



**Minutes of the City of Unley  
Audit & Risk Committee Meeting  
Tuesday, 14 May 2024, 6:30pm  
Council Chambers  
181 Unley Road Unley**

**PRESENT**

Presiding Member M Davies  
Independent Member A Martin  
Independent Member P Lee  
Councillor M Broniecki  
Councillor J Gaffey

**OFFICERS PRESENT**

Chief Executive Officer, Mr P Tsokas  
General Manager Business Support & Improvement, Ms N Tinning  
Manager Finance and Procurement, Mr A Brown  
Executive Assistant to the CEO & Mayor, Ms L Gregory

**GUEST**

Nil

**ACKNOWLEDGEMENT**

The Presiding Member welcomed Members to the meeting and opened the meeting with the Kuarna Acknowledgement.

**1. ADMINISTRATIVE MATTERS**

**1.1 APOLOGIES**

Nil

**1.2 LEAVE OF ABSENCE**

Nil

**1.3 CONFLICT OF INTEREST**

Nil

## 1.4 MINUTES

### ITEM 1.4.1

#### MINUTES OF THE ORDINARY AUDIT AND RISK COMMITTEE MEETING HELD TUESDAY, 13 FEBRUARY 2024

MOVED Councillor M Broniecki

SECONDED Councillor J Gaffey

That:

1. The minutes of the Ordinary Audit and Risk Committee held on Tuesday, 13 February 2024 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0008/24***

## 1.5 DEFERRED / ADJORNED ITEMS

Nil

## 2. REPORTS

### ITEM 2.1

#### POLICY AND PROCEDURE FRAMEWORK REVIEW UPDATE

MOVED Councillor M Broniecki

SECONDED Independent Member A Martin

This report provides the Audit and Risk Committee (Committee) with an update on the recent review of Council's Policy and Procedure Framework (Framework) for their information.

Moving forward, a six-monthly information report will be presented to the Committee to provide an update on the status of the policies and procedures within the organisation.

#### RECOMMENDATION

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0009/24***

## **ITEM 2.2**

### **DRAFT 2024-25 ANNUAL BUSINESS PLAN & BUDGET**

MOVED Independent Member A Martin

SECONDED Independent Member P Lee

The *Local Government Act 1999* (the Act) requires Council to consult with the community prior to adopting the annual budget. Specifically, the Act requires Council to develop a Draft Annual Business Plan and Budget and to follow a process of community consultation.

The Draft 2024-25 Annual Business Plan and Budget (Draft ABP&B) was approved by Council at its Meeting held on 22 April 2024 for the purpose of community consultation.

This report presents the Draft ABP&B for the Audit and Risk Committee's feedback as part of the consultation process. Comments received from the Audit and Risk Committee will be presented to Council for consideration at the Budget Workshop to be held prior to the adoption of the ABP&B.

### **RECOMMENDATION**

That:

1. The report be received.
2. The Draft 2024-25 Annual Business Plan and Budget, approved for consultation purposes and as set out in Attachment 1 to this report (Item 2.2, Audit and Risk Committee Meeting 14/05/2024) be noted.
3. The below comments of the Audit and Risk Committee relating to the Draft 2024-25 Annual Business Plan and Budget be presented to Council for consideration at the Budget Workshop to be held prior to the adoption of the Annual Business Plan and Budget in June.
  - Council may choose to give consideration to the 2024 Adelaide March Quarter CPI of 4.3% and the potential increase of costs not previously considered, before finalising its Draft 2024-25 Annual Business Plan and Budget for adoption in June 2024.
  - The key financial indicators within the Draft 2024-25 Annual Business Plan and Budget illustrate that Council maintains its long-term financial sustainability.
  - The forecast Net Financial Liabilities Ratio of 12%, compared to the target of less than 80%, indicates that Council has the financial capacity to consider future renewal projects and any unforeseen expenditure.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0010/24***

### **ITEM 2.3**

#### **RISK MANAGEMENT POLICY AND FRAMEWORK**

MOVED Councillor J Gaffey

SECONDED Independent Member A Martin

The Policy outlines the City of Unley's approach towards risk management and is intended to enable an integrated approach to risk management. The proposed policy incorporates the necessary internal controls to meet the requirements of section 125 of the *Local Government Act 1999* (the Act).

The revised Risk Management Framework includes greater consideration of the Council's risk appetite with the risk appetite statements for each risk category. The risk consequence matrix and the risk assessment matrix have also been revised to assist users in assessing risks.

#### **RECOMMENDATION**

That:

1. The report be received.
2. The Risk Management Policy as set out in Attachment 2 to this report (Item 2.3, Audit and Risk Committee Meeting 14/05/2024) be recommended for Council endorsement.
3. The CEO be authorised to make minor editorial and formatting changes as required to the Risk Management Policy to finalise the document.

**CARRIED UNANIMOUSLY**

***Resolution No.* AC0011/24**

### **ITEM 2.4**

#### **QUARTERLY RISK REPORT (MAY 2024)**

MOVED Independent Member P Lee

SECONDED Councillor M Broniecki

This report informs the Audit and Risk Committee of updates to the Strategic Risk Register following the quarterly review of strategic risks by the Executive Management Team.

#### **RECOMMENDATION**

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No.* AC0012/24**

**ITEM 2.5**

**INTERNAL FINANCIAL CONTROLS - SELF ASSESSMENT 2024**

MOVED Councillor M Broniecki

SECONDED Independent Member P Lee

This report presents the results of the Internal Financial Controls self-assessment undertaken in February to April 2024.

**RECOMMENDATION**

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0013/24***

*Councillor J Gaffey left the meeting at 8.00pm.*

*Councillor J Gaffey returned to the meeting at 8.01pm.*

**ITEM 2.6**

**INTERNAL AUDIT: PROGRESS ON AGREED MANAGEMENT ACTIONS (MAY 2024)**

MOVED Independent Member P Lee

SECONDED Councillor J Gaffey

**RECOMMENDATION**

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0014/24***

**ITEM 2.7**

**FRAUD AND CORRUPTION PREVENTION POLICY (MAY 2024)**

MOVED Independent Member P Lee

SECONDED Independent Member A Martin

**RECOMMENDATION**

That:

1. The report be received.
2. The Fraud and Corruption Prevention Policy as set out in Attachment 1 to this report (Item 2.7, Audit and Risk Committee Meeting 14/05/2024) be recommended to Council for endorsement.

**CARRIED UNANIMOUSLY**

***Resolution No. AC0015/24***

**3. OTHER BUSINESS**

**NEXT MEETING**

Tuesday 6 August 2024 - 6:30pm

**CLOSURE**

The Presiding Member closed the meeting at 8.10pm.

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**PRESIDING MEMBER**