MINUTES OF ORDINARY AUDIT COMMITTEE MEETING

Meeting held at the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier on Monday 17 December 2018 at 5:00 pm

PRESENT Cr Sonya Mezinec

Ms Angela Kain

COUNCIL OFFICERS Mrs Pamela Lee - General Manager Council Business Services

Mr Jeroen Zwijnenburg - Manager Finance and Customer Service

Ms Kahli Rolton - Management Accountant

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

Pamela Lee, General Manager Council Business Services took the chair for the first item of business.

APPOINTMENT OF ACTING PRESIDING MEMBER:

Cr Sonya Mezinec was nominated as acting Presiding Member for the items 1, 2, 3, 4, 5 and 5.1 of business.

Moved: Cr Mezinec Seconded: Angela Kain Carried

1. APOLOGY/IES

Apology received from Mayor Lynette Martin

That the apology from Mayor Martin be received.

Moved: Cr Mezinec Seconded: Angela Kain Carried

2. CONFIRMATION OF AUDIT COMMITTEE MINUTES

That the minutes of the Ordinary Audit Committee meeting held on 26 September 2018 be confirmed as an accurate record of the proceedings of that meeting.

Moved: Angela Kain Seconded: Cr Mezinec Carried

3. QUESTIONS

3.1. With Notice

Nil submitted.

3.2. Without Notice

Nil submitted.

4. **DEPUTATIONS**

Nil



5. AUDIT COMMITTEE REPORTS

5.1. Audit Committee Presiding Member - Report No. AR18/52050

COMMITTEE RECOMMENDATION

- (a) That Audit Committee Report No. AR18/52050 titled 'Audit Committee Presiding Member' as presented to the Audit Committee on 17 December 2018 be noted.
- (b) The term of office for the position of Audit Committee Presiding Member be 1 year.
- (c) That Cr Mezinec be Presiding Member of the Audit Committee on and from 17 December 2018 subject to endorsement by Council.

Moved: Angela Kain Seconded: Cr Mezinec Carried

5.2. Audit Committee Review of Terms of Reference - Report No. AR18/52054

COMMITTEE RECOMMENDATION

- (a) That Audit Committee Report No. AR18/52054 titled 'Audit Committee Review of Terms of Reference' as presented to the Audit Committee on 17 December 2018 be noted.
- (b) That the Audit Committee Terms of Reference (AR18/51413[v6]) be adopted as attached to Audit Committee Report No. AR18/52054.

Moved: Angela Kain Seconded: Cr Mezinec Carried

5.3. Quarter One Budget Review for Financial Year ending 30 June 2019 - Report No. AR18/50482

COMMITTEE RECOMMENDATION

(a) That Audit Committee Report No. AR18/50482 titled 'Quarter One Budget Review for Financial Year Ending 30 June 2019' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Cr Mezinec Seconded: Angela Kain Carried



5.4. Control Track Residual Risk Ratings October 2018 - Report No. AR18/43023

COMMITTEE RECOMMENDATION

(a) That Audit Committee Report No. AR18/43023 titled 'Control Track Residual Risk Ratings October 2018' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Angela Kain Seconded: Cr Mezinec Carried

5.5. Integrated Planning and Budget Framework and Timeline - Report No. AR18/51484

COMMITTEE RECOMMENDATION

(a) That Audit Committee Report No. AR18/51484 titled 'Integrated Planning and Budget Framework and Timeline' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Angela Kain Seconded: Cr Mezinec Carried

5.6. Process Improvement - Internal Automation of Property Searches using Workflow - Report No. AR18/51564

COMMITTEE RECOMMENDATION

(a) That Audit Committee Report No. AR18/51564 titled 'Process Improvement - Internal Automation of Property Searches using Workflow' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Cr Mezinec Seconded: Angela Kain Carried

5.7. Draft Procurement Framework and Administrative Procedure - Report No. AR18/50683

COMMITTEE RECOMMENDATION

- (a) That Audit Committee Report No. AR8/50683 titled 'Draft Procurement Framework and Administrative Procedure' be noted.
- (b) That the Procurement Framework and Administrative Procedure be marked as final subject to minor changes pending consultation with the Audit Committee and Management Executive Team.

Moved: Cr Mezinec Seconded: Angela Kain Carried



5.8. Internal Financial Controls Procedure Manual - October 2018 Update - Report No. AR18/51334

COMMITTEE RECOMMENDATION

(a) That Audit Committee Report No. AR18/51334 titled 'Internal Financial Controls Procedure Manual - October 2018 Update' as presented to the Audit Committee on 17 December 2018 be noted.

Moved: Angela Kain Seconded: Cr Mezinec Carried

- 6. MOTION(S)
 - 6.1. With Notice

Nil Submitted

6.2. Without Notice

Nil Submitted

Meeting closed at 7:20 p.m.

AR18/52314

CONFIRMED THIS DAY OF 2018

PRESIDING MEMBER

