

**MINUTES OF CITY OF MOUNT GAMBIER  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT  
GAMBIER  
ON MONDAY, 3 JUNE 2024 AT 4.33 P.M.**

**PRESENT:** Mr Paul Duka, Mayor Lynette Martin (OAM), Mr Alexander Brown (virtual)

**OFFICERS IN ATTENDANCE:** Chief Executive Officer - Mrs S Philpott  
General Manager Corporate and Regulatory Services - Mrs J Fetherstonhaugh  
General Manager City Infrastructure - Ms B Cernovskis  
Manager Financial Services - Mrs J Scoggins  
Manager Organisational Development - Ms L Little  
Finance Business Partner - Ms K Rolton  
Executive Administrator - Mrs A Pasquazzi

**1 ACKNOWLEDGEMENT OF COUNTRY**

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.**

**2 APOLOGY(IES)**

**COMMITTEE RESOLUTION**

Moved: Alexander Brown  
Seconded: Mayor Lynette Martin

That the apology(ies) from Cr Paul Jenner and Ms Belinda Johnson be received.

**CARRIED**

**3 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Paul Duka  
Seconded: Alexander Brown

That the minutes of the Audit and Risk Committee meeting held on 8 April 2024 be confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**

**4 QUESTIONS WITHOUT NOTICE**

Nil



## 5 REPORTS

### 5.1 2024/2025 DRAFT ANNUAL BUSINESS PLAN AND BUDGET

#### COMMITTEE RESOLUTION

Moved: Alexander Brown

Seconded: Paul Duka

1. That Audit and Risk Committee Report No. AR24/29751 titled '2024/2025 Draft Annual Business Plan and Budget' as presented on 03 June 2024 be noted.
2. That the Audit and Risk Committee feedback on Council's Draft 2024/2025 Draft Annual Business Plan and Budget and/or the associated processes and risks, as follows:
  - The Audit and Risk Committee acknowledge the significant work Council's administration have undertaken to prepare the Annual Business Plan and Budget 2024/2025.
  - The Audit and Risk Committee acknowledge the importance of maintaining financial sustainability and recognises the proposed rate increase is required to support financial sustainability.
  - The Audit and Risk Committee encourage Council to closely monitor the financial performance throughout the year in the context of the financial ratio targets.
  - The use of the average residential rate and the waste service charge by comparison to other Council's should be considered as a guide only.

be incorporated with the public consultation feedback to be presented to the Special Council meeting to be held on the 18 June 2024 for consideration of the adoption of the Draft 2024/2025 Annual Business Plan and Budget.

**CARRIED**

### 5.2 DRAFT LONG TERM FINANCIAL PLAN 2025-2034

#### COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin

Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/36612 titled 'Draft Long Term Financial Plan 2025-2034' as presented on 03 June 2024 be noted.
2. That the Audit and Risk Committee feedback on Council's Draft Long Term Financial Plan 2025-2034 and/or the associated processes and risks, as follows:
  - The Audit and Risk Committee recommends that Council considers the future impact of new and upgraded assets on the financial sustainability.
  - The level of financial and operational risk that is posed by waste and the Audit and Risk Committee seeks a further update on waste financial modelling.
  - The Audit and Risk Committee notes that the Long Term Financial Plan financial sustainability ratios are trending in the right direction of the plan.
  - The Audit and Risk Committee notes the importance of the rating review in informing the future rating forecasts in the Long Term Financial Plan.



- That the outer years of the Long Term Financial Plan be considered in the next version of the Long Term Financial Plan in terms of the application of the 2% sustainability index. be incorporated with the public consultation feedback to be presented to the Special Council meeting to be held on 25 June 2024 for consideration of the adoption of the Draft Long Term Financial Plan 2025-2034.

**CARRIED**

Mr Alexander Brown indicated that he would be leaving the meeting and would not return.

## **FORMAL MOTION**

### **COMMITTEE RESOLUTION**

Moved: Paul Duka

Seconded: Mayor Lynette Martin

That the meeting be adjourned to Wednesday 12 June 2024 at 5:00 pm due to the anticipated lack of quorum in the absence of Mr Alexander Brown.

