

MINUTES

Minutes of the Audit & Governance Committee
Held Tuesday 20 March 2018 – 6.30pm
Civic 1st Floor Meeting Room
181 Unley Road Unley

MEMBERS PRESENT

Mr J Rawson, Presiding Member
Mr E Parker, Independent Member
Mr S Tu, Independent Member
Councillor Michael Rabbitt
Councillor Rob Sangster

OFFICERS PRESENT

Chief Executive Officer, Mr P Tsokas
General Manager Business Support & Improvement, Ms N Tinning
Executive Manager Office of the CEO, Ms T Norman
Manager Finance and Procurement, Mrs S Taylor
Executive Assistant to Business Support & Improvement, Mrs L Blyth

OBSERVERS

Councillor Don Palmer

WELCOME

The Presiding Member welcomed Members to the Audit and Governance Committee Meeting.

APOLOGIES

There were no apologies

ITEM 69

CONFLICT OF INTEREST

Nil

ITEM 70
CONFIRMATION OF MINUTES

MOVED Councillor Rabbitt
SECONDED Councillor Sangster

That:

1. The minutes of the Audit and Governance Committee Meeting held on Tuesday 20 October 2017, as printed and circulated, be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

ITEM 71
2017 – 2018 EXTERNAL AUDIT PLAN AND CERTIFICATION OF ANNUAL FINANCIAL STATEMENTS

MOVED Councillor Sangster
SECONDED Sean Tu

That it be recommended to Council, that:

1. The report and attachments be received.
2. It be noted that the Annual Audit Plan (Attachment 1 to Item 71, Audit and Governance Committee, 20/03/2018) is consistent with the scope of the External Audit engagement and relevant legislation.
3. Authorisation be given to the Acting Mayor and the Chief Executive Officer to sign the certification of the statements in their final form once the annual audited financial statements have been completed.

CARRIED UNANIMOUSLY

ITEM 72
PROCUREMENT SAVINGS IDENTIFIED

MOVED Councillor Rabbitt
SECONDED Ed Parker

That it be recommended to Council, that:

1. The report be received.

CARRIED UNANIMOUSLY

ITEM 73
DEVELOPMENT ASSESSMENT PROCESSES AND PROCEDURES
LEGISLATIVE COMPLIANCE AUDIT – FINAL AUDIT REPORT

MOVED Councillor Sangster
SECONDED Councillor Rabbitt

That it be recommended to Council, that:

1. The Development Assessment Processes and Procedures Legislative Compliance Audit – Final Audit Report be received.
2. It be noted that areas of non-compliance identified by the Development Assessment Processes and Procedures Audit have been addressed.

CARRIED UNANIMOUSLY

ITEM 74
AUDIT AND GOVERNANCE MEETING SCHEDULE 2018

MOVED Sean Tu
SECONDED Councillor Sangster

That it be recommended to Council, that:

1. The report be received.
2. The following meeting dates be endorsed for meetings of the Audit and Governance Committee during 2018:
 - Tuesday 8 May
 - Tuesday 14 August
 - Tuesday 16 October
3. The CEO be authorised to make changes to the endorsed meeting dates if required, following consultation with the Presiding Member of the Audit and Governance Committee.

CARRIED UNANIMOUSLY

ITEM 75
OPERATIONAL RISK PROFILES: HIGH RISK TREATMENT PLAN UPDATE

MOVED Councillor Rabbitt
SECONDED Ed Parker

That it be recommended to Council, that:

1. The report be received.

CARRIED UNANIMOUSLY

ITEM 76
INTERNAL CREDIT CARDS

MOVED Ed Parker
SECONDED Sean Tu

That it be recommended to Council, that:

1. The report be received.

CARRIED UNANIMOUSLY

ITEM 77
CORRESPONDENCE: MINUTES OF THE CENTENNIAL PARK CEMETERY
AUTHORITY AUDIT AND RISK MANAGEMENT COMMITTEE 19 FEBRUARY
2018

