



**MINUTES OF THE HINDMARSH SHIRE AUDIT & RISK COMMITTEE MEETING
HELD VIA MICROSOFT TEAMS, WEDNESDAY 18 SEPTEMBER 2024,
COMMENCING AT 11AM.**

PRESENT:

Mr A Roberts (Chairperson), Mr S Coutts (Member), Mr A Cordy (Member), Cr D Nelson (Councillor Delegate), Mayor M Albrecht (Councillor Delegate, Items 2 to 6), Ms Monica Revell (CEO), Ms P Croot (Director Corporate and Community Services), Mr R Upadhyaya (Director Infrastructure Services), Ms H Boyd (Manager Finance), Mrs Janelle Reichelt (Manager People and Performance), Mr Paul Harrison (Internal Auditor), Ms A Veitch (Coordinator People and Safety, Item 14), Tim Fairclough (External Auditor, Items 1 to 8) & Gail Makone (External Auditor, Items 1 to 8).

1. Welcome and Acknowledgement of the Indigenous Community

Welcome and acknowledgement of the Indigenous community by the Chairperson.

Hindmarsh Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

2. Apologies

Mr Darren Welsh (Member)

3. Declaration of Interests

Committee Members to declare any known interests in relation to any item published on the agenda for this meeting, either:

- Material; or
- General.

Declaration of material or general interest must also be advised by Committee Members at the commencement of discussion of the specific item.

Nil interests declared

4. Internal & External Auditor Assurance

Assurance from the internal and external auditors that there have been no obstructions to work undertaken.

Nil obstructions disclosed.

7. VAGO Audit Update

Responsible Officer: Director Corporate and Community Services

Attachment Number: 7.1 VAGO Report on Local Government

Verbal report to be given during the meeting by Mr Tim Fairclough, Crowe.

MOVED: S COUTTS / A CORDY

That the Audit & Risk Committee receives the VAGO audit update.

Refer attachment 7.1.

8. Hindmarsh Shire Council Annual Accounts 2023/2024

Responsible Officer: Director Corporate and Community Services

Attachment Number: 8.1 Annual Accounts - year ended 30 June 2024
8.2 Performance Statement - year ended 30 June 2024
8.3 Interim Management Letter
8.4 VAGO Closing Report – year ended 30 June 2024
8.5 Draft Management Letter – year ended 30 June 2024

Introduction:

The purpose of this report is to provide the Audit & Risk Committee with the audited Annual Financial Statements and Performance Statement for the year ended 30 June 2024.

Discussion:

The *Local Government Act 2020* (Act) requires a resolution of Council to adopt the In-Principle Financial Statements and In-Principle Performance Statement. The Act also requires a resolution of Council to appoint two Councillors to sign these documents in their final form on behalf of Council, under Section 99 (2) and (3) of the Act.

The Financial and Performance Statements were prepared in accordance with the requirements of the Act and the applicable accounting standards. Copies of the Statements were provided to Crowe (external auditor acting for the Victorian Auditor-General's Office). The audit of the Statements has now been substantially completed.

Once finalised and certified by Council, the Auditor General will prepare the formal report on the Financial and Performance Statements for inclusion in Council's Annual Report 2023/2024.

The 2023/2024 Financial Statements show a comprehensive deficit of \$3.846 million which includes loss on the valuation of footpaths and Kerb and Channel of \$2.949 million following a revaluation completed in 2024 by a qualified external contractor.

Total revenue for the financial year was \$19.927 million, a decrease of \$3.665 million from the previous financial year. The decrease is due to Council receiving the 2023/2024 Financial assistance grants in advance before 30 June 2023.

Total expenditure for the financial year was \$20.824 million, an increase of \$1.31m from the previous financial year. The increase can be attributed to an increase in depreciation to account for completed capital projects, a repayment of community care grant funding received in the previous financial year but not fully expended at the conclusion of delivering the services, a significant increase in the running costs of plant and equipment, increases in the costs of materials, increase in the Workcover premium, as well as increasing kerbside recycling costs.

