

MINUTES

of the

Audit Committee Meeting

of the



**Adelaide
Plains
Council**

Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

HELD

by electronic means

on

Thursday 17 September 2020 at 2.00pm

The Chairperson formally declared the meeting open at 2.00pm.

1. ATTENDANCE AND WELCOME

1.1 Present

Mr Alan Rushbrook (Chairperson)

By audio-visual link

Mr Peter Fairlie-Jones

By audio-visual link

Mayor Mark Wasley

By audio-visual link

Deputy Mayor Marcus Strudwicke

By audio-visual link

Councillor Margherita Panella

By audio-visual link

Also in Attendance by audio-visual link

Chief Executive Officer

Mr James Miller

General Manager – Finance and Business

Mr Rajith Udugampola

General Manager – Governance and Executive Office

Ms Sheree Schenk

General Manager – Development and Community

Mr Darren Starr

Manager Governance and Administration/Minute Taker

Ms Alyssa Denicola

IT Support Officer

Mr Sean Murphy

External Auditor, Bentleys SA Pty Ltd

Mr David Papa

External Auditor, Bentleys SA Pty Ltd

Mr Jayson Palomaria

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes – Meeting held 10 June 2020

Committee Resolution

Moved Mayor Wasley

Seconded Mr Fairlie-Jones

2020/ 032

“that the minutes of the Audit Committee Meeting held on Wednesday 10 June 2020 (MB Folios 148 to 152, inclusive), be accepted as read and confirmed.”

CARRIED**3. BUSINESS ARISING**

Nil

4. DECLARATION OF MEMBERS’ INTERESTS

Nil

5. ADJOURNED BUSINESS

Nil

The Chairperson sought leave of the meeting to bring forward Item 7.2 – Interim Audit 2019/2020 – Management Report. Leave was granted.

7.2 Interim Audit 2019/2020 – Management Report

Mr Papa addressed the Committee in relation to Item 7.2 – Interim Audit 2019/2020 – Management Report.

Committee Resolution

Moved Mr Fairlie-Jones

Seconded Councillor Panella

2020/ 033

“that the Audit Committee, having considered Item 7.2 – Interim Audit 2019/2020 – Management Report, dated 17 September 2020, receives and notes the report and in doing so requests that updates be brought back to the Audit Committee in relation to:

- 1. Segregation of Duties and**
- 2. GRFMA Investment.”**

CARRIED

Mr Papa and Mr Palomaria left the meeting at 2.35pm and did not return.

6. REPORTS FOR DECISION

6.1 Update on Audit Committee Annual Work Program 2019-2020

Committee Resolution

Moved Deputy Mayor Strudwicke Seconded Councillor Panella **2020/ 034**

“that the Audit Committee, having considered Item 6.1 – Update on Audit Committee Annual Work Program 2019-2020, dated 17 September 2020, receives and notes the report and in doing so recommends to Council that it acknowledge the progress made to complete the activities identified for the Audit Committee during 2019/2020 Financial Year.”

CARRIED

6.2 Draft Annual Work Program 2020-2021

Committee Resolution

Moved Mr Fairlie-Jones Seconded Mayor Wasley **2020/ 035**

“that the Audit Committee, having considered Item 6.2 – Draft Annual Work Program 2020/2021, dated 17 September 2020, receives and notes the report and in doing so adopts the Draft 2020/2021 Audit Committee Work Program, subject to the addition of an in-camera meeting with Council’s auditors during the 2020/2021 financial year.”

CARRIED

6.3 Policy Review – Asset Management Policy

Committee Resolution

Moved Mayor Wasley Seconded Mr Fairlie-Jones **2020/ 036**

“that Audit Committee, having considered Item 6.3 – Policy Review – Asset Management Policy dated 17 September 2020, receives and notes the report and in doing so recommends to Council that it adopt the Asset Management Policy as presented at Attachment 1 to this Report.”

CARRIED

6.4 Review of the Rating Strategy

Committee Resolution

Moved Deputy Mayor Strudwicke Seconded Mr Fairlie-Jones **2020/ 037**

“that the Audit Committee, having considered Item 6.4 – Review of the Rating Strategy, dated 17 September 2020, receives and notes the report and in doing so:

- 1. Recommends that Council instructs the Chief Executive Officer to commence a tender process to engage a suitably qualified consultant to undertake the review of Council’s rating strategy; and**
- 2. Recommends that the tender brief include, amongst other items, the following:**
 - a. Differential Rating Strategy**
 - b. Fixed Charge**
 - c. Community Wastewater Management System.”**

CARRIED

Councillor Panella left the meeting at 3.09pm and did not return.

6.5 Local Government Financing Authority COVID-19 Support Package for Councils

Committee Resolution

Moved Deputy Mayor Strudwicke Seconded Mayor Wasley 2020/ 038

“that the Audit Committee, having considered Item 6.5 – Local Government Financing Authority COVID-19 Support Package for Councils, dated 17 September 2020, receives and notes the report and in doing so recommends to Council that:

1. Discounted convertible cash advance debenture loan facility for three (3) years is obtained from Local Government Financing Authority as part of management of Council’s daily cash flows; and
2. Pursuant to Sections 38 of the Local Government Act 1999, the Mayor and the Chief Executive Officer to execute under the Common Seal of Council, documentation associated with the aforementioned loan borrowing facility.

CARRIED

7. REPORTS FOR INFORMATION

7.1 Committee Resolutions

Committee Resolution

Moved Mayor Wasley Seconded Mr Fairlie Jones 2020/ 039

“that the Audit Committee, having considered Item 7.1 – Committee Resolutions, dated 17 September 2020, receives and notes the report.”

CARRIED

7.3 Overdue Council Rates as at 30 June 2020

Committee Resolution

Moved Mr Fairlie-Jones Seconded Mayor Wasley 2020/ 040

“that Audit Committee, having considered Item 7.3 – Overdue Council Rates as at 30 June 2020, dated 17 September 2020, receives and notes the report.”

CARRIED

7.4 Leave Liability as at 30 June 2020

Committee Resolution

Moved Mayor Wasley Seconded Deputy Mayor Strudwicke 2020/ 041

“that Audit Committee, having considered Item 7.4 – Leave Liability as at 30 June 2020, dated 17 September 2020, receives and notes the report.”

CARRIED

8.1 **Committee Resolution**

Moved Deputy Mayor Seconded Mr Fairlie-Jones 2020/ 045

“that the Audit Committee, having considered Item 8.1 – *Overdue General Debts*, dated 17 September 2020, receives and notes the report and in doing so recommend to the Council to write off overdue debt of \$1,683 on the basis that, given the amount involved, pursuing the debt is not considered economical.”

CARRIED

8.1 **Committee Resolution**

Moved Mayor Wasley Seconded Deputy Mayor Strudwicke 2020/ 046

“that Council, having considered the matter of Agenda Item 8.1 – *Overdue General Debts* in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999, resolves that:

1. The staff report and the minutes pertaining to Agenda Item 8.1 – *Overdue General Debts* remains confidential and not available for public inspection until further order of Council;
2. Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and
3. Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Audit Committee delegates the power to revoke this confidentiality order to the Chief Executive Officer.”

CARRIED

9. **GENERAL BUSINESS**

Nil

10. **NEXT MEETING**

Monday 9 November 2020

11. **CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 3.39pm.

Confirmed as a true record.

Chairperson:.....

Date: ___/___/___