

**MINUTES OF THE AUDIT COMMITTEE MEETING  
OF THE CITY OF TEA TREE GULLY  
HELD ON WEDNESDAY 31 MARCH 2021 AT 6.33PM IN THE  
CIVIC CENTRE, 571 MONTAGUE ROAD, MODBURY**

**1. Opening and Welcome**

The Presiding Member read the Acknowledgement of Country Statement.

**2. Attendance Record:**

**2.1 Present – Physical Attendance**

Crs P Field (*Presiding Member*), R Unger, Mr R Haslam, Mr D Edgecombe and Ms D Bear.

**2.2 Apologies**

Nil

**2.3 Record of Officers in in Physical Attendance onsite**

Mr R McMahon	Acting Chief Executive Officer
Mrs C Neil	Director Community & Cultural Development
Mr T Harfield	Director Assets & Environment
Ms J Short	Acting Director Organisational Services & Excellence
Mr W Richards	Manager IT Solutions
Ms I Cooper	Manager Governance & Policy
Ms C Leversedge	Manager Community Development & Engagement
Mrs A Athanasiou	Risk & Audit Advisor
Mr J Robbins	Manager Finance & Rating Operations

**Council's Auditor, Jeff Tate Consulting – Physical Attendance**

Mr J Tate	Jeff Tate Consulting Pty Ltd
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**Record of Officers in Attendance via Electronic Means (audio-visual link)**

Nil

**2.4 Record of Number of Persons in the Public Gallery**

Nil

**2.5 Record of Media in Attendance**

Nil

**3. Confirmation of Minutes to the Previous Meeting**

Moved Mr Edgecombe, Seconded Mr Haslam

That the Minutes of the Audit Committee Meeting held on 25 November 2020 be confirmed as a true and accurate record of proceedings.

**Carried Unanimously (64)**

**4. Public Forum**

Nil

**5. Deputations**

Nil

**6. Presentations**

**6.1 Update on the interim findings - the Arts and Culture Review. (D21/21684)**

Carla Leversedge, Manager Community Development and Engagement provided an update on the interim findings of the Arts and Culture Review.

**7. Petitions**

Nil

**8. Declaration of Conflicts of Interests**

Nil

**9. Adjourned Business**

Nil

**10. Motions Lying on the Table**

Nil

## **11. Management Reports**

### **Office of the Chief Executive Officer**

#### **11.1 Internal Audit Report - Optimisation of Council Buildings (D21/19226)**

Moved Mr Haslam, Seconded Mr Edgecombe

That the Audit Committee recommends to Council:

That having considered the report titled “Internal Audit Report – Optimisation of Council Buildings” and dated 31 March 2021, the findings and recommendations provided in Attachment 1 be adopted for the purposes of developing Council’s Annual Business Plan for 2021-22, Council’s next review of its Long Term Financial Plan, Buildings Asset Management Plan and Asset Management Policy.

**Carried Unanimously (65)**

**Assets & Environment - Nil**

### **Organisational Services & Excellence**

#### **11.1 Late Payment and Sale of Land for Non-Payment of Council Rates Policy (D20/82196)**

Moved Mr Edgecombe, Seconded Ms Bear

That the Audit Committee Meeting recommends to Council:

That the “Late Payment and Sale of Land for Non-Payment of Council Rates Policy” as reviewed by the Audit Committee Meeting on 31 March 2021 be adopted.

**Carried Unanimously (66)**

**Community & Cultural Development - Nil**

**12. Notice(s) of Motions - Nil**

**13. Motions without Notice - Nil**

**14. Questions on Notice - Nil**

**15. Questions without Notice - Nil**

## **16. Information Reports**

The following Information reports were received at the meeting:

**16.1 Audit Committee Works Program 2020-2021 - Status Update January and March 2021 (D21/13434)**

**16.2 LGASA Mutual Services 2019-2020 Annual Report (D21/15426)**

**16.3 2019 Risk Evaluation - Local Government Association Mutual Liability (LGAMLS) - Action Plan Progress Review (D21/15456)**

**16.4 Internal Audit Agreed Actions Update (D21/15510)**

**16.5 Update on ITS Security Review 2020 remediation activities (D21/15925)**

**16.6 Internal Audit Plan Status Update (D21/16044)**

**16.7 Arts and Culture Review Progress Update (D21/16135)**

**16.8 Council Emergency Risk Assessment Summary (D21/18839)**

## **17. Status Report on Council and Committee Resolutions**

**17.1 Status Report on Committee Resolutions (D21/17341)**

## **18. Other Business**

Strategic risks discussed include waste management, recent Council decisions, matters referred to in the media and community wastewater management system (CWMS).

## **19. Section 90(2) Local Government Act 1999 – Confidential Items**

Nil

**20. Date of Next Ordinary Meeting**

26 May 2021

The Presiding Member declared the meeting closed at 8.32 pm.

Confirmed.....  
Presiding Member 26 May 2021