MINUTES

of the

Audit & Risk Committee Meeting

Adelaide Plains Council

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

Council Chamber
Redbanks Road
Mallala

on

Wednesday 1 April 2026 at 2:00 PM

The Chairperson formally declared the meeting open at 2:00pm.

1 ACKNOWLEDGEMENT OF COUNTRY

The Audit and Risk Committee acknowledges that we meet on the traditional country of the Kaurna 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 Kaurna people living today.

2 ATTENDANCE RECORD

2.1 Present

Mr Alan Rushbrook (Chairperson)

Mr Peter Fairlie-Jones (Independent Member)

Mr Peter Scargill (Independent Member)

Councillor Margherita Panella (Elected Member)

Also in Attendance

Chief Executive Officer	Mr James Miller
Chief Financial Officer	Mr Rajith Udugampola
Director Infrastructure and Environment	Mr Tom Jones
Acting Director Development and Community	Mr Josh Banks
Acting Director Corporate Services	Ms Clarisse Semler-Hanlon
Acting Manager Governance/Minute Taker	Ms Paige Graham
Senior Information Technology Officer	Mr Sean Murphy
Acting Procurement Advisor	Ms Carmel Vandermolen
Acting Governance Administration Officer/Minute Taker	Ms Alison O'Shea

2.2 Apologies

Ms Julie Best (Independent Member)

3 MINUTES

3.1 CONFIRMATION OF MINUTES - AUDIT & RISK COMMITTEE MEETING - 9 FEBRUARY 2026

COMMITTEE RESOLUTION 2026/19

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the minutes of the Audit and Risk Committee Meeting held on 9 February 2026 (MB Folios 391 to 398 inclusive), be accepted as read and confirmed."

CARRIED

3.2 CONFIRMATION OF MINUTES - SPECIAL AUDIT & RISK COMMITTEE MEETING - 5 MARCH 2026

COMMITTEE RESOLUTION 2026/20

Moved: Mr Fairlie-Jones
Seconded: Mr Scargill

"that the minutes of the Special Audit and Risk Committee Meeting held on 5 March 2026 (MB Folios 399 to 402 inclusive), be accepted as read and confirmed."

CARRIED

4 BUSINESS ARISING

The Chairperson gave a 3-minute oral briefing regaridng the outcome of the Special Audit and Risk Committee meeting.

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 REPORTS FOR DECISION

6.1 OPTIONS FOR ESTABLISHING INTERNAL AUDIT FUNCTION FOR THE ADELAIDE PLAINS COUNCIL

COMMITTEE RESOLUTION 2026/21

Moved: Mr Rushbrook
Seconded: Mr Fairlie-Jones

"that the Committee suspend meeting procedures pursuant to regulation 20(1) of the local government (procedures at meetings) regulations 2013 for a period of time sufficient to facilitate informal discussions in relation to item 6.1 – Options For Establishing Internal Audit Function For The Adelaide Plains Council."

CARRIED

The Chairperson suspended meeting procedures at 2:05pm.
The Chairperson resumed meeting procedures at 2:17pm.

COMMITTEE RESOLUTION 2026/22

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 6.1 – *Options for Establishing Internal Audit Function for the Adelaide Plains Council*, dated 1 April 2026, notes the report and in doing so recommend to the Council that:

a) **Council establishes an internal audit function that will be undertaken by a suitably qualified and experienced contracted internal auditor selected through a competitive procurement process in accordance with Council's Procurement Policy;**
b) **appropriate financial resources are allocated in the Draft 2026/2027 Annual Business Plan and Budget; and**
c) **a draft Internal Audit Policy is developed and presented to the Committee for review and feedback."**

CARRIED

6.2 UPDATE - AUDIT & RISK COMMITTEE ANNUAL WORKS PROGRAM 2025/2026

COMMITTEE RESOLUTION 2026/23

Moved: Mr Fairlie-Jones
Seconded: Mr Scargill

"that Audit and Risk Committee, having considered Item 6.2 – *Update - Audit & Risk Committee Annual Works Program 2025/2026*, dated 1 April 2026, notes the report and in doing so recommends to Council that it acknowledge the progress made to complete the activities identified for Audit and Risk Committee during 2025/2026 Financial Year."

