

**MINUTES OF THE AUDIT COMMITTEE MEETING
OF THE CITY OF TEA TREE GULLY
HELD ON WEDNESDAY 29 JULY 2020 AT 6.30PM
IN THE CIVIC CENTRE, 571 MONTAGUE ROAD, MODBURY AND VIA
ELECTRONIC MEANS**

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*) and R Unger

Present – Attendance via Electronic Means (audio-visual link)

Mr R Haslam, Mr D Edgecombe and Ms D Bear.

2.2 Apologies

Nil

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 Business Continuity & Governance (Team B)
Mr J Staples	Digital Support Officer

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

Mr T Harfield	Director Assets & Environment
Mr J Robbins	Manager Finance and Rating Services
Mrs R Baines	Manager Finance and procurement – Team A
Mrs A Dinevski	Manager Business Continuity & Governance (Team A)
Mr G D'Aloia	Manager Civil – Team A
Mr A Craig	Manager Strategic Assets
Ms A Athanasiou	Risk and Audit Advisor
Mr R Cook	Strategic Assets Coordinator
Mr J Kelly	Team Leader Civil Assets
Mr J Herd	Environment Sustainability Coordinator
Mr M Hannath	Supervisor Arboriculture & Biodiversity
Ms J Crammond	Business Analyst

Internal Audit Consultants

Ms H Martens	KPMG - Associate Director
Mr T Schaars	KPMG - Assistant Manager
Ms J Garden	Edge Environment Pty Ltd - Senior Consultant

2.4 Record of Number of Persons in the Public Gallery

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 May 2020 and the Minutes of the Special Meeting of the Audit Committee held on 1 July 2020 be confirmed as a true and accurate record of proceedings

Carried Unanimously (43)

4. Public Forum - Nil

5. Deputations - Nil

6. Presentations - Nil

6.1 Asset Management - Roads Modelling - Presentation (D20/63357)

Mr Thornton Harfield, Director Assets and Environment, Mr Andrew Craig, Manager Strategic Assets and Mr Rhyss Cook, Strategic Assets Coordinator presented on Asset Management – Roads Modelling.

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 - Project Management - Post Implementation Review - Service Centre (D20/41102)

Ms Heather Martens from KPMG provided an introduction to the internal audit report.

Moved Mr Edgecombe, Seconded Ms Bear

That the Audit Committee receives the report entitled "Internal Audit Report – Project Management - Post Implementation Review - Service Centre" and dated 29 July 2020, and endorses the agreed actions detailed in Attachment 1 of this report.

Carried Unanimously (44)

11.2 Internal Audit Report - Tree Management (D20/60035)

Ms Jenni Garden from Edge Environment Pty Ltd provided an introduction to the internal audit report.

Moved Mr Haslam, Seconded Cr Unger

That the Audit Committee receives the report entitled "Internal Audit Report - Tree Management" and dated 29 July 2020, and endorses the agreed actions detailed in Attachment 1 of the report.

Carried Unanimously (45)

11.3 Internal Audit Report - Credit Card Payments Platform - 29 July 2020 (D20/61004)

Mr Thomas Schnaars from KPMG provided an introduction to the internal audit report.

Moved Mr Edgecombe, Seconded Ms Bear

That the Audit Committee receives the report entitled "Internal Audit Report - Credit Card Payments Platform" and dated 29 July 2020, and endorses the agreed management actions detailed in Attachment 1 of this report.

Carried Unanimously (46)

11.4 Internal Audit Plan 2020-2021 - 29 July 2020 (D20/61908)

Moved Mr Haslam, Seconded Mr Edgecombe

That having considered the report entitled “Internal Audit Plan 2020-2021” and dated 29 July 2020, and recognising Council’s reduced Internal Audit budget of \$80,000 due to financial pressures placed upon Council from the COVID-19 pandemic, the proposed Internal Audit Plan projects for 2020-2021 be adopted as follows:

- Arts and Culture Review
- Community Infrastructure Planning

Carried Unanimously (47)

11.5 Strategic Risk Register - June 2020 Biannual Review - 29 July 2020 (D20/62364)

Moved Mr Haslam, Seconded Cr Unger

That the Audit Committee having reviewed the Council’s strategic and organisational risks, supports the Strategic Risk Register – July 2020 provided as Attachment 1 to the report entitled “Strategic Risk Register - June 2020 Biannual Review” and dated 29 July 2020, in addition to the feedback provided by the Committee being incorporated.

