



Minutes of the Audit and Risk Committee Held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 20 August 2025 at 6.00pm

MEMBERS PRESENT

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

GUESTS

Mr T Muhlhausler, Director, Galpins – via audio visual attendance.

STAFF IN ATTENDANCE

Acting Chief Executive Officer – Ms M Lock
Acting General Manager, Strategy and Corporate – Mr C Blunt
Manager Strategy and Governance – Mr S Boyd

1. OPENING

The Chairman declared the meeting open at 6.00pm.

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 - Nil

3.2 Absent - Nil

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 16 July 2025 be taken as read and confirmed.

Moved by C Garrett, Seconded by P Davies

Carried

6. ACTION ITEMS

The Action Items were tabled and discussed.

7. PRESENTATIONS

7.1 Nil

8. REPORTS BY OFFICERS

8.1 **Standing Items** (Report No: 263/25)

The Audit and Risk Committee is provided with a report on standing items at each ordinary meeting.

Motion

1. That the Audit and Risk Committee advises Council it has received and considered a Standing Items Report addressing:
 - Monthly Financial Statements
 - External Audit
 - Public Interest Disclosures
 - Economy and Efficiency Audits
 - Council Recommendations
 - Audit and Risk committee meeting schedule 2025
 - Committee Member Self-Review Assessments
2. That the Audit and Risk Committee select Ms Paula Davies to join the tender evaluation panel for the appointment of a new external auditing firm.

Moved D Powell, Seconded C Garrett

Carried

Leave of the meeting

The Presiding Member sought leave of the meeting to move Item 8.2 - 2022 – 2025 Internal Audit Program Quarterly Report in the Agenda to be considered after Item 8.3.

Leave of the meeting was granted.

8.3 Risk Report – August 2025 (Report No: 268/25)

A review of the Strategic Risk Register and high operational risks was undertaken in line with Council's Risk Management Policy and ISO31000 (2018), to ensure an accurate reflection of the current risk position across the business, scoping both business risks and opportunities.

Motion

That the Audit and Risk Committee notes this report and acknowledges that the Council Procurement Policy and Council Prudential Management Policy have been withdrawn for further review.

Moved Councillor Snewin, Seconded P Davies

Carried

Mr T Mulhausler joined the meeting at 6.37pm.

8.2 **2022 – 2025 Internal Audit Program Quarterly Report** (Report No: 270/25)

The risk-based audits scheduled for the Internal Audit Program 2024-25 have been completed.

In addition, the 'Audit Recommendations Outstanding Actions Update' is attached in three parts, highlighting those actions that are either completed, in progress or not yet implemented.

Motion

That the Audit and Risk Committee:

1. **notes this report; and**
2. **endorses the 2025 – 2028 Internal Audit Program.**

Moved P Davies, Seconded C Garrett

Carried

Mr T Mulhausler left the meeting at 6.47pm.

Item 8.3 was considered on the Agenda after Item 8.1, as per leave of the meeting granted.

8.4 **Annual Audit and Risk Committee Report to Council** (Report No: 266/25)

Following changes to the *Local Government Act 1999*, section 126(9) of the Act now requires the Audit and Risk Committee to provide an annual report to Council, providing an overview of the business undertaken during the previous twelve months.

This annual report is required to be included in the Council's Annual Report for the relevant financial year.

Motion

That the Audit and Risk Committee endorses this report as an accurate representation of its activities over the 2024-25 financial year, for presentation to Council and inclusion in Council's Annual Report for that period.

Moved P Davies, Seconded C Garrett

Carried

8.5 **2024-25 Annual Review of Municipal Investments** (Report No: 264/25)

Section 140 of the *Local Government Act 1999* (the Act) requires Council to review the performance of its investments on an annual basis. This report explains the process for investing funds, amount of funds invested during 2024-25, and investment performance against budget for Council's municipal activities.

Motion

That the Audit and Risk Committee notes this report comprising a performance review of 2024-25 municipal investments, as required under section 140 of the *Local Government Act 1999*, and recommends it to Council for noting.

Moved D Powell, Seconded P Davies

Carried

8.6 **Municipal Insurance Review and Claims** (Report No: 265/25)

This report provides the Audit and Risk Committee with an overview of the annual insurance renewal for 2025-26 and the public liability and asset claims for 2024-25.

Motion

That the Audit and Risk Committee notes this report.

Moved C Garrett, Seconded D Powell

Carried

8.7 **Annual Business Continuity Report** (Report No: 269/25)

This report provides the 2025 annual review of Business Continuity Management (BCM) at the City of Holdfast Bay, incorporating the recent update to the Business Continuity Management Policy and the outcomes of the 2024-25 review of Business Continuity Plans.

The purpose of business continuity planning is to formalise Council's commitment to ensuring that critical services to the community are resumed as quickly as possible in the event of a disruptive incident, crisis or emergency.

Business Continuity Planning, consistent with ISO 22301:2019 *Security and resilience – Business continuity management systems – Requirements*, reflects best-practice governance and is a key element of Council's integrated risk management framework.

Motion

That the Audit and Risk Committee recommends the Council Business Continuity Management Policy to Council for adoption.

Moved C Garrett, Seconded Councillor Snewin

Carried

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

10. CONFIDENTIAL ITEMS

10.1 Alwyndor Investment Portfolio Performance (Report No: 267/25)

Motion – Exclusion of the Public (Section 90(3)(d)) Order

- 1. That pursuant to section 90(2) of the *Local Government Act 1999* the Audit and Risk Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and Staff in attendance at the meeting in order to consider Report No: 267/25 Alwyndor Investment Portfolio in confidence.**
- 2. That in accordance with section 90(3) of the *Local Government Act 1999* the Audit and Risk Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 267/25 Alwyndor Investment Portfolio on the following grounds:**
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party.**

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

3. The Audit and Risk Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved D Powell, Seconded C Garrett

Carried

Ms Davies wished to notify the Audit and Risk Committee that a member of the Alwyndor Management Committee will be appointed a Director the Primary Health Network. P Davies is the Company Secretary of the Primary Health Network.

Motion – RETAIN IN CONFIDENCE - Section 91(7) Order

That having considered Agenda Item 10.1 - Alwyndor Investment Portfolio Performance in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Audit and Risk Committee, pursuant to section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Councillor Snewin, Seconded D Powell

Carried

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on Wednesday 22 October 2025 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

12. CLOSURE

The Meeting closed at 7.23pm.

CONFIRMED 22 October 2025

PRESIDING MEMBER