



# **MINUTES**

of

# **AUDIT COMMITTEE MEETING**

held via

MICROSOFT TEAMS

on

**MONDAY 4 MAY 2020 AT 9:30AM**

**MINUTES**  
4 May 2020

*The meeting was declared open at 9.31 am*

**1. ATTENDANCE RECORD**

1.1 Present

G Connor via audio visual link  
C Garrett via audio visual link  
D Hitchcock by audio visual link  
Cr S Furlan by physical attendance  
Cr C Wilkins by audio visual link

In Attendance

Mayor Elizabeth Fricker by physical attendance  
Kiki Cristol Chief Executive Officer by physical attendance  
Michael Richardson, Financial Advisor by physical attendance  
Vanessa Davidson, Council Secretariat by physical attendance  
Joshua Bowen Group Manager Assets & Infrastructure by audio visual link for  
Item 4.2 Highbury Landfill Authority Draft Budget 2020/ 2021 only.

1.2 Apologies

1.3 Not Present / Leave of Absence

**2. CONFIRMATION OF MINUTES**

**Moved:** Cr Wilkins

**Seconded:** D Hitchcock

**AC34/19-20**

The minutes of the Audit Committee meeting of 3 February 2020 be confirmed as a true and accurate record of the proceedings.

**CARRIED**

**Moved:** C Garrett

**Seconded:** Cr Furlan

**AC35/19-20**

The minutes of the Audit Committee meeting of 10 March 2020 be confirmed as a true and accurate record of the proceedings.

**CARRIED**

**3. DECLARATIONS OF INTEREST**

3.1 Corinne Garrett declared a perceived conflict of interest in Item 7.1 Appointment of Independent Member to ERA Water Audit Committee as she is the Town of Walkerville's current representative on the ERA Water Audit Committee. (It is noted that Ms Garrett has not reapplied for appointment to the ERA Water Audit

Committee). Ms Garrett stated that she will remain in the meeting, participate in the debate and vote on the matter.

3.2 Michael Richardson, Financial Advisor, declared a section 120 interest in Item 7.1 Appointment of Independent Member to ERA Water Audit Committee as he is a paid consultant for ERA Water.

#### **4. STAFF REPORTS REQUIRING DECISION OF COMMITTEE**

4.1 Budget Review 3

**Moved:** C Garrett

**Seconded:** Cr C Wilkins

##### **AC36/19-20**

That the Audit Committee recommends Budget Review 3 for the 2019/20 financial year and the variances contained within it to Council for adoption and provides the following comments for Council's consideration:

- Look at converting some borrowings to fixed term and fixed interest.

**CARRIED**

4.2 Highbury Landfill Authority Draft Budget 2020/ 2021

**Moved:** Cr C Wilkins

**Seconded:** C Garrett

##### **AC37/19-20**

That the Audit Committee recommend to Council that the 2020/ 2021 Highbury Landfill Authority Draft Budget be adopted.

**CARRIED**

4.3 Review of the Rating Policy

**Moved:** D Hitchcock

**Seconded:** C Garrett

##### **AC38/19-20**

That the Audit Committee:

1. reviews and notes the revised Rating Policy appearing as Attachment B.
2. recommends the Rating Policy to Council for adoption.

**CARRIED**

4.4 Review of the Budget Management Policy

**Moved:** D Hitchcock  
**Seconded:** C Garrett

**AC39/19-20**

That the Audit Committee:

1. receives and notes the Budget Management Policy.
2. recommends the Budget Management Policy to Council of adoption.

*The time being 10.27am Cr Furlan left the meeting.*

*The time being 10.30am Cr Furlan returned to the meeting.*

**CARRIED**

4.5 Review of the Financial Internal Controls Policy

**Moved:** C Garrett  
**Seconded:** D Hitchcock

**AC40/19-20**

That the Audit Committee:

1. reviews and notes the Financial Internal Controls Policy; and
2. recommends the Financial Internal Controls Policy to Council for adoption (Attachment A) with the following considerations:
  - monitoring activities listed in the revised Policy are tracked and presented to Audit Committee and other appropriate groups on a regular basis, and the Audit Committee ToRs be amended accordingly.

**CARRIED**

**5. STAFF REPORTS PRESENTED FOR INFORMATION**

Nil.

**6. STANDING AGENDA ITEMS**

6.1 Audit Committee Work Program

**Moved:** C Garrett  
**Seconded:** Cr C Wilkins

**AC41/19-20**

That the Audit Committee receives and notes the Audit Committee Work Program for 2019/ 20.

**CARRIED**

6.2. Outstanding Audit Committee Resolutions / Action Report

**Moved** C Garrett  
**Seconded:** Cr C Wilkins

**AC42/19-20**

That the Committee receives and notes the list of Audit Committee resolutions currently being processed as at 29 April 2020.

*The time being 10.59am Cr Furlan left the meeting.*

*The time being 11.02am Cr Furlan returned to the meeting.*

**CARRIED**

**7. CONFIDENTIAL REPORTS**

7.1 Appointment of Independent Member to ERA Water Audit Committee

**Recommendation (Public)**

**Moved** Cr Wilkins  
**Seconded:** D Hitchcock

**AC43/19-20**

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the *Local Government Act 1999* the Audit Committee orders that all members of the public, except Chief Executive Officer, Kiki Cristol, Michael Richardson, Financial Consultant and Council Secretariat, Vanessa Davidson be excluded from attendance at the meeting for Agenda Item 7.1 Appointment of Independent Member to ERA Water Audit Committee.

The Audit Committee is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being persons who expressed interest in being appointed as an Independent Member to the ERA Water Audit Committee.

The Audit Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because disclosure of details may be released to the public before the successful applicant has been formally notified of their appointment.

**CARRIED**

*The time being 11.10am the meeting moved into confidence.*

**Recommendation (Confidential)**

**Moved** Cr Wilkins  
**Seconded:** C Garrett

**AC44/19-20**

1. The Audit Committee notes Administration’s recommendation to Council that Mr Craig Johnson be appointed as the Town of Walkerville’s Independent Member to ERA Water Audit Committee for a two year period commencing 28 May 2020.
2. That the Audit Committee expresses concern and requests Council seeks clarification from ERA Water as to the appointment process for future appointments to the ERA Water Audit Committee.
3. That referee checks and interviews be conducted for the preferred applicants by the Chair of the Audit Committee and the CEO and that a recommendation be then put to Council.

*The time being 11.15 am David Hitchcock left the meeting.*

**CARRIED**

**Recommendation (Public)**

**Moved** Cr Wilkins  
**Seconded:** C Garrett

**AC45/19-20**

Pursuant to s.91(7)

That having considered Agenda Item 7.1 Appointment of Independent Member to ERA Water Audit Committee in confidence under section 90(2) and (3)(a) of the *Local Government Act 1999*, the Audit Committee, pursuant to section 91(7) of that Act orders that the report, minutes and attachments relevant to this Agenda Item be retained in confidence until, the matter has been finalised, excepting that the Audit Committee authorises the release of the minutes to substantive party/parties to enable enactment of the resolution) and that pursuant to Section 91(9)(c) of the *Local Government Act 1999* the Council delegates to the Chief Executive Officer the review and power to revoke this Order

and

That Audit Committee resolves to end its confidential deliberations pursuant to Section 90(2) of the *Local Government Act 1999* Council and re-admit the public.

**CARRIED**

*The time being 11.27am the meeting moved out of confidence.*

**9. URGENT OTHER BUSINESS**

Nil.

**10. CLOSURE**

*The meeting was declared closed at 11.28am*

Presiding Member Signature .....

Date:.....