

**MINUTES OF THE AUDIT COMMITTEE MEETING  
OF THE CITY OF TEA TREE GULLY  
HELD ON WEDNESDAY 30 SEPTEMBER 2020 AT 6.31 PM 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 Attendance – Physical Attendance**

Mrs C Neil	Acting Chief Executive Officer
Mr T Harfield	Director Assets and Environment
Ms J Short	Acting Director Organisational Services and Excellence
Mr J Robbins	Manager Finance and Rating Services
Ms I Cooper	Manager Governance and Policy
Mr W Richards	Manager IT Solutions
Mr R Cook	Strategic Assets Coordinator
Mr T Amato	Team Leader Communications, Marketing and Events
Ms A Athanasiou	Risk and Audit Advisor
Mr A Giesecke	Senior Building Officer

**Council's Auditors KPMG – Physical Attendance**

Ms H Martens	KPMG – Associate Director
Ms A Allan	KPMG - Assistant Manager

**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 29 July 2020 and the Minutes of the Special Meeting of the Audit Committee held 2 September 2020 be confirmed as a true and accurate record of proceedings.

**Carried Unanimously (54)**

**4. Public Forum - Nil**

**5. Deputations - Nil**

**6. Presentations**

**6.1 IT Solutions Security Reviews 2020 (D20/82788)**

The Manager IT Solutions, Wayne Richards presented on the outcomes of the 2020 security related reviews of the CTTG Internet Facing Platforms, Application Vulnerability Testing and Phishing Testing.

**7. Petitions - Nil**

**8. Declaration of Conflicts of Interests – Nil**

**9. Adjourned Business - Nil**

**10. Motions Lying on the Table - Nil**

**11. Management Reports**

*Leave of the meeting was sought to bring forward Complaints Handling Internal Audit. Leave was granted.*

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

### **11.1 Internal Audit Report - Complaints Handling (D20/72988)**

Moved Mr Edgecombe, Seconded Ms Bear

That the Audit Committee receives the report titled "Complaints Handling Internal Audit Report" and dated 23 September 2020, and endorses the agreed actions detailed in Attachment 1 of this report.

**Carried Unanimously (55)**

### **11.2 Risk Management Policy (D20/77646)**

Moved Mr Haslam, Seconded Ms Bear

That the Audit Committee recommends to Council:

That the "Risk Management Policy" as reviewed by the Audit Committee Meeting on 30 September 2020 be adopted.

**Carried Unanimously (56)**

## **Assets & Environment**

### **11.3 Asset Management Plans - Review Progress (D20/71397)**

Moved Ms Bear, Seconded Mr Edgecombe

That the Audit Committee having considered the report titled "Asset Management Plans – Review Progress" and dated 30 September 2020 recommends to Council:

That Council adopts the draft infrastructure Asset Management Plans (Buildings, Community Wastewater Management System, Open Space, Stormwater and Transport), as outlined in Attachments 1, 2, 3, 4 and 5 of the report titled "Asset Management Plans – Review Progress" and dated 30 September 2020 for the purposes of community engagement.

**Carried Unanimously (57)**

## **Organisational Services & Excellence**

### **11.4 Draft Annual Report for the Financial Year Ending 30 June 2020 (D20/80778)**

Moved Cr Unger, Seconded Mr Edgecombe

That the Audit Committee receives the draft Annual Report for the financial year ending 30 June 2020 as outlined in Attachment 1 to the report entitled "Draft Annual Report for financial year ending 30 June 2020" and dated 30 September 2020 and notes that the final report will be refined by Council staff prior to presentation to Council in October 2020.

**Carried Unanimously (58)**

## **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 Improvement to minimising Council exposure regarding swimming pool inspections (D20/63816)**
- 16.2 Internal Audit Plan Status Update (D20/71985)**
- 16.3 Council Insurance Policy and Premiums Analysis 2020-2021 (D20/71987)**
- 16.4 Internal Audit Agreed Actions Update (D20/71988)**
- 16.5 Audit Committee Works Program 2020-21 - Status Update September 2020 (D20/79272)**

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

**17.1 Status Report on Committee Resolutions (D20/79984)**

The Committee received the Status Report on Council Resolutions.

**18. Other Business**

No new strategic or key emerging risks were identified.

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

**20. Date of Next Ordinary Meeting**

25 November 2020

The Presiding Member declared the meeting closed at 8.23 pm.

Confirmed.....  
Presiding Member 25 November 2020