

MINUTES

of the

Audit & Risk Committee Meeting



Held, pursuant to the provisions of the
Local Government Act 1999, in the

**Council Chamber
Redbanks Road
Mallala**

on

Monday 12 February 2024 at 3:30pm

The Chairperson formally declared the meeting open at 3:30pm.

1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that we meet on the traditional country of the Kurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

2 ATTENDANCE RECORD

2.1 Present

Mr Alan Rushbrook (Chairperson)

Mr Peter Fairlie-Jones (Independent Member) (*entered the meeting at 3:32pm*)

Mr Peter Scargill (Independent Member)

Deputy Mayor Marcus Strudwicke

Mayor Mark Wasley

Also in Attendance

Chief Executive Officer

Mr James Miller

Chief Financial Officer

Mr Rajith Udugampola

Acting Director Corporate Services

Ms Amy Fagan

Director Development & Community

Mr Michael Ravno

Director Infrastructure & Environment

Mr Thomas Jones

Manager Governance

Ms Rachel Kammermann

Accountant

Ms Carmel Vandermolen

Procurement Advisor

Ms Claire Victor

Executive Assistant to the Mayor & Chief Executive Officer

Ms Susan Cook

Governance Administration Officer (Minute Taker)

Ms Paige Graham

2.2 Apologies

Nil

3 MINUTES**3.1 CONFIRMATION OF MINUTES - AUDIT COMMITTEE MEETING - 13 NOVEMBER 2023
COMMITTEE RESOLUTION 2024/1****Moved: Deputy Mayor Strudwicke****Seconded: Mayor Wasley****"that the minutes of Audit Committee Meeting held on 13 November 2023 be confirmed."****CARRIED****3.2 CONFIRMATION OF MINUTES - SPECIAL AUDIT COMMITTEE MEETING - 13 NOVEMBER 2023
COMMITTEE RESOLUTION 2024/2****Moved: Deputy Mayor Strudwicke****Seconded: Mayor Wasley****"that the minutes of Special Audit Committee Meeting held on 13 November 2023 be confirmed."****CARRIED**

Mr Fairlie-Jones entered the meeting at 3:32pm.

4 BUSINESS ARISING

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 REPORTS FOR DECISION**6.1 2024/2025 ANNUAL BUSINESS PLAN, BUDGET AND 2025-2034 LONG TERM FINANCIAL
PLAN DEVELOPMENT FRAMEWORK****COMMITTEE RESOLUTION 2024/3****Moved: Mayor Wasley****Seconded: Mr Fairlie-Jones****"that the Audit & Risk Committee, having considered Item 6.1 – 2024/2025 Annual Business Plan, Budget and 2025-2034 Long Term Financial Plan Development Framework, dated 12 February 2024, receives and notes the report and in doing so recommends that Council:**

- 1. endorse the budget parameters and assumptions set out in Table 1 of this Report for the purpose of preparing the draft 2024/2025 Annual Business Plan, Budget and 2025-2034 Long Term Financial Plan; and**
- 2. endorse the schedule set out in Table 2 of this report as the process to be undertaken in the preparation of the 2024/2025 Annual Business Plan, Budget and 2025-2034 Long Term Financial Plan, subject to any date changes the Chief Executive Officer determines necessary."**

CARRIED

6.2 UPDATE ON AUDIT & RISK COMMITTEE ANNUAL WORKS PROGRAM 2023/2024**COMMITTEE RESOLUTION 2024/4****Moved: Mr Scargill****Seconded: Mr Fairlie-Jones**

“that the Audit & Risk Committee, having considered Item 6.2 – *Update on Audit & Risk Committee Annual Works Program 2023/2024*, dated 12 February 2024;

- 1. receives and notes the report;**
- 2. Instructs the CEO to add the following additional items to the Audit & Risk Committee Annual Works Program 2023/2024:**
 - (a) include a review of the annual report by the CEO as required by section 126(4)(g)(ii) of the *Local Government Act 1999* in relation to the policies and process adopted by Council to evaluate the effectiveness of its internal control practices and procedures; and**
 - (b) include a report after each meeting by the Chairperson summarising the work of the Audit & Risk Committee during the period preceding meeting and outcomes of the meeting as required by section 126(8)(a) of the *Local Government Act 1999*;**
- 3. And recommends Council acknowledge the progress made to complete the activities identified for Audit & Risk Committee during 2023/2024 Financial Year.”**

CARRIED**7 REPORTS FOR INFORMATION****7.1 UPDATE - COUNCIL POLICIES****COMMITTEE RESOLUTION 2024/5****Moved: Deputy Mayor Strudwicke****Seconded: Mayor Wasley**

“that the Audit & Risk Committee, having considered Item 7.1 – *Update - Council Policies*, dated 12 February 2024, receives and notes the report.”

CARRIED**7.2 COMMITTEE RESOLUTIONS****COMMITTEE RESOLUTION 2024/6****Moved: Deputy Mayor Strudwicke****Seconded: Mayor Wasley**

“that the Audit & Risk Committee, having considered Item 7.2 – *Committee Resolutions*, dated 12 February 2024, receives and notes the report.”

CARRIED

7.3 CHIEF EXECUTIVE OFFICER - CREDIT CARD EXPENDITURE - 1 JULY 2023 TO 31 DECEMBER 2023

COMMITTEE RESOLUTION 2024/7

Moved: Mayor Wasley

Seconded: Mr Fairlie-Jones

“that the Audit & Risk Committee, having considered Item 7.3 – Chief Executive Officer - Credit Card Expenditure - 1 July 2023 to 31 December 2023, dated 12 February 2024, receives and notes the report.”

CARRIED

7.4 FINANCIAL PERFORMANCE FOR THE PERIOD JULY-DECEMBER 2023

COMMITTEE RESOLUTION 2024/8

Moved: Mayor Wasley

Seconded: Deputy Mayor Strudwicke

“that the Audit & Risk Committee, having considered Item 7.4 – Financial Performance For the Period July-December 2023, dated 12 February 2024, receives and notes the report.”

CARRIED

7.5 PROCUREMENT POLICY - EXEMPTIONS 2023/2024

COMMITTEE RESOLUTION 2024/9

Moved: Deputy Mayor Strudwicke

Seconded: Mr Scargill

“that the Audit & Risk Committee, having considered Item 7.5 – Procurement Policy - Exemptions 2023/2024, dated 12 February 2024, receives and notes the report.”

CARRIED

8 QUESTIONS WITHOUT NOTICE

Nil

9 MOTIONS WITHOUT NOTICE

COMMITTEE RESOLUTION 2024/10

Moved: Mr Rushbrook

Seconded: Mr Fairlie-Jones

“that the Audit & Risk Committee acknowledge and thank Councillor Margherita Panella for her contribution to the Committee and her years of service.”

CARRIED

10 URGENT BUSINESS

Nil

11 NEXT MEETING

Tuesday, 16 April 2024 at 4:30pm.

12 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 4:45pm.

Confirmed as a true record.

Chairperson:.....

Date: __/__/__

Subject to Confirmation