Councillor Panella left the meeting at 2:23 pm.
Councillor Panella returned to the meeting at 2:24 pm.

CARRIED

6.3 DRAFT 2026/2027 BUDGET AND 2027-2036 LONG TERM FINANCIAL PLAN

COMMITTEE RESOLUTION 2026/24

Moved: Mr Rushbrook
Seconded: Councillor Panella

"that the Committee suspend meeting procedures pursuant to regulation 20(1) of the *Local Government (Procedures at Meetings) Regulations 2013* for a period of time sufficient to facilitate informal discussions in relation to item 6.3 – Draft 2026/2027 Budget And 2027-2036 Long Term Financial Plan."

CARRIED

The Chairperson suspended meeting procedures at 2:26pm.
The Chairperson resumed meeting procedures at 3:31pm.

The Chairperson sought leave of the meeting to adjourn for 10 minutes.
Leave was granted.

The Chairperson adjourned the meeting at 3:31pm.
The Chairperson resumed the meeting at 3:46pm.

COMMITTEE RESOLUTION 2026/25

Moved: Mr Fairlie-Jones
Seconded: Mr Scargill

"that the Audit and Risk Committee, having considered Item 6.3 – *Draft 2026/2027 Budget and 2027-2036 Long Term Financial Plan*, dated 1 April 2026, notes the report."

CARRIED

COMMITTEE RESOLUTION 2026/26

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 6.3 – *Draft 2026/2027 Budget and 2027-2036 Long Term Financial Plan*, dated 1 April 2026, recommend that Council allocate $10,000 in the third quarter budget review for interim risk support."

CARRIED

COMMITTEE RESOLUTION 2026/27

Moved: Mr Scargill
Seconded: Mr Rushbrook

"that the Audit and Risk Committee, having considered Item 6.3 – *Draft 2026/2027 Budget and 2027-2036 Long Term Financial Plan*, dated 1 April 2026, recommend that Council place immediate urgency on the development and finalisation of its Infrastructure and Asset Management Plan and Long Term Financial Plan to provide guidance on the Annual Business Plan and Budget."

CARRIED

COMMITTEE RESOLUTION 2026/28

Moved: Mr Fairlie-Jones
Seconded: Mr Rushbrook

"that the Audit and Risk Committee, having considered item 6.3 – *Draft 2026/2027 Budget and 2027-2036 long term financial plan*, dated 1 April 2026, recommend that council undertakes a process of reviewing the proposed method of capping rates, including: -

- **obtaining legal advice;**
- **whether or not a rating review ought to inform council's consideration in advancing such an initiative;**
- **whether or not public consultation ought to be undertaken on any rating review; and**
- **whether current internal systems have the capacity to implement."**

CARRIED

COMMITTEE RESOLUTION 2026/29

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 6.3 – *Draft 2026/2027 Budget and 2027-2036 Long Term Financial Plan*, dated 1 April 2026, recommend that Council give consideration to: -

- **The impact of recent inflationary factors and the impact on the Budget; and**
- **Ensure that draft Budget and Long Term Financial Plan present a financially sustainable outcome."**

CARRIED

6.4 POLICY REVIEW - PRUDENTIAL MANAGEMENT POLICY AND PROCEDURE

COMMITTEE RESOLUTION 2026/30

Moved: Mr Rushbrook
Seconded: Mr Scargill

"that the Audit and Risk Committee, having considered Item 6.4 – *Policy Review - Prudential Management Policy and Procedure*, dated 1 April 2026, notes the report and in doing so recommends to Council that the updated Prudential Management Policy be redrafted to include the essential provisions of the draft Prudential Management Procedure and be brought back to a future meeting of the Audit and Risk Committee for Review."