**CARRIED**

**The meeting was adjourned at 5:50 pm.**



**MINUTES OF CITY OF MOUNT GAMBIER  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT  
GAMBIER  
MONDAY, 3 JUNE 2024 AT 4.33 P.M.  
ADJOURNED TO WEDNESDAY, 12 JUNE 2024 AT 5.00 P.M.**

The meeting resumed at 5:04 pm on 12 June 2024.

**PRESENT:** Mr Paul Duka, Mayor Lynette Martin (OAM), Mr Alexander Brown (virtual), Ms Belinda Johnson (virtual), Cr Paul Jenner

**OFFICERS IN ATTENDANCE:**

Chief Executive Officer	- Mrs S Philpott
General Manager Corporate and Regulatory Services	- Mrs J Fetherstonhaugh
General Manager City Infrastructure	- Ms B Cernovskis
Manager Financial Services	- Mrs J Scoggins
Executive Administrator	- Mrs A Pasquazzi

### 5.3 DRAFT ASSET MANAGEMENT PLANS (AMPS) 2025-2034

#### COMMITTEE RESOLUTION

Moved: Paul Duka

Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/37154 titled 'Draft Asset Management Plans (AMPs) 2025-2034' as presented on 12 June 2024 be noted.
2. That the Audit and Risk Committee feedback on Council's Draft Asset Management Plans (AMPs) 2025-2034 and/or the associated processes and risks, as follows:
  - Acknowledges the work undertaken to date on asset planning and the increasing maturity of the assets data.
  - Notes the allocation of new planning and delivery of assets in the building and structures asset management plan, and suggests Council consider the proportion of new versus renewal in future iterations of the plan as the asset planning and master planning progresses.
  - Recommends that Council continues to consider any underutilised buildings and structures and notes the strategic work plan projects will inform this consideration.
  - Notes the plant asset management plan and that the plan allows for some redundancy in plant due to difficulty in supply of new equipment and parts.
  - Recommends that future iterations of the infrastructure asset management plans provide a breakdown of proposed recommended expenditure for key asset classes.
  - Notes the variance between depreciation and proposed asset renewal expenditure and recommend that further context to the variation between depreciation and proposed asset renewal expenditure be provided to Council.
  - The Administration provide an update to the Audit and Risk Committee on a half yearly basis on the further refinement of the asset management planning process.



be incorporated with the public consultation feedback to be presented to the Special Council meeting on 18 June 2024, for consideration of the adoption of the Draft Asset Management Plans (AMPs) 2025-2034.

**CARRIED**

#### **5.4 UNAUDITED INFRASTRUCTURE VALUATION AS AT 1 JULY 2023**

Cr Paul Jenner left the meeting at 6:08 pm

Cr Paul Jenner returned to the meeting at 6:08 pm

##### **COMMITTEE RESOLUTION**

Moved: Belinda Johnson  
Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/10208 titled 'Unaudited Infrastructure Valuation as at 1 July 2023' as presented on 12 June 2024 be noted.

**CARRIED**

#### **5.5 POLICY REVIEW - ASSET ACCOUNTING**

##### **COMMITTEE RESOLUTION**

Moved: Cr Paul Jenner  
Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR24/36754 titled 'Policy Review - Asset Accounting' as presented on 12 June 2024 be noted.
2. That the Asset Accounting Policy as attached to Report No. AR24/36754 having been reviewed by the Audit and Risk Committee on 12 June 2024 be adopted.
3. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the policies arising from this meeting, together with any typographical corrections, amendments to position or organisation titles, and finalisation of the document's formatting that do not materially alter the integrity of the document.

**CARRIED**

#### **5.6 POLICY REVIEW - RISK MANAGEMENT**

##### **COMMITTEE RESOLUTION**

Moved: Paul Duka  
Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/38120 titled 'Policy Review - Risk Management' as presented on 12 June 2024 be noted.