At 30 June 2024, Council held \$11.612 cash at bank. This is higher than in 2022/2023 due to the redemption of long-term deposits.

Capital works expenditure was \$7.239m for 2023/24, a decrease of \$1.863m from 2022/2023. This is due to several vehicles ordered in 2023/2024 not being able to be delivered until 2024/2025, not receiving funding to complete works on roads damaged in the October 2022 floods, and a number of grant funded projects not being complete including the Llew Schilling Silo.

Link to Council Plan:

Theme Four:

Good governance practices – ensure compliance with the *Local Government Act 2020*.

Long-term financial sustainability – continue to focus on responsible financial management in budgeting and long-term financial planning.

Financial Implications:

There are no unbudgeted financial implications in this process. The statements outline financial performance for the previous year but costs for their production are part of normal operating expenditure.

Risk Management Implications:

Management of risks will minimise Council's exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Author: Heather Boyd, Manager Finance

In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible: Petra Croot, Director Corporate and Community Services

In provided this advice as Officer Responsible, I have no disclosable interests in this report.

MOVED: M ALBRECHT / S COUTTS

That the Audit & Risk Committee recommend, pending no material changes to the Statements, that Council:

- 1. Approves in principle the Financial Statements and Performance Statement for the year ended 30 June 2024; and***
- 2. Authorises any two Councillors to sign the Financial Statements and Performance Statement in their final form.***

Refer attachments 8.1 - 8.5

5. Confirmation of Minutes of Previous Meeting

MOVED: A CORDY / M ALBRECHT

That the Minutes of the Audit & Risk Committee meeting held on Wednesday 12 June 2024 via Teams, as circulated to members, be taken as read and confirmed.

Refer attachment 5.1

6. Internal Audit Update

Responsible Officer: Director Corporate and Community Services

Attachment Number: 6.1 Internal Audit Findings Action List
6.2 Internal Audit Status Report
6.3 Updated Internal Audit Plan FY25
6.4 Internal Audit Update Report
6.5 Payroll Procedures Internal Audit
6.6 Project Scope – Depot Management
6.7 Project Scope – Accounts Payable and Procurement

Verbal report to be given during the meeting by RSD Audit on the recent internal audit publications, internal audit plan, internal audit status and recently completed audit on Payroll Procedures. The proposed project scopes for Depot Management and Accounts Payable and Procurement are also presented for Committee consideration.

Director Corporate and Community Services to discuss progress on internal audit findings action list.

MOVED: A CORDY / S COUTTS

That the Audit & Risk Committee

- 1. Receives the internal audit recent publications and audit status report;***
- 2. Receives the update on the recently completed internal audit on Payroll Procedures.***
- 3. Notes the scope of the Depot Management and Accounts Payable and Procurement internal audits and recommends the audits be undertaken.***
- 4. Notes the progress on internal audit findings.***

9. Governance & Compliance Report

Responsible Officer: Manager People and Performance
Attachment Number: 9.1 Business Continuity Plan
9.2 Procurement Policy Exemption Requests

Introduction:

This report provides the Audit and Risk Committee with an update of governance and compliance measures undertaken since the previous meeting on 12 June 2024. This includes information regarding Local Government reforms, the election period and new Council transition planning, and a register of any disclosable gifts, hospitality or benefits to Councillors or Council employees.

Discussion:

Local Government Reforms

The *Local Government Amendment (Governance and Integrity) Act 2024* makes a series of amendments to the *Local Government Act 2020* that come into operation following the council elections. This includes:

- introducing a Model Councillor Code of Conduct for all 79 Councils across the state;
- requiring Councillors to undertake annual professional development training; and
- requiring mayors and deputy mayors to undertake mayoral training upon being elected to these positions

Consultation through Engage Victoria around the DRAFT Internal Resolution Procedure, DRAFT Mayoral and Councillor Training Framework and DRAFT Model Councillor Code of Conduct closed 4 September 2024, the outcomes of which have not yet been publicised. These regulations are anticipated to be finalised in October 2024 and work will be required to ensure our adherence to those, namely in the implementation of the Model Code of Conduct, a Council Confidentiality Policy and a Councillor Social Media Policy.