CARRIED

6.5 POLICY REVIEW - COUNCIL MEMBER ACCEPTABLE USE OF INFORMATION TECHNOLOGY

COMMITTEE RESOLUTION 2026/31

Moved: Councillor Panella
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 6.5 – *Policy Review - Council Member Acceptable Use of Information Technology*, dated 1 April 2026, notes the report and in doing so recommends to Council that:

1. **the current *Council Member Information Technology Policy* (Attachment 2) be revoked; and**
2. **the revised *Council Member Acceptable Use of Information Technology Policy* (Attachment 1) be adopted."**

CARRIED

6.6 NEW POLICY - USE OF ARTIFICIAL INTELLIGENCE

COMMITTEE RESOLUTION 2026/32

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 6.6 – *New Policy - Use of Artificial Intelligence*, dated 1 April 2026, notes the report and in doing so recommends that Council adopt the *Use of Artificial Intelligence Policy* (Attachment 1)."

CARRIED

6.7 TWO WELLS CWMS CONCEPT DESIGN

COMMITTEE RESOLUTION 2026/33

Moved: Mr Rushbrook
Seconded: Mr Scargill

"that the Audit and Risk Committee, having considered Item 6.7 – *Two Wells CWMS Concept Design*, dated 1 April 2026, notes the report and in doing so understands the environment and regulatory outcomes and notes the potential financial elements associated with this proposal."

CARRIED

COMMITTEE RESOLUTION 2026/34

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the meeting be extended by 30 minutes, concluding at 5:30pm, in accordance with paragraph 14 of Council's *Code of Practice – Meeting Procedures*."

CARRIED

Mr Scargill left the meeting at 4:57 pm.

7 REPORTS FOR INFORMATION

7.1 UPDATE - COMMITTEE RESOLUTIONS

COMMITTEE RESOLUTION 2026/35

Moved: Mr Rushbrook
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 7.1 – *Update - Committee Resolutions*, dated 1 April 2026, notes the report."

CARRIED

7.2 ANNUAL BUSINESS PLAN IMPLEMENTATION OF ACTIONS PROGRESS UPDATE

COMMITTEE RESOLUTION 2026/36

Moved: Mr Fairlie-Jones
Seconded: Councillor Panella

"that the Audit and Risk Committee, having considered Item 7.2 – *Annual Business Plan Implementation of Actions Progress Update* , dated 1 April 2026, notes the report."
Mr Scargill returned to the meeting at 4:58 pm.

CARRIED

7.3 2025/2026 QUARTERLY BUDGET REVIEWS

COMMITTEE RESOLUTION 2026/37

Moved: Mr Fairlie-Jones
Seconded: Mr Scargill

"that the Audit and Risk Committee, having considered Item 7.3 – *2025/2026 Quarterly Budget Reviews*, dated 1 April 2026, receives and notes the report."

CARRIED

7.4 RISK UPDATE

COMMITTEE RESOLUTION 2026/38

Moved: Mr Rushbrook
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 7.4 – *Risk Update*, dated 1 April 2026, notes the report and that a future report include a timetable for the completion of tasks based on available resources."

CARRIED

7.5 UPDATE - COUNCIL POLICY REVIEWS

COMMITTEE RESOLUTION 2026/39

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that the Audit and Risk Committee, having considered Item 7.5 – *Update - Council Policy Reviews*, dated 1 April 2026, notes the report."

CARRIED

8 QUESTIONS WITHOUT NOTICE

Nil

9 MOTIONS WITHOUT NOTICE

Nil

10 URGENT BUSINESS

Nil

11 CONFIDENTIAL ITEMS

11.1 INFORMATION TECHNOLOGY UPDATE

COMMITTEE RESOLUTION 2026/40

Moved: Mr Scargill
Seconded: Mr Fairlie-Jones

"that:

1. **Pursuant to section 90(2) of the *Local Government Act 1999*, the Audit and Risk Committee orders that all members of the public, except:**
   - **Chief Executive Officer;**
   - **Chief Financial Officer;**
   - **Director Infrastructure & Environment;**
   - **Acting Director Development & Community;**
   - **Acting Director Corporate Services;**
   - **Acting Manager Governance;**
   - **Acting Procurement Advisor;**
   - **Executive Assistant to the CEO/Mayor; and**
   - **Acting Governance Administration Officer/Minute Taker;**

   be excluded from attendance at the meeting of the Audit and Risk Committee for Item *11.1 Information Technology Update*;

