

Minutes of the meeting of the Audit and Risk Committee of the City of Holdfast Bay held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 15 November 2023 at 6:00pm.

PRESENT

Members

Presiding Member – Councillor J Smedley
Councillor R Snewin
Ms P Davies
Ms C Garrett
Mr D Powell

Staff

Chief Executive Officer – Mr R Bria
General Manager Strategy and Corporate – Ms S Wachtel
Manager Strategy and Governance – Ms A Karzek
Manager Finance – Mr C Blunt

Guests

Ms Janna Burnham, Partner, Galpins
Ms Danika Brown, Analyst (Internal Audit), Galpins

1. OPENING

The Chairman declared the meeting open at 6.02pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge Kaurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.

3. APOLOGIES

- 3.1 Apologies Received
- 3.2 Absent

4. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

5. CONFIRMATION OF MINUTES**Motion**

That the minutes of the Audit and Risk Committee held on 18 October 2023 be taken as read and confirmed.

Moved by P Davies, Seconded by D Powell

Carried

6. ACTION ITEMS

The Action Items were tabled and discussed.

7. PRESENTATIONS - Nil**8. REPORTS BY OFFICERS****8.1 Policy Development Policy and Policy Framework and Manual (Report No: 369/23)**

Policy-making is an important part of Council's role in fulfilling its obligations under the *Local Government Act 1999* and other legislation.

To ensure that Council fulfills its legislative obligations effectively and is able to set and administer clear, well-considered, evidence-based, practical and useful policy, a Council Policy to guide policy development, and an associated Policy Framework and Manual have been developed and were provided to the Audit and Risk Committee for consideration and endorsement, ahead of being presented to Council.

Motion

That the Audit and Risk Committee:

- 1. recommends the Policy Development Council Policy (Attachment 1) to Council for adoption; and**
- 2. recommends the Policy Framework and Manual (Attachment 2) for Council to note and Administration to adopt.**

Moved Councillor Snewin, Seconded P Davies

Carried

8.2 Project Management Policy, Framework and Manual (Report No: 370/23)

The City of Holdfast Bay delivers millions of dollars of works and services on behalf of ratepayers every year. To prove that we meet community expectations, and adhere to approved budgets, schedules and quality standards, it is important that we properly prioritise, plan, execute and report what we do. Managing projects consistently and transparently is one aspect of this.

To ensure that Council fulfills its legislative obligations effectively and is able to effectively scope, schedule and deliver projects, a Project Management Council Policy and associated Project Management Framework and Manual have been developed, and were provided to the Audit and Risk Committee for consideration and endorsement, ahead of being presented to Council.

Motion

That the Audit and Risk Committee:

- 1. recommends the Project Management Council Policy (Attachment 1) to Council for adoption; and**
- 2. recommends the Project Management Framework and Manual (Attachment 2) for Council to note and Administration to adopt.**

Moved P Davies, Seconded D Powell

Carried

8.3 Prioritisation Policy, Framework and Manual (Report No: 371/23)

Elected Members bear a heavy legislative burden when it comes to decision-making on behalf of the community. To enable Elected Members to fulfill their legislative obligations to make informed and responsible decisions on new investment proposals in the interests of the community, a Prioritisation Policy and a supporting Prioritisation Framework and Manual have been developed and were provided to the Audit and Risk Committee for consideration and endorsement, ahead of being presented to Council.

While transparent and evidence-based decision-making is necessary at all times, careful scoping and objective prioritisation is even more prudent with current economic conditions causing rampant cost increases and various supply-chain shortages.

The purpose of these documents is to support evidence-based decision-making by enabling objective assessments and prioritisation of options and projects.

Motion

That the Audit and Risk Committee:

- 1. recommends the Prioritisation Council Policy (Attachment 1) to Council for adoption; and**
- 2. recommends the Prioritisation Framework and Manual (Attachment 2) for Council to note and Administration to adopt.**

Moved D Powell, Seconded C Garrett

Carried

8.4 **Service Review Policy, Framework and Manual** (Report No: 181/23)

Periodic service reviews are a useful support in fulfilling the requirements of the *Local Government Act 1999* “to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner”.

A proposed Service Review Council Policy and Service Review Framework and Manual have been developed to guide service reviews and were presented for the Audit and Risk Committee’s review and endorsement.

The underlying approach is based on a human-centred design approach, with the rationale that to be of value, services need to be useful and effective for those using them. This approach provides assurance that the voices of users are heard in the design of services. It also provides an inclusive and psychologically safe way to design services (that is, ‘designing with’ not ‘doing to’ staff and service users).

Motion

That the Audit and Risk Committee:

- 1. recommends the Service Review Council Policy (Attachment 3) to Council for adoption;**
- 2. recommends the Service Review Framework and Manual (Attachment 1) for Council to note and Administration to adopt; and**
- 3. notes the report from the test service review (Attachment 2).**

Moved P Davies, Seconded Councillor Snewin

Carried

8.5 **Organisational Generative AI Use Policy** (Report No: 372/23)

Generative AI (GenAI) is a type of artificial intelligence (AI) that uses machine learning algorithms trained on very large data sets to create new/original content, such as text, images, videos and audio.

GenAI tools can provide many benefits but also carry risks. The proliferation and widespread availability of these tools means that blocking their use is not feasible or desirable. To support their safe use, an organisational Generative AI Use Policy has been developed and was provided for noting.

Motion

It is recommended that the Audit and Risk Committee notes the Organisational Generative AI Use Policy (Attachment 1).

Moved P Davies, Seconded C Garrett

Carried

9. **URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING - Nil**

10. CONFIDENTIAL ITEMS - Nil

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Wednesday 13 March 2024 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

12. CLOSURE

The Meeting closed at 7.24pm.

CONFIRMED 13 March 2024

PRESIDING MEMBER