Council has already secured appropriate training for the mayor and deputy mayor to be completed within the legislated timeframe.

Compliance Reviews – Council Policies

Several policies have been updated in the period since 12 June 2024 that support Council's governance and compliance framework:

- **Fee Waiver and Reduction Policy – 26 June 2024**
- **Community Projects Contributions Policy – 26 June 2024**
- **Councillor Expense Entitlement Policy – 24 July 2024**
- **Councillor Complaints Handling Policy – 28 August 2024**

Following the election, a significant number of policies, plans and delegations are

required to be developed and reviewed by the new Council. The Audit and Risk Committee should expect to be provided with the opportunity to review the following documents over the next 12 months (non-exhaustive):

- Council to Council Staff delegations
- Governance Rules and Election Period Policy
- Councillor Code of Conduct.

Gifts and Hospitality

Council is responsible for maintaining a Gifts and Hospitality Register in accordance with both its Councillor Gifts and Hospitality Policy (C007) and Employee Code of Conduct (HR009) and for reporting on compliance with these policies to the Audit and Risk Committee. In the period since the previous Audit and Risk Committee meeting, there were no disclosed gifts, hospitality or benefits to Councillors with two members of Council staff disclosing gifts to an estimated value of \$5 each.

Election Period Update and Councillor Transition

The Election Period commences at 12 noon on 17 September and ceases at 6pm on 26 October 2024, whereby Council's Election Period Policy will apply. Training has been provided, both internally and externally, for current Councillors on limitations and governance during the election period, as well as comprehensive communication with staff and committees. Training has included:

- Obligations and restrictions regarding Council decisions during election period.
- Misuse of position and improper use of Council resources.
- Management of records and information during the election period and after the end of the Councillor term.
- Restrictions on publications.
- Procedure for requests of information from Councillors and Candidates.

The training and induction schedule for the new Council has been established, with critical training prioritised for late 2024. The introduction of the Mayoral and Councillor training framework will see some additional requirements including Councillor group commitment to work as a team; Understanding and responding to the needs of the municipality; Introduction to strategic planning and financial management; and Introduction to key integrity and accountability requirements.

Business Continuity Plan

An annual review has been undertaken of the Business Continuity Plan. Minor amendments have been made including altering position titles due to minor internal structure changes. The draft is presented to the Committee for comment prior to adoption by the Chief Executive Officer.

Procurement Policy Exemptions

Updates to Council's Procurement Policy require that all approved exemption requests be provided to the Audit and Risk Committee for noting. Four requests were received and approved since the previous meeting. These are included in Attachment 9.2 and summarised below.

Request Detail	Value	Exemption Ref.
Swimming Pool Management Document	\$19,700 (excl. GST)	2.3.3 exemption as industry specialists.
Outdoor Training	\$13,543 (incl. GST)	2.3.3. existing exemption for training. Processed for completeness of records.
Firebreak Spraying	\$23,200 (excl. GST)	2.3.3 exemption for specialist knowledge and skill/sole supplier.
EWP for Jeparit Workshop Pit	\$58,370 (excl. GST)	2.3.3 exemption for specialist knowledge and skill/sole supplier.

Link to Council Plan:

Strong Governance Practices: Ensure compliance with the *Local Government Act 2020*.

Financial Implications:

Nil.

Risk Management Implications:

The updated policies and plans will ensure that Council maintains its governance, transparency and community engagement obligations under the Act and other relevant regulations.

Keeping up to date with the implementation of the *Local Government Act 2020* and legislation relevant to Council ensures that Council is meeting its compliance requirements.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Petra Croot, Director Corporate and Community Services.