MOVED Councillor Sangster
SECONDED Councillor Rabbitt

That it be recommended to Council, that:

1. Minutes of the Centennial Park Cemetery Authority Audit and Risk Management Committee – 19 February 2018 be received.

CARRIED UNANIMOUSLY

ITEM 78
CONFIDENTIALITY MOTION FOR ITEM 79 – INDEPENDENT VALUATION
REPORT – CENTENNIAL PARK CEMETERY AUTHORITY

MOVED Councillor Rabbitt
SECONDED Ed Parker

That:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because it relates to 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
 - would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
 - non disclosure of this item at this time will protect information the disclosure of which could prejudice the commercial position of Council in relation ownership of the Centennial Park Cemetery Authority.

On that basis, the public's interest is best served by not disclosing item 79 - Independent Valuation Report- Centennial Park Cemetery Authority item and discussion at this point in time.
3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Committee orders that all members of the public be excluded, with the exception of staff of the City of Unley on duty in attendance.

CARRIED UNANIMOUSLY

The Committee moved into Confidence at 7.36 pm

ITEM 79
INDEPENDENT VALUATION REPORT – CENTENNIAL PARK CEMETERY
AUTHORITY

SUSPENSION OF MEETING PROCEDURES

The Presiding Member thought the meeting would benefit from a short term suspension of meeting procedures, for up to 10 minutes, to enable discussion on the Independent Valuation Report - Centennial Park Cemetery Authority. This was agreed with a two thirds majority.

Meeting procedures were suspended at 7.36 pm

FURTHER EXTENSION TO SUSPENSION OF MEETING PROCEDURES

A further extension to meeting procedures was required at 7.46 pm for up to 10 minutes to continue the discussion on the Independent Valuation Report - Centennial Park Cemetery Authority. This was agreed by a two thirds majority.

Meeting procedures resumed at 7.55 pm

Refer to Confidential Minutes

The Committee moved out of Confidence at 7.56 pm

ITEM 80
CONFIDENTIALITY MOTION TO REMAIN IN CONFIDENCE ITEM 79 –
INDEPENDENT VALUATION REPORT – CENTENNIAL PARK CEMETERY
AUTHORITY

MOVED Councillor Rabbitt
SECONDED Ed Parker

That it be recommended to Council, that:

1. Pursuant to Section 91(7) of the *Local Government Act 1999*:
 - 1.1 The following elements of Item 79 – Independent Valuation Report-Centennial Park Cemetery Authority, considered at the Audit and Governance Committee on 20 March 2018:
 - Minutes
 - Reportremain confidential and not available for public inspection until **20 March 2023** on the basis that the documents contain information that could 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.
2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the power to revoke the order under Section 91(7) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

CARRIED UNANIMOUSLY

OTHER BUSINESS

ITEM 81

**DIRECTION TO CENTENNIAL PARK CEMETERY AUTHORITY BOARD –
LIABILITY GUARANTEE FEE**

MOVED Councillor Rabbitt

SECONDED Sean Tu

That it be recommended to Council, that:

The Centennial Park Cemetery Authority Board be directed to:

1. Pay owner councils the “Liability Guarantee Fee” of \$626,000 in 2018/19
2. Include \$626,000 as an ongoing amount for the annual “Liability Guarantee Fee” plus equivalent forecasted CPI in the Authority’s Long Term Financial Plan and future Annual Budgets, and
3. reflect the impact of this direction during the next review of the Authority’s Charter regarding “Liability Guarantee Fee”.

CARRIED UNANIMOUSLY

Information was provided to the Committee for the following:

- Audit & Governance Sitting Fees
- Council Website Security

PRESENTATION

The Committee was provided with an update of the City of Unley Long Term Financial Plan specifically:

- The economic parameters that have informed the development of the 2018-19 Target Budget,
- confirmation that the Financial Target Indicators have been met, and
- to advise the 2018-19 Annual Business Plan and Budget key dates.

CLOSURE

The Presiding Member closed the meeting at 8.39 pm

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PRESIDING MEMBER
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