2. That the Risk Management Policy as attached to Report No. AR24/38120 having been reviewed by the Audit and Risk Committee on 12 June 2024 be adopted.
3. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the policies arising from this meeting, together with any typographical corrections, amendments to position or organisation titles, and finalisation of the document's formatting that do not materially alter the integrity of the document.

**CARRIED**

#### **5.7 RISK MANAGEMENT REPORT JANUARY - MARCH 2024**

##### **COMMITTEE RESOLUTION**

Moved: Cr Paul Jenner

Seconded: Paul Duka

1. That Audit and Risk Committee Report No. AR24/36616 titled 'Risk Management Report January - March 2024' as presented on 12 June 2024 be noted.
2. That an update on the Leases and Licences and Policy Reviews be presented to the July Audit and Risk Committee meeting.
3. That the environmental compliance inherent risk be increased from high to extreme.

**CARRIED**

#### **5.8 WORK HEALTH SAFETY (WHS) AND WELLBEING QUARTERLY REPORT - JANUARY - MARCH 2024**

##### **COMMITTEE RESOLUTION**

Moved: Cr Paul Jenner

Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/36617 titled 'Work Health Safety (WHS) and Wellbeing Quarterly Report - January - March 2024' as presented on 12 June 2024 be noted.

**CARRIED**

#### **5.9 QUARTERLY INTERNAL AUDIT UPDATE REPORT**

##### **COMMITTEE RESOLUTION**

Moved: Belinda Johnson

Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR24/36613 titled 'Quarterly Internal Audit Update Report' as presented on 12 June 2024 be noted.

**CARRIED**



### 5.10 DRAFT REVISED INTERNAL AUDIT PROGRAM

#### COMMITTEE RESOLUTION

Moved: Alexander Brown  
Seconded: Mayor Lynette Martin

1. That Audit and Risk Committee Report No. AR24/36992 titled 'Draft Revised Internal Audit Program' as presented on 12 June 2024 be noted.
2. That the Revised Internal Audit Plan as attached to Report No. AR24/36992, having been reviewed by the Audit and Risk Committee on 12 June 2024, be adopted.
3. That plant and fleet be subject to a future internal audit in a later iteration of the Internal Audit program.
4. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the Draft Revised Internal Audit Plan arising from this meeting, together with any typographical corrections, amendments to position or organisation titles, and finalisation of the document's formatting that do not materially alter the integrity of the document.

**CARRIED**

### 5.11 EXTERNAL AUDIT MANAGEMENT REPORT

#### COMMITTEE RESOLUTION

Moved: Cr Paul Jenner  
Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/36615 titled 'External Audit Management Report' as presented on 12 June 2024 be noted.

**CARRIED**

### 5.12 REVIEW OF 2024 AUDIT AND RISK PROGRAM

#### COMMITTEE RESOLUTION

Moved: Paul Duka  
Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR24/36971 titled 'Review of 2024 Audit and Risk Program' as presented on 12 June 2024 be noted.
2. That the revised work program as reviewed by the Audit and Risk Committee for the calendar year 2024 (attached) be adopted, with the addition of the presentation of the quarterly budget review to the Audit and Risk Committee following its presentation to the Council meeting.

**CARRIED**



**5.13 AUDIT AND RISK COMMITTEE MEETING REPORT**

**COMMITTEE RESOLUTION**

Moved: Paul Duka  
Seconded: Cr Paul Jenner

1. That Audit and Risk Committee Report No. AR24/29748 titled 'Audit and Risk Committee Meeting Report' as presented on 12 June 2024 be noted.

**CARRIED**

**6 MOTIONS WITHOUT NOTICE**

**6.1 MOTION - THANK YOU TO MANAGER FINANCIAL SERVICES**

**COMMITTEE RESOLUTION**

Moved: Paul Duka  
Seconded: Mayor Lynette Martin

1. That the Audit and Risk Committee thank Julie Scoggins, Manager Financial Services for her support and professional expertise provided to the Audit and Risk Committee during her tenure.

**CARRIED**

**7 MEETING CLOSE**

The Meeting closed at 7:35 pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee held on 29 July 2024.

.....  
**PRESIDING MEMBER**

