

Council Administration Expenses Internal Audit

Friday, 17 October 2025

Audit and Risk Committee

Strategic Alignment - Our Corporation

Program Contact:

Rebecca Hayes Associate

Director Governance & Strategy

Public

Approving Officer:

Anthony Spartalis, Chief

Operating Officer

EXECUTIVE SUMMARY

The purpose of this report is for the Audit and Risk Committee to note an internal audit conducted into Council Administration Expenses and endorse the administration responses.

The 2024-25 Internal Audit Plan (the Plan) for the City of Adelaide (CoA) was developed in consideration of Council's key strategic risks and critical priorities.

In accordance with the Plan, an internal audit was performed on CoA's Council Administration Expenses.

The audit identified five favourable findings, and two improvement opportunities. Further information on these findings can be found in Attachment A.

This audit aligns with the identified Strategic Risk *Statutory and Regulatory Risk: Non-compliance with statutory and regulatory requirements poses legal, financial and reputational risks to the organisation.*

RECOMMENDATION

THAT THE AUDIT AND RISK COMMITTEE

1. Notes the Council Administration Expenses Internal Audit report as contained in Attachment A to Item 4.6 on the Agenda for the meeting of the Audit and Risk Committee held on 17 October 2025.
2. Endorses the responses of the Administration to the Council Administration Expenses Internal Audit report as contained in Attachment A to Item 4.6 on the Agenda for the meeting of the Audit and Risk Committee held on 17 October 2025.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Corporation Internal Audit is an essential component of a good governance framework. It enables Council to ensure it is performing its function legally, effectively and efficiently.
Policy	Not as a result of this report
Consultation	Internal audit report has been presented to Strategic Risk Internal Audit group.
Resource	Not as a result of this report
Risk / Legal / Legislative	Internal audit is an essential component of a good governance framework. It is the mechanism that enables Council to receive assurance that internal controls and risk management approaches are effective, that it is performing its functions legally, and effectively, and to advise how it can improve performance.
Opportunities	Internal audit focuses largely on compliance, risk management and improvement opportunities. As such, audits suggest a range of improvement opportunities related to the area being reviewed, enhancing functions and services that are aligned with Council processes to best practice standards.
25/26 Budget Allocation	Not as a result of this report
Proposed 26/27 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
25/26 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

Background

1. The Council Administration Expenses Internal Audit (Internal Audit) was performed by City of Adelaide's (CoA) Risk and Audit Analyst, in accordance with the 2024-25 Internal Audit Plan.

Report

2. This Internal Audit aligns with the CoA Strategic Risk *Statutory and Regulatory Risk: Non-compliance with statutory and regulatory requirements poses legal, financial and reputational risks to the organisation.*
3. The Internal Audit addressed how CoA manages Council Administration Expenses in line with legislative requirements, in particular:
 - 3.1. End-to-end processes of Council administration expenses, including documentation and internal policies;
 - 3.2. Approval processes; and
 - 3.3. Reporting obligations.
4. The objective of the Internal Audit included review of the following:
 - 4.1. Relevant policies and procedures in place to guide staff when reviewing and approving Council administration expenses;
 - 4.2. Council's obligations and requirements in terms of reporting Council administration expenses;
 - 4.3. Supporting documentation and if sufficient records are maintained; and
 - 4.4. Sample testing.
5. The Internal Audit identified five favourable findings, as follows:
 - A Policy is in place and up to date;
 - A register is maintained with the most current information;
 - The register is available on the external website after each quarter;
 - Documentation is received and filed for reimbursements; and
 - There is an audit trail.
6. Two improvement opportunities have been identified in the Internal Audit.

Finding	Risk Rating
Self-lodgement of reimbursements	Improvement Opportunity
Opportunity to simplify the online register	Improvement Opportunity

7. Details of the improvement opportunities can be found in the Council Administration Expenses Internal Audit report, **Attachment A**, under the Summary of Findings section.
8. The Strategic Risk and Internal Audit group (SRIA) has considered the findings and provided actions and time frames to address these findings which are also outlined in the findings section of the CoA's Council Administration Expenses Internal Audit report, **Attachment A**.

ATTACHMENTS

Attachment A – Internal Audit Report: Council Administration Expenses

- END OF REPORT -