



MINUTES

UNCONFIRMED

Audit Committee Meeting
Wednesday, 3 July 2019 at 6.31pm

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**MINUTES OF THE ORDINARY MEETING OF THE AUDIT COMMITTEE HELD IN THE COUNCIL CHAMBER,
135 CANNING HIGHWAY EAST FREMANTLE ON WEDNESDAY, 3 JULY 2019.**

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENT OF VISITORS

In the absence of the Presiding Member, the Chief Executive Officer opened the meeting at 6.31pm.

2. APPOINTMENT OF PRESIDING MEMBER

The Chief Executive Officer called for nominations for Presiding Member.

Cr Natale nominated Mayor O'Neill for the position of Presiding Member for this meeting.

Mayor O'Neill accepted the nomination and assumed the Chair.

3. ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place."

4. RECORD OF ATTENDANCE

4.1 Attendance

The following members were in attendance:

Mayor J O'Neill
Cr A Natale
Cr A Watkins
Cr A White

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr P Kocian	Executive Manager Corporate Services
Aram Madnack (Director)	Auditor General's Office
Nazeer Mohammed (Audit Manager)	Auditor General's Office

Observers

Cr Collinson
Cr Harrington
Cr Nardi

There were no members of the gallery in attendance

4.2 Apologies

Nil.

4.3 Leave of Absence

Cr M McPhail
Cr A McPhail

5. MEMORANDUM OF OUTSTANDING BUSINESS

Nil.

6. DISCLOSURES OF INTEREST

6.1 Financial
Nil.

6.2 Proximity
Nil.

6.3 Impartiality
Nil.

7. PUBLIC QUESTION TIME

7.1 Responses to previous questions from members of the public taken on notice
Nil.

7.2 Public Question Time
Nil.

8. PRESENTATIONS/DEPUTATIONS

8.1 Presentations
Nil.

8.2 Deputations
Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Audit Committee (26 February 2019)

9.1 OFFICER RECOMMENDATION

Moved Cr White, seconded Cr Natale

That the minutes of the Audit Committee meeting held on Tuesday, 26 February 2019 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER
Nil.

11. REPORTS

11.1 Attendance of Office of Auditor General

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	3 July 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The Audit Committee is being requested to note that representatives from the Office of Auditor General will be attending the July meeting.

Executive Summary

The Officer of Auditor General has requested attendance to the next Audit Committee meeting. This presents an opportunity for the Committee to meet with the Audit Team to discuss the Audit Plan and any matters relating to the external audit.

Background

On 24 August 2017, amendments to the *Local Government Act 1995* were passed by State Parliament that enables the Auditor General to audit Council finances and performance. The reforms will change the way local government audits are conducted.

The Auditor General will take over responsibility for financial audits on a transitional basis as existing audit contracts expire. The Town of East Fremantle will fall under the audit remit of the Office of Auditor General from the 2018/19 financial year.

The Town underwent its interim audit with the Office of Auditor General from 10 June – 25 June. The interim management letter is scheduled to be received by the 12 July

Consultation

Office of Auditor General

Statutory Environment

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* addresses the situation of audit. In relation to the duties of the local government with respect to audits

- a. the local government is to do everything in its power to –
 - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and
 - ii. ensure that audits are conducted successfully and expeditiously;
- b. a local government is to meet with its auditor at least once in every year;
- c. a local government is to examine the report of the auditor and is to –
 - i. determine if any matters raised require action to be taken by the local government; and
 - ii. ensure that appropriate action is taken in respect of those matters;

- d. local government is to –
- i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
 - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

There are no financial implications relevant to this item.

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Comment

The Office of Auditor General has provided the Town with an annual planning summary. Key dates are outlined below:

9. Proposed Audit Schedule

	Date	
Planning	April	
Interim Audit	10 – 28 June	*
Final Audit	23 September – 18 October	*
Critical Target Dates		
Interim Management Letter	By 12 July	
Receipt of proforma Annual Financial Report	By 14 June	*
Final Trial Balance	13 September	*
Receipt of Annual Financial Report	13 September	*
Exit Meeting (week ending)	18 October	
Issue of Auditor's Report	By 25 October	

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A010719

Moved Cr Watkins, seconded Cr Natale

That the Audit Committee noted that representatives from the Office of Auditor General attended the July meeting to discuss the Audit Plan and Audit Schedule.

(CARRIED UNANIMOUSLY)

11.2 Recurrent Status Report – Risk Management, Internal Controls and Legislative Compliance

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	3 July 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Status Report 2. Playground Equipment Audit Report 3. Updated – (TOEF) Business Continuity Plan 4. Updated – (TOEF) IT Disaster Recovery Plan

Purpose

It is recommended that the Audit Committee receive a status report on all outstanding matters raised in external audit reports, financial management reviews, performance audits, internal audit reports and any other review relevant to the Audit Committee's Terms of Reference.