Carried Unanimously (48)

Assets & Environment - Nil

Organisational Services & Excellence - Nil

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 Internal Audit Plan Status Update (D20/57682)

16.2 Internal Audit Agreed Actions Update (D20/57692)

16.3 Audit Committee Works Program 2020-21 - Status Update July 2020 (D20/60327)

16.4 Audit Committee Activities Report - 2019-20 Financial Year (D20/63936)

17. Status Report on Council and Committee Resolutions

17.1 Status Report on Committee Resolutions (D20/59984)

18. Other Business

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

19.1. City of Tea Tree Gully - LED Street Lighting Business Case 2020 (D20/52037)

Recommendation for Moving into Camera

Moved Mr Edgecombe, Seconded Ms Bear

1. *That pursuant to Section 90(2) of the Local Government Act 1999 the Audit Committee orders that the public (except staff on duty) be excluded from the meeting to enable discussion on the City of Tea Tree Gully - LED Street Lighting Business Case 2020 .*
2. *That the Audit Committee is satisfied that pursuant to section 90(3) b (i) and b (ii) of the Act, the information be received, discussed or considered in relation to this item is:*
 - *information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; AND information the disclosure of which would, on balance, be contrary to the public interest .*
 - *On the basis that that the public release of this information would have the potential to impact the capacity for Council to negotiate the best value for money for Council.*

3. *In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in the public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances on the basis that the public release of this information would compromise Council's ability to obtain the best outcome for Council and the community.*

Carried Unanimously (49)

The following staff members on duty remained at the meeting for the following item:

Mr J Moyle, Mr R McMahon, Mr T Harfield, Mr J Robbins, Mrs R Baines, Mrs A Dinevski, Ms I Cooper, Mr G D'Aloia, Mr J Kelly Mr J Herd

19.1 City of Tea Tree Gully - LED Street Lighting Business Case 2020 (D20/52037)

Moved Mr Haslam, Seconded Ms Bear

That having considered the report entitled "City of Tea Tree Gully – LED Street Lighting Business Case" and dated 29 July 2020 that the Audit Committee:

1. Supports in principle, subject to funding, the replacing of Council's street lights to (light-emitting diode) LED technology, as detailed in the business case provided in Attachment 1 of this report,
2. Supports the Public Lighting Customer Tariff Model (commonly referred to as a PLC Tariff) Option over the SAPN Tariff Model as set out in the abovementioned report.

Carried Unanimously (50)

Retention of confidential documents:

Moved Cr Unger, Seconded Ms Bear

1. That having considered the agenda item entitled City of Tea Tree Gully – LED Street Lighting Business Case 2020 and dated 29 July 2020 in confidence under section 90(2) & (3)(b)(i) and (b)(ii) and Section 91(7) of the Local Government Act 1999:
 - information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; AND
 - information the disclosure of which would, on balance, be contrary to the public interest

the Audit Committee pursuant to section 91(7) of the Act orders that the report and attachments relevant to this item be retained in confidence until council enters into an agreement or until the Audit Committee resolves otherwise, whichever occurs first.

2. That the Audit Committee gives the power pursuant to Section 91 of the Local Government Act 1999 to the Chief Executive Officer to revoke the order made under Section 91 (7) of the Local Government Act 1999 subject to the Chief Executive Officer consulting with the Mayor or Deputy Mayor and reporting to the Elected Members of the revocation.

Carried Unanimously (51)

20. Date of Next Ordinary Meeting

30 September 2020

The Presiding Member/Mayor declared the meeting closed at 8.54pm.

Confirmed.....
Presiding Member 30 September 2020