

**MINUTES OF THE AUDIT COMMITTEE MEETING
OF THE CITY OF TEA TREE GULLY
HELD ON WEDNESDAY 25 NOVEMBER 2020 AT 6.30PM 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 Mr D Edgecombe.

2.2 Apologies

Ms D Bear

2.3 Record of Officers in Attendance – Physical Attendance

Mr J Moyle	Chief Executive Officer
Mr R McMahon	Director Organisational Services & Excellence
Ms I Cooper	Manager Governance

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

Ms A Athanasiou	Risk and Audit Advisor
Ms R Baines	Team Leader Financial Accounting
Ms Amber Dinevski	Continuous Improvement Coordinator
Mr Scott Reid	Strategic Projects Manager
Mr Wayne Richards	Manager IT Solutions
Mr J Robbins	Manager Finance and Rating Services
Ms J Short	Manager Organisational Development
Ms J Halls	Team Leader Work Health and Safety

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 Haslam, Seconded Mr Edgecombe

That the Minutes of the Audit Committee Meeting held on 30 September 2020 be confirmed as a true and accurate record of proceedings.

Carried Unanimously (59)

4. Public Forum - Nil

5. Deputations - Nil

6. Presentations

6.1 COVID-19 Impacts on Council Activities Update (D17/68929)

Mr Ryan McMahon, Director Organisational Services & Excellence provided a brief update in relation to Council's COVID-19 response and impact.

6.2 Annual WHS&IM Management System Review 2019-2020 (D20/99234)

Ms Julie Short, Manager Organisational Development and Ms Janet Halls, Team Leader Work Health and Safety presented an overview of the Annual Work Health Safety and Injury Management Systems Review 2019 - 2020 financial year which is consistent with the CEO Key Performance Indicators 2019 - 2020.

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 Debt Recovery Policy (D20/95992)

Moved Mr Haslam, Seconded Mr Edgecombe

That the Audit Committee Meeting recommends to Council:

That the “Debt Recovery Policy” as reviewed by the Audit Committee Meeting on 25 November 2020 be adopted.

Carried Unanimously (60)

11.2 Prudential Management Policy (D20/95993)

Moved Mr Edgecombe, Seconded Cr Unger

That the Audit Committee Meeting recommends to Council:

That the “Prudential Management Policy” as reviewed by the Audit Committee Meeting on 25 November 2020 be adopted.

Carried Unanimously (61)

Assets & Environment - Nil

Organisational Services & Excellence

11.3 Draft Long Term Financial Plan FYE 2022-2031 (D20/97322)

Moved Mr Edgecombe, Seconded Mr Haslam

That the Audit Committee recommends to Council:

That Council adopts the updated Long-Term Financial Plan FYE 2022-2031 as detailed in Attachment 1 of the report entitled “Draft Long-Term Financial Plan FYE 2022-2031” and dated 25 November 2020.

Carried Unanimously (62)

Community & Cultural Development - Nil

12. Notice(s) of Motions - Nil

13. Motions without Notice

13.1 Local Government Risk Services - Scheme Risk Incentive and Distribution Payments 2020

Moved Cr Unger, Seconded Mr Haslam

That the Audit Committee recommends to Council:

That in considering the report titled "Local Government Risk Services Members Update – 2020 Special Distribution Payments" and dated 25 November 2020, Council authorises the Chief Executive Officer to write to the relevant self-insurance Schemes and express Council's disappointment in the discontinuance of the risk incentive programs for councils for 2020/21, and request that the Schemes reconsider their decision.

Carried Unanimously (63)

14. Questions on Notice - Nil

15. Questions without Notice - Nil

16. Information Reports

The following Information reports were received at the meeting:

16.1 Update on Project Management Framework Review and Implementation (D20/78211)

16.2 Local Government Risk Services Members Update - 2020 Special Distribution Payments (D20/94291)

16.3 First Quarter Budget Review for Financial Year Ending 30 June 2021 (D20/96744)

16.4 Audit Committee Works Program 2020-2021 - Status Update November 2020 (D20/98509)

16.5 Internal Audit Agreed Actions Update (D20/99761)

16.6 Internal Audit Plan Status Update (D20/99774)

16.7 Internal Review of Council Decision - Community Wastewater Management System (CWMS) Annual Service Charge (D20/99876)

16.8 Strategic Risk Register - November 2020 - Bi-annual Review (D20/100161)

16.9 Update on ITS Security Review 2020 Remediation Activities (D20/101623)

17. Status Report on Council and Committee Resolutions

17.1 Status Report on Committee Resolutions (D20/97426)

18. Other Business

Mr John Moyle, Chief Executive Officer spoke in relation to the impact of COVID-19 as a strategic risk to Council.

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

20. Date of Next Ordinary Meeting

27 January 2021

The Presiding Member/Mayor declared the meeting closed at 8.10pm.

Confirmed.....
Presiding Member 27 January 2021