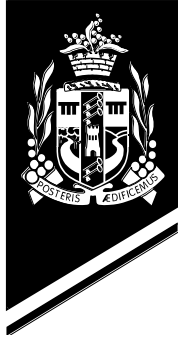


CITY OF



MITCHAM

MINUTES

OF THE

AUDIT COMMITTEE

HELD ON

TUESDAY 19 FEBRUARY 2019



AUDIT COMMITTEE

MINUTES

19 FEBRUARY 2019

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN THE MAYOR'S PARLOUR, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY 19 FEBRUARY 2019 COMMENCING AT 3.02 PM.

MEMBERSHIP: *Mr Tim Muhlhausler (Chair), Mr Gary Button, Mr Todd Davies, Cr Karen Hockley and Cr John Sanderson*

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**AUDIT COMMITTEE****MINUTES****19 FEBRUARY 2019**

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN THE MAYOR'S PARLOUR, 131 BELAIR ROAD, TORRENS PARK ON TUESDAY 19 FEBRUARY 2019 COMMENCING AT 3.02 PM.

MEMBERSHIP: Mr Tim Muhlhausler (Chair), Mr Gary Button, Mr Todd Davies, Cr Karen Hockley and Cr John Sanderson

PRESENT: Mr T Muhlhausler (Chair), Mr G Button, Mr T Davies and Cr S Fisher

APOLOGIES: Cr K Hockley and Cr J Sanderson

LEAVE OF ABSENCE:

ABSENT:

STAFF IN ATTENDANCE: General Manager Corporate Services and Innovation (W Reynolds), General Manager Organisational and Community Development (K O'Neill), Manager Finance, Rates and Procurement (T Vonderwall), Senior Systems Accountant (L Northcott), Team Leader Governance (D Horton), Organisational Risk Advisor (L Macphail) and Minute Secretary (N Freer-Cooling)

IN ATTENDANCE: Ms Janet Miller, Chief Executive Officer, and Ms Nadia Andjelkovic, Corporate Services Manager, Centennial Park Cemetery Authority

WELCOME

The General Manager Organisational and Community Development (delegate for the Chief Executive Officer) assumed the Chair and welcomed those present.

CHANGE TO ORDER OF BUSINESS

MOVED Cr Fisher

That Item 5.1 be dealt with at this point.

SECONDED Mr Davies

CARRIED



5.1 AUDIT COMMITTEE - APPOINTMENT OF A PRESIDING MEMBER

*Report Author/Manager: Nita Freer-Cooling
General Manager: Wade Reynolds
(Meeting Date: 19 February 2019)
(Location: Council Wide)
(Consultant Used: \$Nil)*

MOVED Cr Fisher

That the Audit Committee appoints Mr Tim Muhlhausler as the Presiding Member of the Audit Committee for the period 1 January 2019 to 31 December 2019.

SECONDED Mr Button

The Presiding Member, having been appointed, assumed the Chair.

BUSINESS

1. MEMBERS' DECLARATIONS OF INTERESTS

The Presiding Member asked if any Committee Member wished to disclose an interest in relation to any item being considered at the meeting.

No Declarations of Interest were recorded.

2. CONFIRMATION OF MINUTES

2.1 AUDIT COMMITTEE MEETING - 4 DECEMBER 2018

MOVED Mr Davies

That the Minutes of the Audit Committee Meeting held on 4 December 2018 be confirmed.

SECONDED Cr Fisher

CARRIED

3. PRESENTATIONS

3.1 CENTENNIAL PARK CEMETERY AUTHORITY

Ms Janet Miller, Chief Executive Officer and Ms Nadia Andjelkovic, Corporate Services Manager

OUTCOME

Ms Miller introduced Ms Nadia Andjelkovic to the Audit Committee and provided a verbal update of the business, associated risks, future plans / focus and obligations of Centennial Park Cemetery Authority.



3.2 ENTERPRISE BUDGETING PROJECT UPDATE

Tim Vonderwall, Manager Finance, Rates and Procurement

OUTCOME

Mr Vonderwall provided the Audit Committee with a progress update and an overview of the Enterprise Budgeting project.

4. CONFIDENTIAL ITEMS

Nil

5. DECISION REPORTS

5.1 AUDIT COMMITTEE - APPOINTMENT OF A PRESIDING MEMBER

Report Author/Manager: Nita Freer-Cooling

General Manager: Wade Reynolds

(Meeting Date: 19 February 2019)

(Location: Council Wide)

(Consultant Used: \$Nil)

This item was dealt with earlier in the meeting, after the Welcome.

