

MINUTES

GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY AUDIT AND RISK COMMITTEE MEETING

12pm Tuesday, 6 August 2024

Dean Newbery & Partners – 214 Melbourne Street, North Adelaide

1. Present

- Mr Peter Brass, Independent Member, Chair
- Cr Malcolm Herrmann, Adelaide Hills Council (via MSTeams)
- Mr Greg Pattinson, City of Playford
- Mr David Hitchcock, Executive Officer
- Ms Whitney Sandow, Dean Newbery & Partners

2. Apologies

Nil

12:00pm the GRFMA Executive Officer vacated the meeting and Members undertook confidential discussion with Ms Whitney Sandow, Dean Newbery & Partners, on any matters identified during conduct of the audit.

12:05pm the GRFMA Executive Officer returned to the meeting.

3. Minutes of the Previous Meeting

GAC24/01 Minutes of the Previous Meeting

Moved: Mr G Pattinson

Seconded: Cr M Herrmann

That the minutes of the previous GRFMA Audit Committee meeting held on Tuesday 4th June 2024 as per copies supplied to members, be adopted as a true and correct record of the meeting.

CARRIED UNANIMOUSLY

4. Business Arising from the Minutes

4.1 Actions on Previous Resolutions

Nil

The meeting requested the Executive Officer to facilitate a process that identifies electronically signed minute documents as Signed and Published version.

5. General Business

5.1 GRFMA 2023/2024 Financial Statements and Audit Report

GAC24/02 GRFMA 2023/2024 Financial Statements and Audit Report
Moved: Mr G Pattinson
Seconded: Cr M Herrmann

That the GRFMA Audit and Risk Committee:

- 1. Receives and notes the audited Financial Statements for 2023/2024, the Management Representation Letter as amended and the external audit completion report.*
- 2. Approves the 'Certification of Auditor Independence' to be signed by the Audit and Risk Committee Chairman and Executive Officer.*
- 3. Recommends that a 'Certification of Auditor Independence' also be signed by the Chief Executive Officer of each Constituent Council.*

CARRIED UNANIMOUSLY

Members requested amendments to the Management Representation letter to remove reference to items not applicable to the operations of the GRFMA.

The Executive Officer was requested to update the GRFMA Asset Management Plan and the GRFMA Long Term Financial Plan to reflect the new 2023/24 revaluation amounts of the Bruce Eastick North Para Flood Mitigation Dam.

It was noted Ms Sandow would provide the Auditors Certification of Independence letter.

5.2 GRFMA Annual Report 2023/2024

GAC24/03 GRFMA 2023/2024 Annual Report
Moved: Cr M Herrmann
Seconded: Mr G Pattinson

That the GRFMA Audit and Risk Committee:

- 1. Receives and notes the GRFMA 2023/2024 Annual Report, as amended.*
- 2. Recommends that the report be adopted by the GRFMA Board and distributed to Constituent Councils.*

CARRIED UNANIMOUSLY

Members requested the following amendments to the Annual Report:

- Welcome and acknowledge appointment of Mr Lino Di Lernia as GRFMA Chairman from 1 May 2024.
- Reflect the title of Chairman within the document.
- Identify one special meeting of the GRFMA held in 2023/2024.

5.3 Information Asset Management Report and Manual

GAC24/04 **Information Asset Management Report and Manual**
Moved: Cr M Herrmann
Seconded: Mr G Pattinson

That the GRFMA Audit and Risk Committee:

- 1. Notes the Information Asset Management Report.*
- 2. Receives a progress report on recommendations at the December 2024 meeting.*
- 3. Recommends the GRFMA Board adopts the Information Asset Manual.*

CARRIED UNANIMOUSLY

Members:

- Identified that the report recommendation 6 regarding security of the new One Drive records system be attended to as a priority action (6. *The Authority purchases a Microsoft 365 (M365) Business Basic Plan with ADR as an add-on to ensure data is stored in the Australia/Pacific region. The EO is either the Administrator and a User with a Board Member also a User, or a Board Member is the Administrator with the EO as a User.*)
- Review of the Manual should be annually or as required.
- Any subsequent review of the risk matrix to reflect the materiality of the GRFMA being a small organisation.

5.4 2024/2025 Insurance & Scheme Renewals

GAC24/05 **2024/2025 Insurance & Scheme Renewals**
Moved: Cr M Herrmann
Seconded: Mr G Pattinson

That the GRFMA Audit and Risk Committee notes completion of the 2024/2025 LGRS Membership Renewal Declarations.

CARRIED UNANIMOUSLY

Members requested the Executive Officer make further inquiries with the Local Government Mutual Liability Scheme to seek what options are available for GRFMA cyber security coverage.

6. Confidential

Nil

7. Other Business

8. Next Meeting

Nominally 5 November 2024

Schedule of Meetings Table

Date	Audit Committee Meeting Schedule	Action
April 2024	Annual Budget and Business Plan Review; External Audit Plan and Schedule 2024.	Completed
June 2024	Annual cost estimates and budget variations consideration.	Completed
August 2024	Annual Financial Statements – Audit report; 2023/2024 – Auditor to attend.	Completed
November 2024	Operation of the Regional Subsidiary – Business Plan progress. Annual cost estimates and budget variations consideration.	
February 2025	Annual Budget and Business Plan Review; External Audit Plan and Schedule 2025.	

9. Closure

The Chairman thanked the members for their attendance and contributions and closed the meeting at 12:47pm.

Chair _____ Date _____