MINUTES

OF THE

AUDIT COMMITTEE

HELD ON

THURSDAY 14 MAY 2020
Notice to Secure Compliance with
South Australian Public Health Act 2011
Issued pursuant to Section 92 South Australian Public Health Act 2011

TO: City of Mitcham (‘the Council’)
ATTENTION: Matthew Pears

Please be advised, the following order made on 23 March 2020, pursuant to Section 92 of the South Australian Public Health Act 2011 REQUIRES Council, to take the following action to secure compliance with the obligations under Section 56 of the Act and to avert, eliminate or minimise a risk, or a perceived risk to public health:

1. Not permit or allow any member of the public to enter the public gallery in the Council Chamber on the premises or remain in the premises for the Committee meeting scheduled for 5:00pm on Thursday 14 May 2020.

2. Direct all non-essential employees and contractors of the Council not to attend the Committee meeting scheduled for 5:00pm on Thursday 14 May 2020.

3. Take reasonable steps to ensure that all employees, Elected Members and contractors on the premises for the duration of the Committee meeting scheduled for 5:00pm on Thursday 14 May 2020 comply with the latest Information for Employers and Social Distance Guidance issued by the Australian Government Department of Health available online at: https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources

And Council is required to comply with requirements 1 – 3 for the duration of the Committee meeting scheduled for 5:00pm on Thursday 14 May 2020.
MEMBERSHIP: Mr Tim Muhlhausler (Chair), Ms Paula Davies, Mr Todd Davies, Cr Darren Kruse and Cr John Sanderson (Proxy)

INDEX

PRESENT: ................................................................. 1
APOLOGIES: ................................................................. 1
LEAVE OF ABSENCE: .................................................... 1
ABSENT: ......................................................................... 1
STAFF IN ATTendance: ..................................................... 1
IN ATTendance: ................................................................ 1
WELCOME ........................................................................ 1
BUSINESS ........................................................................ 2

1. MEMBERS’ DECLARATIONS OF INTERESTS ..................... 2
2. CONFIRMATION OF MINUTES ........................................ 2
   2.1 AUDIT COMMITTEE MEETING - 13 FEBRUARY 2020 ......2
3. PRESENTATIONS.............................................................. 2
   3.1 BROWN HILL KESWICK CREEK STORMWATER BOARD ....2
   3.2 AUDIT PROGRAM - DEAN NEWBERY AND PARTNERS COVID-19 RESPONSE ......................................................... 2
   3.3 2020/21 DRAFT ANNUAL BUSINESS PLAN AND BUDGET UPDATE ..... 3

CHANGE TO ORDER OF BUSINESS .................................... 3

6.3 DRAFT FINANCIAL SUSTAINABILITY POLICY .................. 3

4. CONFIDENTIAL ITEMS .................................................. 3
5. DECISION REPORTS....................................................... 3
6. INFORMATION ONLY REPORTS ...................................... 4
   6.1 BUSINESS CONTINUITY PLANNING AND COVID19 ..........4
   6.2 INTERNAL AUDIT PROGRESS REPORT .......................... 4
   6.3 DRAFT FINANCIAL SUSTAINABILITY POLICY ................. 4
   6.4 CYBER SECURITY UPDATE AND DATA BREACH RESPONSE PLAN .... 5
   6.5 AUDIT COMMITTEE WORK PLAN .................................. 6

7. DISCUSSION ITEMS....................................................... 6
8. NEXT MEETING............................................................. 6
CLOSE: ............................................................................. 6
MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD IN THE VIRTUAL MEETING ROOM OF THE COUNCIL CHAMBERS, 131 BELAIR ROAD, TORRENS PARK ON THURSDAY 14 MAY 2020 AT 5:01PM.

MEMBERSHIP:  Mr Tim Muhlhausler (Chair), Ms Paula Davies, Mr Todd Davies, Cr Darren Kruse and Cr John Sanderson (Proxy)

Due to the current restrictions on public gatherings as a result of COVID19, Elected Members and members of the public were invited to participate and observe agenda items electronically online via Zoom.

PRESENT:  Mr T Muhlhausler (Chair), Ms P Davies and Mr T Davies

APOLOGIES:  Cr John Sanderson

LEAVE OF ABSENCE:

ABSENT:  Cr Darren Kruse

STAFF IN ATTENDANCE:  General Manager Corporate Services and Innovation (W Reynolds), General Manager Organisational and Community Development (K O'Neill), General Manager Engineering and Horticulture (D Baker), Manager Finance and Procurement (L Harris), Team Leader Governance (D Horton), Acting Manager Information Technology (N Molloy), Strategic Projects Manager (R Hennig), Senior Systems Accountant (L Northcott) and Minute Secretary (N Freer-Cooling)

IN ATTENDANCE:  Ms Peta Mantzarapis, Project Director, Brown Hill Keswick Creek Stormwater Board (Item 3.1)

  Ms Samantha Creten, Partner, Dean Newbery and Partners (Item 3.2)

WELCOME

The Presiding Member welcomed those present to the meeting.
BUSINESS

1. MEMBERS’ DECLARATIONS OF INTERESTS

The Presiding Member asked if any Committee Member wished to disclose an interest in relation to any item being considered at the meeting.

No Declarations of Interest were recorded.

2. CONFIRMATION OF MINUTES

2.1 AUDIT COMMITTEE MEETING - 13 FEBRUARY 2020

MOVED Ms Davies

That the Minutes of the Audit Committee Meeting held on 13 February 2020 be confirmed.

SECONDED Mr Davies CARRIED UNANIMOUSLY

3. PRESENTATIONS

3.1 BROWN HILL KESWICK CREEK STORMWATER BOARD

Attending: Ms Peta Mantzarapis, Project Director, Brown Hill Keswick Creek Stormwater Board

OUTCOME

Ms Peta Mantzarapis provided a verbal overview of the subsidiary; governance arrangements, risk profile and actions being taken to mitigate risk to Council.