Executive Summary

A status report has been prepared reporting against identified issues with respect to audit, risk management, internal controls, procurement matters and legislative compliance. The status report is not an exhaustive listing and will become a living document and updated as issues are identified. It is presented to the Audit Committee to assist in their role to report to Council and provide advice and recommendations on matters relevant to its terms of reference.

Background

The Department of Local Government has published an Operational Guideline on Audit in Local Government. Appendix 3 of this Guideline lists a number of matters that should be presented to an Audit Committee for review and monitoring:

Risk Management:

- Reviewing whether the local government has an effective risk management system;
- Reviewing whether the local government has a current and effective business continuity plan;
- Reviewing areas of potential non-compliance with legislation, regulations and standards and local governments policies;
- Reviewing the following; litigation and claims, misconduct, and significant business risks;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local governments internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied.

Internal Control Systems:

- Separation of roles and functions, processing and authorisation;
- Control of approval of documents, letters and financial records;
- Limit of direct physical access to assets and records;
- Control of computer applications and information system standards;
- Regular maintenance and review of financial control accounts and trial balances;
- Comparison and analysis of financial results with budgeted amounts;
- Report, review and approval of financial payments and reconciliations;
- Comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review managements plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Considering the internal auditors role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements.

Consultation

Chief Executive Officer
Manger of Finance & Administration – John Mordini

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

There are no financial implications relevant to this item.

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That a status report not be prepared leading to a lack of oversight by the Audit Committee	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Accept Officer Recommendation

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The status sheet has been updated accordingly.

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A020719

Moved Cr White, seconded Cr Natale

That the Audit Committee receives the status report on items relevant to its Terms of Reference.

(CARRIED UNANIMOUSLY)

11.3 Terms of Reference – Audit Committee

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	3 July 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Terms of Reference

Purpose

It is recommended that the Audit Committee endorse the attached Terms of Reference.

Executive Summary

During the interim audit, the Office of Auditor General requested a copy of the Terms of Reference for the Audit Committee. Following research of previous minutes, it has been identified that the Audit Committee last reviewed its Terms of Reference in 2007. Notwithstanding that the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996* outlines the Audit Committee functions, it is recommended that the Committee endorse the attached revised Terms of Reference.

Background

The Audit Committee is established under section 7.1A of the *Local Government Act 1995*. Regulation 16 of the *Local Government (Audit) Regulations 1996* outlines the Audit Committee functions:

16. Functions of audit committee

An audit committee has the following functions –

- (a) *to guide and assist the local government in carrying out –*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to –*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government –*
 - (i) *is required to take by section 7.12A(3); and*

- (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
- (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
- (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

Consultation

Relevant staff
Office of Auditor General

Statutory Environment

Part 7 of the *Local Government Act 1995* deals with the audit of the financial accounts of local governments including the conduct of audits. Division 1A deals with Audit Committees.

The Department of Local Government, Sport and Cultural Industries has published Operational Guideline Number 09 – The appointment, function and responsibilities of Audit Committees.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

There are no financial implications relevant to this item.

Strategic Implications

Strategic Priority 5 – Leadership and Governance
5.1 Strengthen organisational accountability and transparency
5.3 Strive for excellence in leadership and governance

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The OAG may note a management issue if the Terms of Reference are not endorsed by the Committee	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

The attached Terms of Reference outline the responsibilities and functions of the Audit Committee, as specified in the *Local Government Act 1995*, *Local Government (Audit Regulations) 1996*, and Departments Operational Guideline No 9. The Terms of Reference include the following responsibilities:

- Risk Management
- Business Continuity
- Internal Control
- Financial Report
- Compliance
- Internal Audit
- External Audit
- Reporting Responsibilities

11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A030719

Moved Cr White, seconded Cr Natale

That the Audit Committee:

1. endorse the Terms of Reference as presented as Attachment 1.
2. recommend that Council adopt the Terms of Reference as presented as Attachment 1.

(CARRIED UNANIMOUSLY)

11.4 Strategic Risk Register

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	26 February 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Strategic Risk Register

Purpose

It is recommended that the Audit Committee receive the attached Strategic Risk Register.

Executive Summary

The Town's most recent Financial Management Review identified the requirement for a Risk Register to be developed and presented to the Audit Committee as a standing item. This project has now been completed.

Background

A report providing background to the Town's Risk Management Governance Framework was considered by the Audit Committee at its meeting of 7 November 2019. A risk assessment tool has since been adopted by Council, and features in all Council agenda items. Any item with a risk rating over 16 is required to be included in the attached Risk Register.

Consultation

Executive Team

Statutory Environment

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

There are no financial implications relevant to this item.

