



**MINUTES OF A MEETING OF THE BROWN HILL AND
KESWICK CREEKS STORMWATER BOARD'S
AUDIT AND RISK COMMITTEE**

HELD WEDNESDAY 16 SEPTEMBER 2020

Via video conference.

MEMBERSHIP

Judith Choate, Chairperson
Rachel Barratt, Board Member
Paul Gelston, Board Member
Geoff Vogt, Board Member
Justin Humphrey, Independent Member

OTHER ATTENDEES

Peta Mantzarapis, Project Director
Patricia Coonan, Project Secretariat

Acknowledgement of Country

We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

MINUTES

BROWN HILL AND KESWICK CREEKS STORMWATER BOARD'S AUDIT AND RISK COMMITTEE

Meeting held Wednesday 16 September 2020
Commencing at 5.00pm

1. Meeting Administration

1.1. Present

- Judith Choate, Board Chairperson
- Geoff Vogt, Board Member
- Justin Humphrey, Independent Member
- Paul Gelston, Board Member
- Rachel Barratt, Board Member
- Rob Gregory, Board Member (invited guest)

1.2. Apologies

Nil

1.3. Minutes of the Previous Meeting

BHKCSB ARC 25/20-21

Moved: Geoff Vogt

Seconded: Paul Gelston

That the minutes of the meeting of the Brown Hill and Keswick Creeks Stormwater Board's Audit and Risk Committee held on Wednesday 15 July 2020 are accepted as a true and correct record.

CARRIED

1.4. Declaration of Interests

Nil

2. Finance Matters

The finance reports were noted.

2.1. Financial Summary

2.2. Capital Works Funding Summary as at 31 August 2020

2.3. Statement of Comprehensive Income Against Budget YTD

2.4. Statement of Financial Position YTD

2.5. Statement of Cash Flows YTD

3. 2019/20 Audit Process

The 2019/20 audit process for the Brown Hill and Keswick Creeks Stormwater Board (Board) has been recently completed. Draft financial statements have been prepared by William Buck and the audit has been undertaken by Galpins.

Justin Humphrey, Independent Member of the Audit and Risk Committee, and Geoff Vogt, Board Member, have reviewed the draft financial statements and associated audit documentation and have provided input and feedback.

3.1. Audit Clearance Letter

BHKCSB ARC 26/20-21

Moved: Geoff Vogt

Seconded: Paul Gelston

That the Audit and Risk Committee:

1. Endorses the audit process that has been undertaken.
2. Endorses the Audit Clearance Letter.
3. Refers the Audit Clearance Letter to the Board.

CARRIED

3.2. Galpins Engagement Letter

BHKCSB ARC 27/20-21

Moved: Rachel Barratt

Seconded: Geoff Vogt

That the Audit and Risk Committee:

1. Endorses the audit process that has been undertaken.
2. Endorses the Galpins Engagement Letter.
3. Refers the Galpins Engagement Letter to the Board.

CARRIED

3.3. Draft Financial Statements

BHKCSB ARC 28/20-21

Moved: Geoff Vogt

Seconded: Justin Humphrey

That the Audit and Risk Committee:

1. Endorses the audit process that has been undertaken.
2. Endorses the Draft Financial Statements.
3. Refers the Draft Financial Statements to the Board.

CARRIED

3.4. Draft Audit Report

3.5. Management Letter

3.6. Management Representation Letter

3.7. Declaration by Project Director

BHKCSB ARC 29/20-21

Moved: Justin Humphrey

Seconded: Geoff Vogt

That the Audit and Risk Committee:

1. Endorses the audit process that has been undertaken.
2. Endorses the:
 - a. Draft Audit Report
 - b. Management Letter
 - c. Management Representation Letter
 - d. Declaration by Project Director
3. Refers the Draft Audit Report, letters and declaration to the Board.

CARRIED

The Project Director advised that the outcomes of the process of reviewing the Board's internal controls against the Better Practice Model for Internal Controls will be provided to the next ARC meeting.

4. Other Business

The Committee thanked Justin for all of his time and effort spent reviewing the audit documents.

5. Next Meeting

Wednesday 21 October 2020

6. Meeting Close

The meeting closed at 5:11pm.