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Janelle Reichelt, Manager People and Performance

In providing this advice as the Author, I have no disclosable interests in this report.

MOVED: S COUTTS / D NELSON

That the Audit & Risk Committee receives the governance and compliance update.

Refer attachment 9.1 - 9.2

Responsible Officer: Director Corporate and Community Services
Attachment Number: 10.1 Draft Audit and Risk Committee Charter (marked up)
10.2 Draft Audit and Risk Committee Charter (clean)

Introduction

This report presents the draft Audit and Risk Committee Charter in accordance with the review cycle for Committee endorsement.

Discussion

The Audit and Risk Committee Charter has been reviewed by Council officers and is presented to the Committee for consideration prior to presentation to the new 2024-2028 Council for adoption.

Changes are highlighted in attachment 10.1.

Financial Implications:

There are minor financial implications in that remuneration of Committee members is prescribed in the Act. Changes to this document present no material variation to those already approved in the existing Charter.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Petra Croot, Director Corporate and Community Services

In provided this advice as Author and Officer Responsible, I have no disclosable interests in this report.

MOVED: A CORDY / S COUTTS

That the Audit & Risk Committee request management review the draft Audit and Risk Committee Charter with a specific focus on financial management and re-present it to the first Audit and Risk Committee meeting in 2025.

Refer attachment 10.1 & 10.2.

11. Risk Management Report

Responsible Officer: Director Corporate & Community Services
Attachment Number: 11.1 Strategic Risk Report

Introduction

The purpose of this report is to update the Audit and Risk Committee of Council's current strategic risk portfolio through the presentation of the Strategic Risk Report. The report also provides an update on the Risk Appetite and Tolerance Statement, Risk Management Policy and Risk Management Framework presented in draft form to the previous Audit and Risk Committee meeting 12 June 2024.

Discussion

In the period following the previous meeting, Council officers have continued to review and update critical risks within the Risk Register. Two areas of focus in this period include:

- Ageing workforce

According to a presentation at the ALGA (Australian Local Government Association) conference, 23% of the Local Government workforce is aged 55-65 and 6% is 65+. Hindmarsh Shire Council currently exceeds this with 29% of our workforce aged 54-65 and 8% aged 66+. The average age of our workforce is 47.3 years.

Council risks losing significant corporate knowledge as these employees resign from the workforce and could face a need to recruit and replace several positions in a short timeframe. It can be difficult to fill positions with suitable applicants, this will be exacerbated with the need to fill multiple positions within short time periods.

Council is working toward mitigating this knowledge gap by recognising the key functions of Council and ensuring there is adequate training in key functions within the areas of Council to ensure continuity of service. Additionally, we are ensuring that there is more than one employee able to fulfill the duties required to continue operations.

Risk of injury and illness also increases with age and the risk of increased financial constraints on Council in this circumstance is enhanced. Early reporting and disclosure of potential injury is being encouraged across the organisation, with alternative tasks or methods implemented to prevent injury. Offering transition to retirement arrangements for staff as they approach retirement reduces the risk to the organisation of large-scale unanticipated retirements, and rather, provides some control over the timing and training of replacements.

- Council elections

Council elections involve all six Council seats being declared vacant with existing Councillors seeking to stand for a subsequent term also required to nominate and be formerly re-elected. There is a risk to Council of not filling all 6 seats, of which there are two in each of the North, East and West wards. If there are insufficient nominees to fill all vacancies through the election process, Council will be required to hold a by-election at a further cost to Council.

Council officers have been diligently preparing for the Council election period which is from 12pm 17 September to 6 pm 26 October 2024. During this time both Council and CEO are limited in their decisions and actions.

Councillors and officers of Council have been educated to the constraints they must operate within and the roles and responsibilities they have during this period.

A new Council will have limited knowledge and may not feel versed to make effective and informed decisions immediately. There are statutory requirements for the induction process for the mayor, deputy mayor, and Councillors along with further training requirements recognised internally. The planning for this induction process is well underway and will continue in the lead up to election.

