

**ADELAIDE HILLS COUNCIL AUDIT COMMITTEE
MINUTES OF MEETING
MONDAY 18 NOVEMBER 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Members:

Cr Malcolm Herrmann	Presiding Member
Sarah Beesley	Independent Member
David Moffatt	Independent Member
Pamela Lee	Independent Member
Cr Melanie Selwood	Council Member

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Gary Lewis	Director Corporate Services
Bruce Smith	Manager Financial Services
Zoe Gill	Executive Governance Officer
Lauren Jak	Audit, Risk and Insurance Officer
Skye Ludzay	Minute Secretary

1. COMMENCEMENT

The meeting commenced at 6.00pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional Country of the Peramangk and Kurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.

2. APOLOGIES/LEAVE OF ABSENCE

2.1. Apology

Nil

2.2. Leave of Absence

Nil

2.3. Absent

Nil

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3. MINUTES OF PREVIOUS MEETINGS

3.1. Audit Committee Meeting – 21 October 2024

Moved Cr Melanie Selwood
S/- Pamela Lee

AC46/24

That the minutes of the Audit Committee meeting held on 21 October 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4. PRESIDING MEMBER'S OPENING REMARKS

1. Members received a confidential update at a briefing session on the Ashton Landfill. A report is expected to come to council for a decision before Christmas
2. A request for a discretionary rate rebate for the Stirling Hospital circa \$20k was not approved by Council
3. Council approved the Audit Committee's recommendation to approve the Annual Financial statements.
4. Council adopted the Strategic Plan 2024
5. Council approved the Representation Review Report for public consultation. The major change proposed is to increase the number of Wards from two to three, but with the same number of elected members equally distributed across the Wards.

5. DELEGATION OF AUTHORITY

In accordance with the Audit Committee Terms of Reference, the Committee has no delegated decision-making powers. The Recommendations in Item(s) 8.3, 8.5, 8.7, 8.8, 8.10 are to be submitted to Council for consideration.

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

Nil

7. PRESENTATIONS, ACTION REPORT & WORKPLAN

7.1. 2024 Action Report and Work Plan Update

Moved Cr Melanie Selwood
S/- Sarah Beesley

AC47/24

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1. To receive and note the 2024 Action Report and Work Plan Update Report (item 7.1, 18 November 2024 Audit Committee meeting).
2. To note the 2024 Action Report, November 2024.
3. To adopt the 2024 Work Plan and Reporting Schedule in Appendix 2 (item 7.1, 18 November 2024 Audit Committee meeting).
4. To adopt the Draft Audit Committee Work Plan 2025 in Appendix 3 (item 7.1, 18 November 2024 Audit Committee meeting).

Carried Unanimously

8. OFFICER REPORTS – DECISION ITEMS

8.1. Presiding Members Report

Moved Pamela Lee
S/- Sarah Beesley

AC48/24

The Audit Committee resolves to receive and note the Presiding Members report (item 8.1, 18 November 2024 Audit Committee meeting) and a copy be included in the Audit Committee meeting minutes.

Carried Unanimously

8.2. Audit Committee Self-Assessment

Moved Sarah Beesley
S/- David Moffatt

AC49/24

The Audit Committee resolves to receive and note the Audit Committee Self-Assessment report (item 8.2, 18 November 2024 Audit Committee meeting).

Carried Unanimously

8.3. Audit Committee Terms of Reference

6:23pm CEO Greg Georgopoulos arrived at the meeting.

Moved Pamela Lee
S/- Sarah Beesley

AC50/24

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The Audit Committee resolves:

1. To receive and note the report titled Audit Committee Terms of Reference Review (Item 8.3, 18 November 2024 Audit Committee meeting)
2. To recommend the draft Audit and Risk Committee Terms of Reference, excluding clauses 4, 5, 7, 8 and 9 at Appendix 1 (Item 8.3, 18 November 2024 Audit Committee meeting) to Council for adoption, with the addition of the words “as required” at the end of 14.2.
3. To refer clauses 4, 5, 7, 8 and 9 of the draft Audit and Risk Committee Terms of Reference at Appendix 1 (Item 8.3, 18 November 2024 Audit Committee meeting) to Council for consideration, noting Audit Committee does not make recommendations on these clauses due to conflicts of interests of the members.

Carried Unanimously

8.4. 2025 Audit Committee Meeting Dates

Moved Cr Melanie Selwood
S/- David Moffatt

AC51/24

The Audit Committee resolves:

1. That the report on 2025 Audit Committee Meeting Dates be received and noted.
2. To approve the Audit Committee meeting schedule, timings, and locations for 2025 as follows:

Commencement	6.00pm
Meeting Dates and Locations	17th February 2025, 63 Mt Barker Road, Stirling
	14th April 2025, 63 Mt Barker Road, Stirling
	19th May 2025, 63 Mt Barker Road, Stirling
	18th August 2025, 63 Mt Barker Road, Stirling
	20th October 2025, 63 Mt Barker Road, Stirling
	17th November 2025, 63 Mt Barker Road, Stirling

Presiding Member _____ 17 February 2025

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Carried Unanimously

8.5. Climate Change Adaption Governance and Risk Report

Moved Cr Melanie Selwood

S/- David Moffatt

AC52/24

The Audit Committee resolves:

- 1. That the report on Climate Change Adaptation Governance and Risk Update be received and noted.**
- 2. To refer the Climate Change Adaptation Governance and Risk Report to Council for information.**
- 3. To note that the Administration will investigate the LGASA climate risk and governance approach recently developed for incorporation into the Risk Management Framework.**

Carried Unanimously

8.6. Strategic Plan Report 2024

Moved Pamela Lee

S/- Sarah Beesley

AC53/24

The Audit Committee resolves that the report on Strategic Plan 2024 be received and noted.

