

**MINUTES  
OF THE AUDIT & RISK COMMITTEE MEETING OF THE CITY OF TEA TREE  
GULLY HELD ON WEDNESDAY 20 MARCH 2024 AT 6.30PM IN THE CIVIC  
CENTRE, 571 MONTAGUE ROAD, MODBURY**

**1. Opening and Welcome**

**2. Attendance Record:**

**2.1 Present – Physical Attendance**

Crs I Zagladov (*Presiding Member*), R Unger, Mr R Haslam, Mr D Edgecombe (*electronic*) and Ms D Bear.

**2.2 Apologies**

Nil

**2.3 Record of Officers in Attendance (physical or electronic)**

|                  |   |
|------------------|---|
| Ryan McMahon     | Chief Executive Officer                 |
| Justin Robbins   | General Manager Strategy & Finance      |
| Leisha Bond      | General Manager Corporate Services      |
| Felicity Birch   | General Manager City Operations         |
| Michael Pereira  | General Manager Community Services      |
| Alex Pukallus    | Coordinator, Audit & Risk               |
| Marley Marks     | Risk Officer                            |
| Ingrid Wilkshire | Manager City Strategy                   |
| David Trebilcock | Lead – Water and Environment            |
| Kaye O’Rielly    | Team Leader Compliance Administration   |
| Greg Salmon      | Manager Project Management Office       |
| Erica Vidinis    | Strategic Project & Stakeholder Manager |
| Nathaniel Mason  | Acting Manager IT Solutions             |
| David Jones      | Senior Network Administrator            |
| Rhyss Cook       | Coordinator, Asset Management Planning  |

**Consultants in Attendance (physical or electronic)**

|                    |              |
|--------------------|--------------|
| Heather Martens    | KPMG         |
| Ally Newcombe      | KPMG         |
| Michael Richardson | BRM Advisory |

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

Nil

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

Moved Ms Bear, Seconded Mr Edgecombe

That the Minutes of the Audit & Risk Committee Meeting held on 6 December 2023 be confirmed as a true and accurate record of proceedings.

**Carried Unanimously (40)**

### **4. Public Forum - Nil**

### **5. Deputations - Nil**

*Leave of the meeting was sought to bring forward the management report titled 'Internal Audit Report – Corporate Performance Reporting'. Leave was granted.*

### **6. Management Reports**

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

#### **6.1 Internal Audit Report - Corporate Performance Reporting (D24/17239)**

*Heather Martens and Ally Newcombe, KPMG, introduced the item with a presentation.*

Moved Cr Unger, Seconded Mr Haslam

That the Audit & Risk Committee notes the internal audit report for Corporate Performance Reporting and endorses the agreed actions, as detailed in Attachment 1.

**Carried Unanimously (41)**

*Leave of the meeting was sought to bring forward the management report titled 'Tilley Recreation Park Phase 2 Redevelopment Section 48 Prudential Report'. Leave was granted.*

## **Strategy & Finance**

### **6.2 Tilley Recreation Park Phase 2 Redevelopment Section 48 Prudential Report (D24/18019)**

*Michael Richardson, BRM Advisory, introduced the item with a presentation.*

Moved Ms Bear, Seconded Mr Haslam

That the Audit & Risk Committee recommends to Council:

That Council resolves:

1. The Prudential Report for the Tilley Recreation Park Phase 2 Redevelopment prepared by BRM Advisory meets the criteria of Section 48 of the Local Government Act 1999.
2. To proceed with the Tilley Recreation Park Redevelopment project at a price consistent with the Prudential Report findings.

**Carried Unanimously (42)**

## **7. Presentations**

### **7.1 Presentation - Cyber Security (Internal and External) Scan Internal Audit (D24/17209)**

Nathaniel Mason, Acting Manager IT Solutions and David Jones, Senior Network Administrator, presented a security update and findings of the Cyber Security (Internal and External) Scan Internal Audit.

### **7.2 Presentation - Asset Management Plans - Update (D24/18214)**

Rhyss Cook, Coordinator, Asset Management Planning presented on the Asset Management Plan renewal process.

## **8. Petitions - Nil**

## **9. Adjourned Business - Nil**

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

## **11. Management Reports**

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

#### **11.1 Review of Terms of Reference for the Audit and Risk Committee (D24/14888)**

Moved Mr Haslam, Seconded Mr Edgecombe

That the Audit & Risk Committee recommends to Council:

That Council adopts the reviewed Terms of Reference for the Audit and Risk Committee as provided in Attachment 1 of the report, noting that the Committee will now meet at least once a quarter on a third Tuesday of a month.

**Carried Unanimously (43)**

### **City Operations**

#### **11.2 Asset Management Plans - Review Progress (D24/18233)**

*Rhyss Cook, Coordinator Asset Management Planning provided a presentation to the Committee prior to the item.*

Moved Ms Bear, Seconded Cr Unger

That the Audit and Risk Committee endorses the proposed program and timelines to review Council's suite of Asset Management Plans, as detailed in the report and presentation to the Committee, at the meeting held on the 20 March 2024.

**Carried Unanimously (44)**

**Corporate Services - Nil**

**Community Services - Nil**

## **Strategy & Finance**

### **11.3 Internal Audit Report - Strategic Environmental Management (D24/14066)**

Moved Ms Bear, Seconded Mr Haslam

That the Audit & Risk Committee notes the internal audit management actions, and endorses the workplan to implement the internal audit management actions.

**Carried Unanimously (45)**

**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 Local Government Reform - Amendments to the Local Government Act 1999 (D24/9792)**

Ryan McMahon, Chief Executive Officer, noted that Alex Pukallus, Coordinator Risk & Audit, will oversee the Internal Audit function on his behalf.

#### **16.2 Internal Audit Agreed Actions Update (D24/12303)**

#### **16.3 Fire Prevention 2023-2024 update (D24/16879)**

#### **16.4 Second Quarter Budget Review for Financial Year Ending 30 June 2024 (D24/17221)**

#### **16.5 Internal Audit Plan Status Update (D24/19870)**

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

**17.1 Status Report on Audit & Risk Committee Resolutions (D24/2527)**

The Committee received the Status Report on Audit & Risk Committee Resolutions.

**18. Other Business**

**18.1 Key Emerging Risks (D24/19884)**

The Audit & Risk Committee had an informal discussion regarding key emerging risks including:

- Asset Management Planning
- Litigation
- Enterprise Bargaining Agreement negotiations

**19. Confidential Items - Nil**

**20. Date of Next Ordinary Meeting**

18 June 2024

The Presiding Member declared the meeting closed at 8.10pm.

Confirmed.....  
Presiding Member 18 June 2024