

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE  
MINUTES OF SPECIAL MEETING  
MONDAY 19 JUNE 2023  
63 MT BARKER ROAD STIRLING**

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**In Attendance****Members:**

Cr Malcolm Herrmann	Presiding Member
Peter Brass	Independent Member
David Moffatt	Independent Member
Pamela Lee	Independent Member
Cr Melanie Selwood	Council Member

**In Attendance:**

David Waters	Chief Executive Officer
Terry Crackett	Director Corporate Services
Natalie Armstrong	Director Development & Regulatory Services
Lachlan Miller	Executive Manager Governance & Performance
Mike Carey	Manager Financial Services

**Guests in Attendance:**

Adam Villani	Beesquared Consultants
Linh Dao	BDO Audit Pty Ltd
Mitchell Bremner	BDO Audit Pty Ltd

**1. COMMENCEMENT**

The meeting commenced at 6.00pm.

**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.

**2. APOLOGIES/LEAVE OF ABSENCE****2.1 Apology**

Nil

**2.2 Leave of Absence**

Nil

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**2.3 Absent**

Nil

**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 Audit Committee Meeting – 15 May 2023**

Moved Peter Brass

S/- Pamela Lee

**AC24/23**

**That the minutes of the Audit Committee meeting held on 15 May 2023 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
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**4. PRESIDING MEMBER'S OPENING REMARKS**

1. No changes were made to the Draft Annual Business Plan as a result of the public consultation. There were some administrative changes which were based on the latest figures available: additional costs for power \$57k, Solid Waste Levy \$23k and Bins and Hard Waste \$11k. The changes do not affect the Financial Stability of the Council.
2. The Manager Financial Services, Mike Carey, has tendered his resignation effective in July and the Governance and Risk Coordinator, Steven Watson, resigned and left on 16 June 2023. The Presiding Member, on behalf of the Audit Committee, thanked Mike and Steven for their long and dedicated service to the Council.

**5. DELEGATION OF AUTHORITY**

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers.

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

Nil

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Leave of the meeting was granted to bring Item 8.2 forward in the agenda.

**8.2 Interim Audit Management Letter**

**Moved: Pamela Lee  
S/- David Moffatt**

**AC25/23**

**The Audit Committee resolves:**

- 1. That the report be received and noted**
- 2. To note the communication received from BDO Audit dated 14 June 2023 as Attachment 1: Interim Report on the FY2023 External Audit from their Interim visit in May 2023 relating to the 2022-23 Annual Financial Statement and Internal Financial Control Audits and the Management Responses to their findings.**
- 3. To note that BDO Audit have advised that, based on the interim audit work performed to date, they have not noted any material exceptions that would lead to a qualification to the audit report on internal controls.**

<b>Carried Unanimously</b>
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**7. PRESENTATIONS, ACTION REPORT & WORKPLAN**

**7.1 Corporate Services Directorate Risk Presentation – deferred to August 2023**

**7.2 Development & Regulatory Services Directorate Risk Presentation**

**7.3 Action Report and Work Plan Update**

**Moved Cr Melanie Selwood  
S/- Peter Brass**

**AC26/23**

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

<b>Carried Unanimously</b>
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**8. OFFICER REPORTS – DECISION ITEMS**

Cr Malcolm Herrmann vacated the chair and left the meeting at 6.56pm.  
With the leave of the meeting David Moffatt assumed the chair.

**8.1 Development Services – Service Review**

The Presiding Member welcomed Adam Villani to the meeting. Adam delivered the presentation contained in Appendix 3 of the report.

**Moved Peter Brass  
S/- Cr Melanie Selwood**

**AC27/23**

**The Audit Committee resolves:**

- 1. That the report be received and noted.**
- 2. To receive and note the Service Review 2022-23 – Development Services, as contained in Appendix 3.**
- 3. To note that that the Management Review and Implementation Plan of agreed actions will be reported to Audit Committee and subsequently Council within 4 months of the date of this report.**

<b>Carried Unanimously</b>
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**9. NEXT MEETING**

The next ordinary meeting of the Audit Committee will be held on Monday 21 August 2023 at 6.00pm at 63 Mt Barker Road, Stirling.

**10. CLOSE MEETING**

The meeting closed at 7.39pm.