Carried Unanimously

8.7. Draft Annual Report 2023-24

Moved Sarah Beesley

S/- Pamela Lee

AC54/24

The Audit Committee resolves:

- 1. That the report on the Draft Annual Report 2023-24 be received and noted**

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2. To advise Council that the Committee has reviewed the Draft 2023-24 Annual Report, as contained in Appendix 1, in terms of the reports adequacy in meeting its legislative requirements.
3. That on the basis of the Committee's review, to recommend the Annual Report to Council for adoption.

Carried Unanimously

8.8. Quarterly Performance Report – Q1 2024-25

Moved Pamela Lee
S/- David Moffatt

AC55/24

The Audit Committee resolves:

1. That the report on the Quarterly Council Performance Report – Q1 2024-25 be received and noted.
2. To recommend to Council to adopt changes to the Corporate Performance Indicators as follows:
 - a. CPI-B02 (Delivery of Capital Works Program) changed to an annual target of at least 90%, with cumulative quarterly reporting
 - b. CPI-001 (Number of lost time injuries) changed to measure Lost Time Injury Frequency Rate (LTIFR) with a target of less than 13.2
 - c. CPI-O11 (Employee turnover) changed to have two targets – 20% new starter turnover and 15% general turnover, with quarterly reporting that provides a 12 month percentage as at the end of the quarter.

Carried Unanimously

8.9. Finance Strategy and Strategic Considerations for Achieving Financial Sustainability

Moved David Moffatt
S/- Cr Melanie Selwood

AC56/24

The Audit Committee resolves the report on finance strategy and strategic considerations for achieving financial sustainability be received and noted.

Carried Unanimously

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8.10. 2024-25 Budget Review 1

Moved Sarah Beesley
S/- Pamela Lee

AC57/24

The Audit Committee resolves:

1. That the report be received and noted.
2. To recommend to Council the proposed budget adjustments presented in Budget Review 1 which result in:
 - a. A decrease in the Operating Surplus from \$0.457m to a deficit of \$1.728m for the 2024-25 financial year.
 - b. Changes to Capital Works increasing capital expenditure by \$2.218 million for the 2024-25 financial year resulting in a revised capital expenditure budget of \$20.548 million.

Carried Unanimously

8.11. Quarterly Risk Management Report

Moved David Moffatt
S/- Cr Melanie Selwood

AC58/24

The Audit Committee resolves that the Quarterly Risk Management Report be received, accepted and noted.

Carried Unanimously

8.12. SafeWork SA – verbal update

The Chief Executive Officer provided a verbal update regarding SafeWorkSA.

8.13. Internal Audit Quarterly Report

Moved Pamela Lee
S/- Sarah Beesley

AC59/24

The Audit Committee resolves to receive and note the Internal Audit Quarterly Report (item 8.14, 18 November 2024, Audit Committee meeting).

Carried Unanimously

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9. QUESTIONS WITHOUT NOTICE

Cr Malcolm Herrmann asked a question about progress of the Boundary Change inquiry.

10. CONFIDENTIAL ITEMS

10.1. Directorate Risk Profile Presentation – Exclusion of the Public

Moved Cr Melanie Selwood
S/- Pamela Lee

AC60/24

Pursuant to section 90(2) of the *Local Government Act 1999* the Audit Committee (the Committee) orders that all members of the public, except:

- Chief Executive Officer, Greg Georgopoulos
- Director Corporate Services, Gary Lewis
- Manager Financial Services, Bruce Smith
- Executive Governance Officer, Zoë Gill
- Risk, Audit and Insurance, Lauren Jak
- Minute Secretary, Skye Ludzay

be excluded from attendance at the meeting for Agenda Item 10.1: (Directorate Risk Profile Presentation) in confidence.

The Committee is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in (a) above, be excluded to enable the Committee to consider the report at the meeting on the following grounds:

Section 90(3)(e) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item relates to matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person.

Accordingly, on this basis the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

Carried Unanimously

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10.1.1. Directorate Risk Profile Presentation

10.1.2. Directorate Risk Profile Presentation – Duration of Confidentiality

Moved Pamela Lee
S/- Melanie Selwood

A61/24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(e) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	18 November 2027
Related Attachments	18 November 2027
Minutes	18 November 2027
Other (presentation, documents, or similar)	18 November 2027

Pursuant to section 91(9)(c) of the Local Government Act 1999, the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

11. NEXT MEETING

The next ordinary meeting of the Audit Committee will be held on Monday 17 February 2025 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

The meeting closed at 8:28pm.