



## **Minutes of the Audit and Risk Committee Held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 12 February 2025 at 6.00pm**

### **MEMBERS PRESENT**

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

### **GUESTS**

Ms Janna Burnham, Partner, Galpins

### **STAFF IN ATTENDANCE**

Chief Executive Officer – P Jackson  
General Manager, Strategy and Corporate – S Wachtel  
Manager Finance – Mr C Blunt  
Manager Strategy and Governance – Ms J Fleming  
Risk and Improvement Officer – Mr E Areikin

**1. OPENING**

The Chairman declared the meeting open at 6.00pm.

**2. KAURNA ACKNOWLEDGEMENT**

*We acknowledge Kurna 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 Kurna People today.*

**3. APOLOGIES**

3.1 Apologies Received – Councillor R Snewin

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 16 October 2024 be taken as read and confirmed.**

Moved by P Davies, Seconded by C Garrett

**Carried**

**6. ACTION ITEMS**

The Action Items were tabled and discussed.

**7. PRESENTATIONS**

**7.1 2025-26 Budget Position**

The Manager Finance provided an update to the Committee on the draft 2025-26 Annual Business Plan, including strategies for debt management.

**8. REPORTS BY OFFICERS**

**Leave of the Meeting**

The Presiding Member with the approval of two-thirds of the members present sought leave of the meeting to propose that Agenda Item 8.3 **Internal Audit Program** be considered after Item 7.1.

Leave of the meeting was granted.

**8.3 Internal Audit Program Report (Report No: 18/25)**

The risk-based audits scheduled for the Internal Audit Program 2024-25 are on track.

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

**Motion**

**That the Audit and Risk Committee notes this report.**

Moved P Davies, Seconded C Garrett

**Carried**

**8.1 Standing Items (Report No: 20/25)**

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

**Motion**

**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**

Moved D Powell, Seconded C Garrett

**Carried**

**8.2 Risk Report (Report No: 17/25)**

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.

A review of Strategic Risks is currently underway in partnership with the LGA Mutual Liability Scheme.

**Motion**

**That the Audit and Risk Committee notes this report.**

Moved D Powell, Seconded C Garrett

**Carried**

Item 8.3 on the Agenda was considered after Item 7.1, as per leave of the meeting granted.

**Conflict of Interest**

P Davies declared a material conflict of interest for Item 8.4 (Report No: 19/25). The nature of the material conflict of interest (pursuant to Section 73 and 74 of the *Local Government Act 1999*) was that her current appointment to the Audit and Risk Committee is due to expire in March 2025.

P Davies dealt with the material conflict of interest by making it known to the meeting and left the meeting at 7.27pm.

**8.4 Audit and Risk Committee – Terms of Reference (Report No: 19/25)**

The Audit and Risk Committee plays a critical function in ensuring financial accountability, effective risk management and good governance.

To ensure the Audit and Risk Committee's continuity, stability and independence a change of term to a three-by-three year term, unless otherwise approved by Council, with a maximum of duration of nine years is proposed.

**Motion**

**That the Audit and Risk Committee endorses the revised Terms of Reference and recommends it for Council adoption, including the ability for Council to approve a term beyond the nine year term with the aim to have staggered terms amongst Independent Members.**

Moved D Powell, 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 16 April 2025 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.



**12. CLOSURE**

The Meeting closed at 7.46pm.

**CONFIRMED 16 April 2025**

**PRESIDING MEMBER**