

**MINUTES OF THE AUDIT COMMITTEE MEETING  
OF THE CITY OF TEA TREE GULLY  
HELD ON WEDNESDAY 28 SEPTEMBER 2022 AT 6.32PM  
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 and Ms D Bear.

**2.2 Apologies**

Mr D Edgecombe.

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

Mr R McMahon	Chief Executive Officer
Mrs D Taglierini	Governance Advisor
Mrs L Monteleone	Emergency Management Advisor
Mr J Robbins	Acting General Manager Corporate Services
Mr D Hartzenberg	Group Coordinator Operations, Fleet and Property Services

**Record of Officers in Attendance via Electronic Means (audio-visual link)**

Nil

**Record of Consultants in Physical Attendance**

Mr G Winkler	Emergency Management Specialist, KPMG
Mr R Holmes	Emergency Management Specialist, KPMG

**2.4 Record of Number of Persons in the Public Gallery – Physical Attendance**

Nil

**2.5 Record of Media in Physical Attendance**

Nil

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

Moved Mr Haslam, Seconded Ms Bear

That the Minutes of the Audit Committee Meeting held on 27 July 2022 and the Special Meeting of the Audit Committee held on 7 September 2022 be confirmed as a true and accurate record of proceedings.

**Carried Unanimously (104)**

**4. Public Forum - Nil**

**5. Deputations - Nil**

**6. Presentations**

**6.1 Presentation - Small Tools Audit (D22/51456)**

Mr Dewald Hartzenberg, Group Coordinator Operations, Fleet and Property Services presented on the process and findings of a recent small tools audit.

**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 - Nil**

**Assets & Environment - Nil**

## **Organisational Services & Excellence**

### **11.1 Internal Audit Report - Bushfire Prevention and Preparedness (D22/140139)**

Moved Ms Bear, Seconded Mr Haslam

That the Audit Committee receives the report titled “Internal Audit Report – Bushfire Prevention and Preparedness” and dated 28 September 2022, and endorses the agreed actions detailed in Attachment 1 of this report.

**Carried Unanimously (105)**

### **11.2 Draft Annual Report for the Financial Year ending 30 June 2022 (D22/174660)**

Moved Mr Haslam, Seconded Ms Bear

That the Audit Committee recommends to Council:

That the draft Annual Report for the financial year ending 30 June 2022 as outlined in Attachment 1 to the report titled “Draft Annual Report for financial year ending 30 June 2022” and dated 28 September 2022 be adopted, noting that the final report may be refined by Council staff to incorporate minor changes.

**Carried Unanimously (106)**

## **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 Council Insurance Policy and Premiums Analysis 2022-2023 (D22/27131)**

### **16.2 Internal Audit Agreed Actions Update (D22/27729)**

### **16.3 Audit Committee Works Program 2022-2023 Status Update - September 2022 (D22/137911)**

### **16.4 Internal Audit Plan Status Update (D22/173589)**

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

### **17.1 Status Report on Audit Committee Resolutions (D22/174263)**

The Committee received the Status Report on Audit Committee Resolutions.

## **18. Other Business**

### **18.1 Appreciation of Presiding Member, Cr Peter Field**

Moved Cr Unger, Seconded Mr Haslam

That the Audit Committee:

1. Recognises the valuable contributions of Cr Peter Field, who will be retiring from the role of Council's Audit Committee Presiding Member at the conclusion of this term. This follows Councillor Field's decision not to recontest the forthcoming Local Government Elections.
2. Thanks Councillor Field for his leadership and wishes him well with future endeavours.

**Carried Unanimously (107)**

Mr Ryan McMahon, Chief Executive Officer provided the Committee with an overview of the appointment of the four General Managers who will commence on 10 October 2022.

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

**20. Date of Next Ordinary Meeting**

7 December 2022

The Presiding Member declared the meeting closed at 7.51pm.

Confirmed.....  
Presiding Member 7 December 2022