In addition to this, the Risk Management Policy, Risk Management Framework and Risk Appetite and Tolerance Statement were adopted by Council. This will mean that Council Officers will now focus on implementing changes within the document across the organisation, including:

- Updating the risk matrix and risk register structure to reflect the Risk Appetite and Tolerance Statement;

- Reviewing training schedules and plans to ensure that risk training is implemented in accordance with the Risk Management Framework; and
- Socialising the risk appetite and tolerance standards across the organisation to ensure that decision-making is reflective of our accepted tolerances.

Link to Council Plan:

Ensure responsible risk management principles: Further develop and implement Council's Risk Management Framework and ensure all key risks have been measured and adequately controlled.

Financial Implications:

Nil.

Risk Management Implications:

Management of risks will minimise Council's exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author and Officer Responsible: Petra Croot, Director Corporate & Community Services.

In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: D NELSON / A CORDY

That the Audit & Risk Committee receives the Risk Management update.
Refer attachment 11.1

12. Rural Council Transformation Program

Responsible Officer: Manager Finance

Verbal report to be given during the meeting by Heather Boyd, Manager Finance, on the status of the Rural Council Transformation Program.

MOVED: A CORDY / S COUTTS

That the Audit & Risk Committee receives the verbal audit update on the Rural Councils Transformation Program.

13. Reimbursements & Interstate Travel Register

Responsible Officer: Director Corporate & Community Services
Attachment Number: 13.1 CEO Credit Card Listing
 13.2 Overseas and Interstate Travel Register

Introduction:

This report provides the Audit & Risk Committee with a list of reimbursements made to the CEO and Councillors, and the interstate travel by staff and Councillors for the period 01 June 2024 to 31 August 2024.

Discussion:

A listing is provided for review by the Audit & Risk Committee of payments made to the CEO and Councillors (excluding Councillor Allowances).

Councillor	Reimbursement (\$)	Purpose
W Bywaters	21.30	RCV Transport
R Gersch	180.00	Internet Fees
C Nelson	132.88	Travel Expenses

A summary of interstate travel in this period is noted in Attachment 13.2.

Link to Council Plan:

Strong governance practices

Financial Implications:

Council budgets for Councillor allowances and expenses. Expenses over relevant thresholds are decided by resolution of Council in accordance with the adopted budget.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

Author: Janelle Reichelt, Manager People and Performance

In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible: Petra Croot, Director Corporate & Community Services

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

MOVED: D NELSON / S COUTTS

That the Audit & Risk Committee

- 1. receives the reimbursement listing for the CEO and Councillors for the period 01 June 2024 to 31 August 2024;***
- 2. notes the interstate travel for the period 01 June 2024 to 31 August 2024; and***
- 3. receives the CEO Credit Card Statement for the period 01 June 2024 to 31 August 2024.***