5:12pm Mr Davies left and returned at 5:12pm during discussion of this item.

3.2 AUDIT PROGRAM - DEAN NEWBERY AND PARTNERS COVID-19 RESPONSE

Attending: Ms Samantha Creten, Partner, Dean Newbery and Partners

OUTCOME

Ms Samantha Creten provided a verbal update on the impact that the COVID-19 pandemic has had on the City of Mitcham’s audit program.
3.3 2020/21 DRAFT ANNUAL BUSINESS PLAN AND BUDGET UPDATE
Attending: Luke Harris, Manager Finance and Procurement, City of Mitcham

OUTCOME

Mr Luke Harris provided a verbal overview and presentation on the 2020/21 Draft Annual Business Plan and Budget community consultation process.

CHANGE TO ORDER OF BUSINESS

MOVED Mr Davies

That Item 6.3 Draft Financial Sustainability Policy be dealt with at this point.

SECONDED Ms Davies

CARRIED UNANIMOUSLY

6.3 DRAFT FINANCIAL SUSTAINABILITY POLICY
Report Author/Manager: Luke Harris
General Manager: Wade Reynolds
(Meeting Date: 14 May 2020)
(Location: Council Wide)
(Consultant Used: $Nil)

MOVED Mr Davies

That the report be received for information with the following comments:

- That the Financial Sustainability Discussion Paper is included with the policy as an addendum when finalised.
- That the draft policy section 6 include the process for dealing with out of policy including a request for Council to request timeframes for returning to a policy within limits.
- That any changes to policy limits be expressly stated for Council approval.

SECONDED Ms Davies

CARRIED UNANIMOUSLY

4. CONFIDENTIAL ITEMS

Nil.

5. DECISION REPORTS

Nil.
6. INFORMATION ONLY REPORTS

6.1 BUSINESS CONTINUITY PLANNING AND COVID19
Report Author/Manager: Lynda Macphail & Kate O'Neill
General Manager: Kate O'Neill
(Meeting Date: 14 May 2020)
(Location: Council Wide)
(Consultant Used: $Nil)

MOVED Mr Davies

That the report be received for information and that Administration ensure the appropriate controls are in place for applications from COVID-19 and other affected ratepayers.

SECONDED Ms Davies  CARRIED UNANIMOUSLY

6.2 INTERNAL AUDIT PROGRESS REPORT
Report Author/Manager: Kate O'Neill
General Manager: Kate O'Neill
(Meeting Date: 14 May 2020)
(Location: Council Wide)
(Consultant Used: $Nil)

MOVED Ms Davies

That the report be received for information only.

SECONDED Mr Davies  CARRIED UNANIMOUSLY

6.3 DRAFT FINANCIAL SUSTAINABILITY POLICY
Report Author/Manager: Luke Harris
General Manager: Wade Reynolds
(Meeting Date: 14 May 2020)
(Location: Council Wide)
(Consultant Used: $Nil)

This item was dealt with after Item 3.3 - 2020/21 Draft Annual Business Plan and Budget Update
6.4 CYBER SECURITY UPDATE AND DATA BREACH RESPONSE PLAN

Report Author/Manager: Naomi Molloy
General Manager: Wade Reynolds
(Meeting Date: 14 May 2020)
(Location: Council Wide)
(Consultant Used: $Nil)

MOVED Ms Davies

DECISION 1 – GO INTO CONFIDENCE

1. That pursuant to Section 90(2) of the Local Government Act 1999, the Council orders the public be excluded with the exception of staff present on the basis that the Audit Committee considers it necessary and appropriate to act in a meeting closed to the public in order to receive, discuss or consider in confidence Agenda Item 6.4 Cyber Security Update and Data Breach Response Plan and that the Audit Committee is satisfied with the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to the matter under consideration because the information is of the nature specified in Subsection 90(3)(e) of the Local Government Act 1999, being matters affecting the security of the Council, members or employees of the Council, or Council property; or the safety of any person and the report outlines progress made to improve cyber security of Council.

SECONDED Mr Davies
CARRIED UNANIMOUSLY

MOVED Mr Davies

DECISION 2 – SUBSTANTIVE DECISION

That the report be received for information only.

SECONDED Ms Davies
CARRIED UNANIMOUSLY

MOVED Ms Davies

DECISION 3 - OUT OF CONFIDENCE / ITEMS TO REMAIN IN CONFIDENCE

(1) That having considered the said information or matter pursuant to Section 90(2) and (3)(e) under Part 3 of Chapter 6 of the Local Government Act 1999, the Council orders pursuant to Section 91(7) of the Local Government Act 1999 that the discussion and attachment relating to Agenda Item No 6.4 be kept confidential until such time as the Chief Executive Officer is of the view that their release no longer infers a material risk to the community’s data and Council’s systems and infrastructure.
(2) That the Chief Executive Officer be authorised to review the confidentiality order annually.

(3) That pursuant to Section 91(9)(c) of the *Local Government Act 1999* the Chief Executive Officer be authorised to revoke this order.

SECONDED Mr Davies  CARRIED UNANIMOUSLY

6.5 **AUDIT COMMITTEE WORK PLAN**

**OUTCOME**

The forward agenda and work plan were discussed and updated.

7. **DISCUSSION ITEMS**

Nil.

8. **NEXT MEETING**

The next meeting of the Audit Committee is Thursday 13 August 2020 at 5:00pm unless otherwise advised in consultation with the Chair.

7:29pm Ms Davies left and returned at 7:30pm.

**CLOSE:**

There being no further business the meeting closed at 7.30pm.