

The Audit Committee resolves:

- 1. That the report be received and noted**
- 2. To note the implementation status of Internal and External Audit actions.**

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| Carried Unanimously |
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8.8. Quarterly Council Performance Report Q4 2021-22

Moved Cr Leith Mudge
S/- David Moffatt

AC47/22

The Audit Committee resolves that the Quarterly Council Performance Report – Q4 2021-22 be received and noted.

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| Carried Unanimously |
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8.9. Service Review Report – Civil Services

Moved Peter Brass
S/- Natalie Johnston

AC48/22

The Audit Committee resolves:

1. To receive and note this report
2. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function Report*, as contained in Appendix 1.
3. To receive and note the *Service Review 2021-22 – Civil Service Maintenance Function – draft Action Plan*, containing the Service Review recommendations, management responses and agreed actions, as contained in Appendix 2
4. To note that that the implementation status of the agreed actions will be reported to Council on a biannual basis, nominally March and August.

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| Carried Unanimously |
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8.10. Policy Review – Procurement Report

Moved Malcolm Herrmann
S/- Cr Leith Mudge

AC49/22

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.

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| Carried Unanimously |
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8.11. Policy Review – Disposal of Assets

Moved Peter Brass
S/- David Moffatt

AC50/22

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the adoption of the *Draft Disposal of Assets Policy* as detailed in Appendix 1.

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| Carried Unanimously |
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9. CONFIDENTIAL ITEMS

Nil

10. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 17 October 2022 from 6.30pm at 63 Mt Barker Road, Stirling.

11. CLOSE MEETING

The meeting closed at 8.52pm.