Refer attachment 13.1 & 13.2

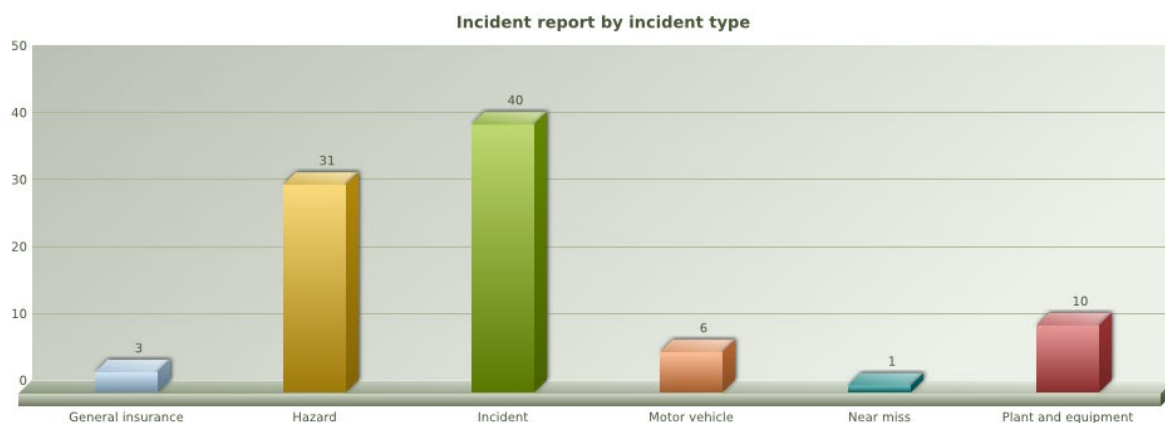
14. Incident and Hazard Report

Responsible Officer: Coordinator People and Safety

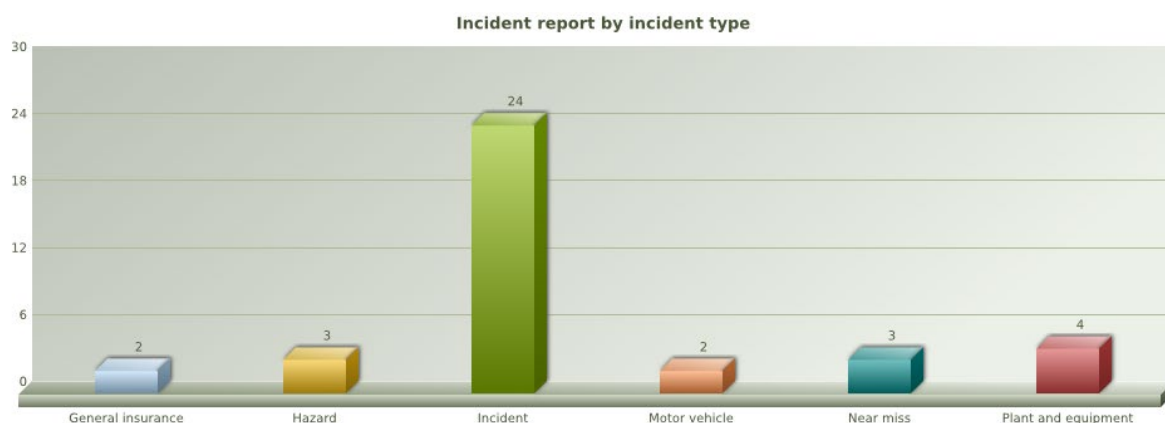
Introduction

The purpose of this report is to provide the Audit Committee with an update on the Hazard, Incident and Injury Reports from 23 May 2024 and 31 August 2024 and a comparison with the same period in 2023.

It also provides an update on proactive activities that have taken place during the past 3 months.



23 May 2024 – 31 August 2024



23 May 2023 – 31 August 2023

Discussion

91 reports were received in the period 23 May 2024 and 31 August 2023. This is in comparison to 38 reports during the same period in 2023.

The consistent messaging to employees around reporting incidents, injuries and hazards is having a significant impact on the number of reports received. Most of the Outdoor team recently included a target in their performance reviews to submit 5 hazard reports in the next 12 months.

All hazards and incident reports are reviewed and either referred to the appropriate supervisor for investigation or a corrective action is assigned to the appropriate officer. An opportunity for improvement in this area would be to discuss reports in more detail at the Health and Safety Committee meetings to consult on suggested corrective actions, keeping in mind the privacy of those involved in incidents.

Manual handling incidents was the main contributing factor to these injuries, coupled with an ageing workforce. 12 out of 16 injured employees are aged over 50 years. Council has provided manual handling to all employees in 2024 in an effort to raise awareness of being fit for the task at hand.

OHS Updates / General Discussion:

Prevention of Sexual Harassment, Sex-Based Harassment and Gender Based Violence

In August and September, all staff were required to attend Active Bystander training facilitated by Women's Health Grampians. The training focused on actions that we can take in our everyday lives and at work to challenge sexist and discriminatory behaviour. This training is part of our commitment to providing a safe workplace, our membership of the CoRE Alliance, and our positive duty to prevent sexual harassment in the workplace.