5.2 AUDIT COMMITTEE – FUTURE MEETING DATES

Report Author/Manager: Nita Freer-Cooling

General Manager: Wade Reynolds

(Meeting Date: 19 February 2019)

(Location: Council Wide)

(Consultant Used: \$Nil)

MOVED Cr Fisher

That Council notes the Audit Committee ordinary meeting dates for 2019.

The Committee confirmed the following meeting date:

- Tuesday 21 May 2019, commencing at 3 pm

The remainder of proposed dates to be discussed with the newly appointed Elected Members to the Committee at the meeting on 21 May 2019:

- Tuesday 20 August 2019, commencing at 3 pm
- Tuesday 15 October 2019 (Annual Financial Statements), commencing at 3 pm
- Tuesday 17 December 2019, commencing at 3 pm

SECONDED Mr Button

CARRIED



5.3 AUDIT COMMITTEE ANNUAL REPORT 2018

*Report Author/Manager: Nita Freer-Cooling
General Manager: Wade Reynolds
(Meeting Date: 19 February 2019)
(Location: Council Wide)
(Consultant Used: \$Nil)*

MOVED Mr Button

That the 2018 Annual Report of the Audit Committee (as amended) be received for information.

SECONDED Mr Davies

CARRIED

5.4 RISK MANAGEMENT POLICY AND RISK MANAGEMENT FRAMEWORK

*Report Author/Manager: Deb Horton & Lynda Macphail
General Manager: Kate O'Neill
(Meeting Date: 19 February 2019)
(Location: Council Wide)
(Consultant Used: \$Nil)*

MOVED Mr Davies

1. That Council adopts the Risk Management Policy 2019 provided at **Attachment A** of this report with minor amendments delegated to the Chief Executive Officer.
2. That Council revokes the Risk Management Policy 2003.
3. That the Audit Committee notes the revised Risk Management Framework 2019 provided at **Attachment E**.

SECONDED Cr Fisher

CARRIED

6. INFORMATION ONLY REPORTS

6.1 PUBLIC INTEREST DISCLOSURE ACT 2018

*Report Author/Manager: Deb Horton
General Manager: Kate O'Neill
(Meeting Date: 19 February 2019)
(Location: Council Wide)
(Consultant Used: \$Nil)*

MOVED Cr Fisher

That the report be received for information only.

SECONDED Mr Davies

CARRIED



6.2 DRAFT LONG TERM FINANCIAL PLAN PARAMETERS FOR 2019/20

*Report Author/Manager: Tim Vonderwall
General Manager: Wade Reynolds
(Meeting Date: 19 February 2019)
(Location: Council Wide)
(Consultant Used: \$Nil)*

MOVED Mr Button

That the forecast economic indicators and other parameters used in the development of the 2019 / 20 Draft Long Term Financial Plan be noted for information as suitable and appropriate.

SECONDED Mr Davies

CARRIED

6.3 FINANCIAL INDICATORS AND MEASURES POLICY

*Report Author/Manager: Wade Reynolds
General Manager: Wade Reynolds
(Meeting Date: 19 February 2019)
(Location: Council Wide)
(Consultant Used: \$Nil)*

MOVED Mr Davies

That the report be received for information only.

SECONDED Cr Fisher

CARRIED

6.4 AUDIT COMMITTEE WORK PLAN

Wade Reynolds, General Manager Corporate Services and Innovation

OUTCOME

The Audit Committee work plan and forward agenda were discussed and updated.

7. DISCUSSION ITEMS

7.1 INDEPENDENT AUDIT COMMITTEE MEMBER – VACANT POSITION

Mr Gary Button's term of office as an Independent Member of the Audit Committee expires 28 February 2019. Mr Button advised the Committee that he will not be seeking reappointment.

Mr Button acknowledged his time on the Committee.



MOVED Cr Fisher

That a vote of thanks from the Audit Committee be given to Mr Button for his contribution to the Committee and community over the last six years.

SECONDED Mr Muhlhausler

CARRIED

8. NEXT MEETING

The next meeting of the Audit Committee is Tuesday 21 May 2019, commencing at 3 pm unless otherwise advised in consultation with the Chair.

CLOSE:

There being no further business the meeting closed at 5.43 pm.