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
A major function of the Audit Committee is to oversee the treatment/management of strategic risks. Failure to do so may result in adverse consequences.	Unlikely (2)	Major (4)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected < 1 month	Manage by actively monitoring

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood	Almost Certain	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating	8
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Local Government Insurance Services (Risk Management Team) was engaged to assist the Town to identify potential strategic risks, facilitate the assessment and development of mitigation activities for prioritised strategic risks, and to provide a documented format for the ongoing management and reporting of strategic risks.

The above project work has resulted in the development of a Strategic Risk Dashboard Report (see attachment). Five key strategic risks have been identified by the Executive Team:

- Waste Recycling
- Inadequate provision of facilities or services
- East Fremantle Oval Precinct Project
- Strategic Planning
- Stakeholder Engagement

The inherent risk (risk prior to implementation of any controls) is considered to be high or extreme for all of the aforementioned. A number of actions and timeframes have been attached to each of the Strategic Risks, the status of which will be reported to the Audit Committee on a reoccurring basis.

11.4 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A040719

Moved Cr Natale, seconded Cr Watkins

That the Audit Committee receives the Strategic Risk Register, and note that the current actions and timeframes contained within this document will be reviewed by the Committee on a reoccurring basis.

(CARRIED UNANIMOUSLY)

UNCONFIRMED

11.5 Investment of Surplus Funds Policy - Divestments

File ref	F/AUD1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	3 July 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Investment of Surplus Funds Policy

Purpose

This report provides a brief overview of the application of Council's Policy 'Investment of Surplus Funds' with respect to fossil fuel free investments.

Executive Summary

The work plan endorsed by the Audit Committee at its meeting of 7 November 2018 required the presentation of a report on 'divestments' to the July 2019 Meeting.

Background

Council's Investment of Surplus Funds Policy includes the following provisions with respect to fossil fuel free investments:

Fossil Fuel Free Investments

*Prior to placing investments, preference will be given to competitive quotations from financial institutions that are deemed not to invest in or finance the **fossil fuel industry** where;*

a) the investment is compliant with Council's investment policy with regards to risk management guidelines, and

b) the investment rate of return is favourable to Council relative to other investment quotations that may be on offer within a competitive environment.

*A monthly report will be provided to Council, in support of the monthly financial activity statement, which will detail the investment portfolio in terms of divestment of **fossil fuel industry** supported investments, performance, percentage exposure of total portfolio by rating category and maturity date framework.*

Consultation

Nil.

Statutory Environment

Regulation 19 of the *Local Government (Financial Management) Regulations 1996* requires local governments to establish and document internal control procedures to ensure control over investments.

Policy Implications

Policy Number 4.2.3 Investment of Surplus Funds

Financial Implications

There are no financial implications relevant to this item.

Strategic Implications

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Risk Implications

Not applicable.

Comment

Note 4 of the Monthly Financial Report presented to Council details a listing of all cash deposits and investments as required under Council's Policy 'Investment of Surplus Funds'. The following is a summary of the composition of the Town's investment portfolio since September 2018.

% of Total Investment Portfolio								
Institution	Sep 18	Oct18	Nov 18	Dec 18	Feb 19	Mar 19	Apr 19	May 19
Bankwest	31.94%	30.70%	32.89%	36.02%	21.58%	23.09%	5.00%	0%
CBA	32.97%	31.24%	27.21%	24.79%	28.92%	24.12%	39.87%	46.06%
NAB	9.06%	8.73%	9.16%	10.03%	17.05%	18.12%	18.94%	13.06%
Westpac	19.58%	23.13%	24.25%	18.03%	13.61%	14.65%	15.28%	17.26%
Suncorp	6.45%	6.19%	6.49%	11.12%	18.84%	20.02%	20.90%	23.62%

The Town maintains a rolling investment portfolio, with term deposits maturing on a regular basis to meet cash-flow requirements, whilst optimising investment returns. Generally, 3 quotes are sought on term deposit rates including 1 from a financial institution that is deemed not to invest in or finance the fossil fuel industry (i.e. Suncorp). The decision to 'divest' is made pursuant to Council Policy, with the interest rate required to be favourable compared with other quotations.

It is also prudent to note that Suncorp will not accept a capital value less than \$500k, which makes divestment restrictive from time to time.

11.5 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION A050719

Moved Cr White, seconded Cr Natale

That the Audit Committee recommend to Council that it:

1. receive the report on the investment of surplus funds with respect to fossil fuel investments;
2. confirm that the investment rate of return must be at least equal to other investment quotations for divestment to a financial institution deemed not to invest or finance the fossil fuel industry.

(CARRIED UNANIMOUSLY)

12. **MATTERS BEHIND CLOSED DOORS**

Nil.

13. **CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at 7.10pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Audit Committee** of the Town of East Fremantle, held on **3 July 2019**, Minute Book reference **1 to 13** were confirmed at the meeting of the Committee on*

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Presiding Member

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