2. **The Audit and Risk Committee is satisfied that pursuant to section 90 (3)(c) and (e) of the *Local Government Act 1999,* Item *11.1 Information Technology Update* concerns information of a confidential nature,**
   - **the disclosure of which would involve the unreasonable disclosure of information the disclosure of which would reveal a trade secret; AND**
   - **matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person on the basis that it:**
     - **Would involved the disclosure of the information technology update.**
     - **The security of Council employees and Council members' Information technology.**

3. **The Audit and Risk Committee is satisfied that the principle that Committee meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."**

CARRIED

The community was excluded from the meeting at 5:04pm.

11.1 INFORMATION TECHNOLOGY UPDATE

COMMITTEE RESOLUTION 2026/41

Moved: Mr Fairlie-Jones
Seconded: Councillor Panella

"that the Audit and Risk Committee, having considered Item 11.1 – *Information Technology Update*, dated 1 April 2026, notes the report."

CARRIED

COMMITTEE RESOLUTION 2026/42

Moved: Councillor Panella
Seconded: Mr Scargill

"that the Audit and Risk Committee, having considered the matter of Item *11.1 Information Technology Update*; in confidence under of the *Local Government Act 1999*, resolves:

1. **That the report pertaining to Item *11.1 Information Technology Update*;, remain confidential and not available for public inspection until further order of Council;**
2. **Pursuant to section 91(9)(a) of the *Local Government Act 1999*, the confidentiality of the matter will be reviewed every 12 months; and**
3. **Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Audit and Risk Committee delegates the power to revoke this confidentiality order to the Chief Executive Officer."**

CARRIED

The meeting re-opened to the community at 5:08pm.

11.2 TWO WELLS TOWN CENTRE - LATE PAYMENT EXTENSION REQUEST

COMMITTEE RESOLUTION 2026/43

Moved: Mr Fairlie-Jones
Seconded: Mr Scargill

"that:

1. **Pursuant to section 90(2) of the *Local Government Act 1999*, the Audit and Risk Committee orders that all members of the public, except:**
   - **Chief Executive Officer;**
   - **Chief Financial Officer;**
   - **Director Infrastructure & Environment;**
   - **Acting Director Corporate Services;**
   - **Acting Director Development & Community;**
   - **Acting Manager Governance;**
   - **Senior Information Technology Officer;**
   - **Acting Procurement Advisor;**
   - **Executive Assistant to the CEO/Mayor;**
   - **Acting Governance Administration Officer/Minute Taker; and**
   - **Declan McCarron – Norman Waterhouse**

be excluded from attendance at the meeting of the Audit and Risk Committee for Item *11.2 Two Wells Town Centre - Late Payment Extension Request*;

2. **The Audit and Risk Committee is satisfied that pursuant to Section 90 (3) (b) and (d) (ii) of the *Local Government Act 1999,* Item *11.2 Two Wells Town Centre - Late Payment Extension Request* concerns information of a confidential nature, discussed or considered in relation to this item is:**
    - **information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom Council is conducting, or proposing to conduct, business, or to prejudice the commercial position of Council and would, on balance, be contrary to the public interest, on the basis that it:**
        - **Would involve disclosure of commercial information of the Late payment extension request in regards to the Two Wells Town Centre.**
3. **The Audit and Risk Committee is satisfied that the principle that Committee meetings should be conducted in a place open to the public has been outweighed by the need to keep the information, matter and discussion confidential."**

CARRIED

The community was excluded from the meeting at 5:08pm.

The meeting re-opened to the community at 5:30pm.

12 NEXT MEETING

Wednesday, 3 June 2026 at 2:00pm.

13 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 5:30pm.

Confirmed as a true record.

Chairperson:.....

Date: 12/8/2026