

CITY OF WEST TORRENS



# MINUTES

of the

## AUDIT GENERAL COMMITTEE

Members: Councillor J Woodward (Presiding Member),  
Councillor J Wood, D Huggett  
Independent Members: E Moran, A Rushbrook

of the

## CITY OF WEST TORRENS

held in the Mayor's Reception Room, Civic Centre  
165 Sir Donald Bradman Drive, Hilton

on

**WEDNESDAY, 17 APRIL 2019**  
**at 6.00pm**

**Terry Buss PSM**  
**Chief Executive Officer**

**City of West Torrens Disclaimer**

Please note that the contents of this Committee Minutes have yet to be considered by Council and Committee recommendations may be altered or changed by the Council in the process of making the formal Council decision.

## Index

<b>1</b>	<b>Meeting Opened</b> .....	<b>1</b>
	1.1 Evacuation Procedure	
<b>2</b>	<b>Present</b> .....	<b>1</b>
<b>3</b>	<b>Apologies</b> .....	<b>1</b>
<b>4</b>	<b>Disclosure Statements</b> .....	<b>1</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>2</b>
<b>6</b>	<b>Communication by the Chairperson</b> .....	<b>2</b>
<b>7</b>	<b>Presentations</b> .....	<b>2</b>
	Nil	
<b>8</b>	<b>Outstanding Reports/Actions</b> .....	<b>2</b>
	Nil	
<b>9</b>	<b>Reports of the Chief Executive Officer</b> .....	<b>2</b>
<b>9.1</b>	<b>Financial Reporting and Sustainability</b> .....	<b>2</b>
	9.1.1 Financial Reporting .....	2
<b>9.2</b>	<b>Internal Controls and Risk Management Systems</b> .....	<b>2</b>
	9.2.1 2018-19 Mid Year Strategic Risk Review .....	2
	9.2.2 Local Government Risk Services Evaluation 2018 .....	3
<b>9.3</b>	<b>Internal Audit</b> .....	<b>3</b>
	9.3.1 Internal Audit Plan 2018-2022.....	3
	9.3.2 2018-2019 Internal Audit Program Update .....	4
	9.3.3 Community Consultation Audit .....	4
	9.3.4 Workzone Traffic Management Audit Report.....	4
	9.3.5 Procurement Roadmap Continuous Audit - Stage 4.....	5
	9.3.6 Contractor Management Audit Report.....	5
	9.3.7 Dog and Cat Management Board 2017/2018 Financial Audit .....	5
	9.3.8 Bi-Annual Internal Audit Recommendations and Actions Progress Report.....	6
<b>9.4</b>	<b>External Audit</b> .....	<b>6</b>
	Nil	
<b>9.5</b>	<b>Committee Performance and Reporting</b> .....	<b>6</b>
	Nil	
<b>10</b>	<b>Other Business</b> .....	<b>6</b>
	10.1 Appointment of Deputy Presiding Member .....	6
<b>11</b>	<b>Confidential</b> .....	<b>6</b>
	Nil	
<b>12</b>	<b>Next Meeting</b> .....	<b>6</b>
<b>13</b>	<b>Meeting Close</b> .....	<b>6</b>

## 1 MEETING OPENED

The Presiding Member declared the meeting open at 6.00pm.

### 1.1 Evacuation Procedure

The evacuation procedures were taken as read.

## 2 PRESENT

### Committee Members:

Cr J Woodward (Presiding Member)

Councillor: Nil

Independent Members: E Moran, A Rushbrook

### Officers:

Mr T Buss	(Chief Executive Officer)
Ms P Koritsa	(General Manager Business and Community Services)
Mr B Ross	(General Manager Corporate and Regulatory)
Ms L Johnson	(Program Leader Strategic Resilience)
Ms D Cann	(Manager People and Culture)
Ms T Ryan	(Work Health Safety Coordinator)

### In attendance:

Tim Mulhausler	(Partner, Galpins)
Janna Burnham	(Director of Internal Audit, Galpins)
Wayne Wilson	(Business Development Manager, Adelaide OHS Consultants)

## 3 APOLOGIES

### Apologies

#### Committee Members:

Cr Daniel Huggett

Cr Jasmine Wood

## RECOMMENDATION

That the apologies be received.

## COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

## 4 DISCLOSURE STATEMENTS

Nil

**5 CONFIRMATION OF MINUTES**

Nil

**6 COMMUNICATION BY THE CHAIRPERSON**

Nil

**7 PRESENTATIONS**

Nil

**8 OUTSTANDING REPORTS/ACTIONS**

Nil

**9 REPORTS OF THE CHIEF EXECUTIVE OFFICER****9.1 Financial Reporting and Sustainability****9.1.1 Financial Reporting**

This report listed those finance related reports which were considered by Council between 3 October 2018 and 22 March 2019.

**RECOMMENDATION**

It is recommended to the Committee that the Financial Reporting report be received.

**COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED****9.2 Internal Controls and Risk Management Systems****9.2.1 2018-19 Mid Year Strategic Risk Review**

This report presented the results of the mid-year strategic risk review.

**RECOMMENDATION**

It is recommended to the Committee that the mid-year strategic risk review be received.

**COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.2.2 Local Government Risk Services Evaluation 2018**

This report presented the action plan resulting from the 2018 Local Government Risk Services Evaluation.

#### **RECOMMENDATION**

The Committee recommends to Council that this report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.3 Internal Audit**

#### **9.3.1 Internal Audit Plan 2018-2022**

This report outlined the approved 2018-2022 Internal Audit Plan.

#### **RECOMMENDATION**

It is recommended to the Committee that the 2018 - 2022 Internal Audit Plan be noted.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

#### Agreed Actions

The Chief Executive Officer agreed to:

1. Arrange for the Manager Information Services to provide a presentation at a future meeting of the Audit General Committee on the current cyber security arrangements at the City of West Torrens.
2. Consider bringing the planned Cyber Security Audit forward in the 2018-2022 Internal Audit Plan.

### **9.3.2 2018-2019 Internal Audit Program Update**

This report presented the 2018-2019 Internal Audit Program Update.

#### **RECOMMENDATION**

It is recommended to the Committee that the 2018-2019 Internal Audit Program Update report be received.

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

### **9.3.3 Community Consultation Audit**

This report presented the results of the Community Consultation Internal Audit.

#### **RECOMMENDATION**

It is recommended to the Committee that the Community Consultation Audit report be received.

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

### **9.3.4 Workzone Traffic Management Audit Report**

This report presented the results of the Workzone Traffic Management Internal Audit.

#### **RECOMMENDATION**

It is recommended to the Committee that the Workzone Traffic Management Audit report be received.

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

### **9.3.5 Procurement Roadmap Continuous Audit - Stage 4**

This report presented the results of Stage 4 of the Procurement Roadmap Continuous Internal Audit.

#### **RECOMMENDATION**

It is recommended to the Committee that the Procurement Roadmap Continuous Internal Audit - Stage 4 report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.3.6 Contractor Management Audit Report**

This report presented the results of the Contractor Management Internal Audit.

#### **RECOMMENDATION**

It is recommended to the Committee that the Contractor Management Audit report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.3.7 Dog and Cat Management Board 2017/2018 Financial Audit**

This report presented the results of the Dog and Cat Management 2017/2018 Financial Audit.

#### **RECOMMENDATION**

It is recommended to the Committee that the Dog and Cat Management 2017/2018 Financial Audit be received.

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

### **9.3.8 Bi-Annual Internal Audit Recommendations and Actions Progress Report**

This report presented progress against those internal audit recommendations that have been approved for actioning, as at 31 March 2019.

#### **RECOMMENDATION**

It is recommended to the Committee that the Internal Audit Recommendations and Actions Progress Report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.4 External Audit**

Nil

### **9.5 Committee Performance and Reporting**

Nil

## **10 OTHER BUSINESS**

### **10.1 Appointment of Deputy Presiding Member**

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

The Audit General Committee recommends to Council that Ms Elizabeth Moran be appointed as the Deputy Presiding Member of the Audit General Committee, for the remainder of the term of Council.

**CARRIED**

## **11 CONFIDENTIAL**

Nil

## **12 NEXT MEETING**

11 June 2019, 6.00pm in the Mayor's Reception Room.

## **13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 7.24pm.