

Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton on Wednesday 16 December 2020 at 5:00pm.

PRESENT

Members

Presiding Member – Councillor J Smedley
Councillor R Snewin
Mr S Spadavecchia
Mr S Tu
Ms P Davies

Staff

Chief Executive Officer – Mr R Bria
General Manager Strategy and Business Services – Ms P Jackson
General Manager, Alwyndor – Ms B Davidson-Park
Manager Finance – Mr J Newton

Guests (*Via audio and visual link*)

Janna Burnham – Internal Audit Director, Galpins
Jo Stewart – Rattray, Galpins

1. OPENING

The Presiding Member declared the meeting open at 5.00pm.

2. APOLOGIES

- 2.1 Apologies Received - Nil
- 2.2 Absent - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare their interest before each item.

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Audit Committee held on 7 October 2020 be taken as read and confirmed.

Moved by Ms Davies, Seconded by Mr Spadavecchia

Carried

5. PRESENTATIONS - Nil

6. ACTION ITEMS

The Action Items were tabled and discussed.

7. REPORTS BY OFFICERS

7.1 Standing Items (Report No: 419/20)

The Audit Committee was provided with a report on standing items at each ordinary meeting.

Motion

That the Audit Committee advises Council it has received and considered a Standing Items Report addressing:

- **Monthly financial statements**
- **Risk Management and Internal control**
- **Audit – External/Internal**
- **Public Interest Disclosures – previously Whistle-Blowing**
- **Economy and efficiency audits**
- **Audit Committee Meeting Schedule and Membership**

Moved Ms Davies, Seconded Councillor Snewin

Carried

8. URGENT BUSINESS – SUBJECT TO THE LEAVE OF THE MEETING

8.1 Presiding Member Announcement

The Presiding Member thanked Mr Sam Spadavecchia for his six (6) year tenure as an Independent Member of the Audit Committee and wished him well for his future endeavours.

9. CONFIDENTIAL ITEMS

9.1 Internal Audit – Cyber Security Review (Report No: 420/20)

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

1. **That pursuant to Section 90(2) of the *Local Government Act 1999* the Audit 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: 9.1 Internal Audit – Cyber Security Review in confidence.**

2. That in accordance with Section 90(3) of the *Local Government Act 1999* the Audit Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 9.1 Internal Audit – Cyber Security Review on the following grounds:
 - e. pursuant to Section 90(3)(e) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is related to matters affecting the security of Council.
3. The Audit 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 Mr Tu, Seconded Ms Davies

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

Having considered Agenda Item 9.1 Internal Audit – Cyber Security Review in confidence under Section 90(2) and (3)(e) of the *Local Government Act 1999*, the Audit Committee, pursuant to Section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 24 months and that the Chief Executive Officer is authorised to release the documents prior to that time if and when all parties to the contract have provided their consent.

Moved Ms Davies, Seconded Mr Spadavecchia

Carried

9.2 **IT Disaster Recovery Plan (Report No: 421/20)**

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

1. That pursuant to Section 90(2) of the *Local Government Act 1999* the Audit 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: 421/20 IT Disaster Recovery Plan in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* the Audit Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 421/20 IT Disaster Recovery Plan on the following grounds:
 - e. pursuant to Section 90(3)(e) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is related to matters affecting the security of Council.
3. The Audit 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 Mr Spadavecchia, Seconded Mr Tu

Carried

RETAIN IN CONFIDENCE - Section 91(7) Order

Having considered Agenda Item 9.2 IT Disaster Recovery Plan in confidence under Section 90(2) and (3)(e) of the *Local Government Act 1999*, the Audit Committee, pursuant to Section 91(7) of that Act orders that the report, attachments and minutes be retained in confidence for a period of 24 months and that the Chief Executive Officer is authorised to release the documents prior to that time if and when all parties to the contract have provided their consent.

Moved Councillor Snewin, Seconded Ms Davies

Carried

10. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 3 February 2021 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

11. CLOSURE

The Meeting closed at 6.38 pm

CONFIRMED 3 February 2021

PRESIDING MEMBER