

Minutes of the meeting of the Audit Committee of the City of Holdfast Bay held via Electronic Means in a Virtual Meeting Room on Wednesday 20 October 2021 at 6:00pm.

PRESENT VIA VISUAL AND AUDIO PRESENCE

Members

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

Staff

Chief Executive Officer – Mr R Bria
General Manager Strategy and Corporate – Ms P Jackson
General Manager Alwyndor – Ms B Davidson-Park
Manager Finance – Mr J Newton
Management Accountant – Mr C Blunt

Guests

Ms Samantha Creten, Partner, Dean Newbery
Ms Whitney Sandow, Senior Auditor, Dean Newbery

1. OPENING

The Chairman declared the meeting open at 6.01pm.

2. APOLOGIES

- 2.1 Apologies Received – Mr S Tu
- 2.2 Absent

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 25 August 2021 be taken as read and confirmed.

Moved by Mr Powell, Seconded by Ms Davies

Carried

5. ACTION ITEMS

The Action Items were tabled and discussed.

Leave of the Meeting

The Presiding Member sought leave of the meeting to consider Agenda Items 6.4 and 6.5 at this time.

Leave of the meeting was granted.

6. REPORTS BY OFFICERS

6.4 **2020-21 General Purpose Financial Statements** (Report No: 350/21)

The financial statements for the year ended 30 June 2021 have been completed and audited by Council's audit firm, Dean Newbery, who have indicated that an unqualified audit opinion will be provided and that there are no material issues arising from the audit.

They were presented to the Audit Committee for review.

Motion

That the Audit Committee inform Council it has reviewed the General Purpose Financial Reports for the year ending 30 June 2021, as required under Section 126(4)(a) of the *Local Government Act 1999*, and found them to present fairly the state of affairs of the Council as required under the *Local Government (Financial Management) Regulations 2011*.

Moved Ms Davies, Seconded Mr Powell

Carried

6.5 **2020-21 Annual Report** (Report No: 355/21)

Council's Annual Report is a legislative requirement under Section 131 of the *Local Government Act 1999*. The information contained within the publication provides legislators and the community with assurance that the City of Holdfast Bay is meeting its strategic and governance requirements. The publication also provides a detailed overview of the Council's services and achievements during the year.

The 2020-21 Annual Report has been prepared to meet all statutory requirements. The report shows that Council has continued to deliver quality and improved services and facilities to its community.

Motion

That the Audit Committee recommends that Council adopts the 2020-21 Annual Report, subject to design and minor alterations, and the inclusion of the audited financial statements.

Moved Mr Powell, Seconded Cr Snewin

Carried

Ms Creten and Ms Sandow left virtual meeting at 6.16pm.

6.1 **Standing Items – October 2021** (Report No: 351/21)

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

Motion

1. **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/Cyber Security**
- **Alwyndor Investment Strategy**
- **Public Interest Disclosures – previously Whistle-Blowing**
- **Economy and Efficiency Audits**
- **Audit Committee Meeting Schedule**

RETAIN IN CONFIDENCE - Section 91(7) Order

2. **That having considered Agenda Item 6.1 Standing Items – October 2021 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 Attachment 1 be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**

Moved Mr Powell, Seconded Ms Davies

Carried

6.2 **Business Continuity Policy and Plans** (Report No: 348/21)

In early 2020, draft business continuity and crisis management documents were developed for the organisation and immediately 'pressure tested' through the COVID-19 pandemic.

This report seeks endorsement by the Committee of the Business Continuity Policy and provides for information Council's Crisis Management and Business Continuity Plans.

Motion**That the Audit Committee**

- 1. endorse the draft Business Continuity Policy and recommends it to Council for approval; and**
- 2. notes the Council's Crisis Management and Business Continuity Plans.**

Moved Ms Davies, Seconded Mr Powell

Carried

6.3 Risk Report (Report No: 349/21)

A detailed review of both the Strategic and Operational Risk Registers was due to be undertaken in late September/early October. This work is progressing, along with a broader review of the risk function, all organisational risks, including assets, work health and safety and project risks and a process review of ICT risk management (per the Cyber Security Internal Audit).

The risk profile has not changed since the last report to Audit.

Motion**That the Audit Committee notes this report.**

Moved Ms Davies, Seconded Mr Powell

Carried

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

- 7.1 The Audit Committee members conveyed an appreciation of thanks to Mr J Newton and his team for the clarity in which the annual financial statements and the budget process was carried out.

8. DATE AND TIME OF NEXT MEETING

The next meeting of the Audit Committee will be held on Wednesday 9 February 2022 in the Kingston Room, Civic Centre, 24 Jetty Road, Brighton.

9. CLOSURE

The Meeting closed at 6.34 pm.

CONFIRMED 16 MARCH 2022

PRESIDING MEMBER