Wellbeing Program

The Health and Safety Committee hosted an all staff get together on Tuesday 10 September 2024 to recognise World Suicide Prevention Day and RUOK? Day. Employees were treated to a yummy breakfast and guest speakers. This initiative was chosen as part of our Wellbeing Plan.

Right to Disconnect

From 26 August 2024, the Fair Work Act was updated to include a "right to disconnect" for all employees. The Fair Work Ombudsman says "Employees of non-small business employers have the right to refuse to monitor, read or respond to contact (or attempted contact) outside their working hours, unless doing so is unreasonable. This includes contact (or attempted contact) from an employer or a third party".

Since its adoption in 2023, Council's Enterprise Agreement has included the following in its Objectives:

"Maximise the quality of work life, including security of employment, lifelong learning, career paths, and ***the right to disconnect from work and refrain from engaging in work related communications outside of agreed working hours except in emergency situations or where the staff member is on call.***"

Managers who choose to work outside of regular working hours for any reason, for example the CEO or Directors catching up on emails, are encouraged to put a disclaimer on emails making it clear that employees are not required to respond until their normal working hours. At the most recent staff meeting, employees were encouraged to turn off notifications to any work-related apps on their phones when they are not at work.

Discussion

Link to Council Plan:

Ensure responsible risk management principles.

A skilled Council and workforce capable of meeting community needs.

Financial Implications:

Nil.

Risk Management Implications:

Managing incident and hazard reports is a key aspect of Council's Risk Management Framework. The reporting of hazards and near misses allows hazards to be identified and controlled to mitigate further incidents.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author: Ange Veitch, Coordinator People and Safety
In providing this advice as the Author, I have no interests to disclose.

Officer Responsible: Janelle Reichelt, Manager People and Performance.
In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: S COUTTS / A CORDY

That the Audit & Risk Committee receives the Incident and Hazard Report update and request that staff provide more details of incidents in future reports.

15. Chair's Report

Responsible Officer: Director Corporate and Community Services
Attachment Number: 15.1 Chair's Report August 2024

Chair's Report as provided to Council tabled for Committee information.

MOVED: D NELSON / S COUTTS

That the Audit & Risk Committee notes the Chair's Report.

Refer attachment 15.1

16. Meeting Dates 2025

Responsible Officer: Director Corporate and Community Services

Introduction:

The purpose of this report is to set the Audit and Risk Committee meeting dates for 2025.

Discussion:

Council's Audit & Risk Committee Charter states that the Audit & Risk Committee shall meet at least three times in each financial year.

During 2023, meetings were held in March, June, and September. The proposal is to hold meetings in March, June and September 2025 and to also move the meeting time to 10am to allow time for Councillors and officers to prepare for additional Councillors briefings that will occur on the same day.

The March meeting will enable discussion on internal audits conducted, June will enable discussion on the VAGO interim audit and Council's draft annual budget, and September will ensure the Audit & Risk Committee endorse the annual financial

statements and performance statement for Council adoption by the 30 September deadline.

Link to Council Plan:

Strong governance practices

Financial Implications:

Council's annual budget allocates sitting fees for independent members of the Audit & Risk Committee.

Risk Management Implications:

An effective Audit & Risk Committee monitors compliance and risk, ensuring efficiency and effectiveness of Hindmarsh Shire Council's internal control system.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Petra Croot, Director Corporate & Community Services

In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: A CORDY / S COUTTS

That the Audit & Risk Committee meetings be held on the following dates in 2025:

- ***Wednesday 12 March 2025***
- ***Wednesday 11 June 2025***
- ***Wednesday 17 September 2025***

17. Late Reports

18. General Business

19. Next Meeting

The next meeting will be held via Microsoft Teams at 10am on Wednesday 12 March 2025.

Meeting closed at 12:39pm.