

CITY OF WEST TORRENS



**MINUTES**

**of the**

**AUDIT GENERAL COMMITTEE**

Members: Councillor J Woodward (Presiding Member),  
Councillors 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

**TUESDAY, 11 FEBRUARY 2020**  
**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.

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## **1 MEETING OPENED**

The Presiding Member declared the meeting open at 6.08pm.

### **1.1 Evacuation Procedure**

The evacuation procedures were taken as read.

## **2 PRESENT**

### **Committee Members:**

E Moran (Presiding Member)

Councillor: D Huggett

Independent Members: A Rushbrook (via a conference call)

### **Officers:**

Mr T Buss	(Chief Executive Officer)
Ms P Koritsa	(General Manager Business and Community Services)
Mr A Catinari	(General Manager Urban Services)
Mr B Ross	(General Manager Corporate and Regulatory)
Ms L Johnson	(Program Leader Strategic Resilience)

### **In attendance:**

Janna Burnham (Director of Internal Audit, Galpins)

## **3 APOLOGIES**

### **Apologies**

#### **Committee Members:**

Cr John Woodward

Cr Jasmine Wood

## **RECOMMENDATION**

That the apologies be received.

## **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

## **4 DISCLOSURE STATEMENTS**

Nil

## **5 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

That the Minutes of the meeting of the Audit General Committee held on 8 October 2019 be confirmed as a true and correct record.

### **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett  
Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

## **6 COMMUNICATION BY THE CHAIRPERSON**

Nil

## **7 PRESENTATIONS**

### **7.1 Assurance in Emergency Management**

Ms Liz Johnson, Program Leader Strategic Resilience of the City of West Torrens presented on Assurance in Emergency Management.

Following the presentation Committee Members were invited to ask questions which were responded to by Ms Johnson.

The Presiding Member thanked Ms Johnson for her presentation.

## **8 OUTSTANDING REPORTS/ACTIONS**

### **8.1 Open Actions Update**

This report presented an update on the current status of open actions from previous meetings of the Audit General Committee.

### **RECOMMENDATION**

It is recommended to the Committee that it notes that currently there are no open actions to progress.

### **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett  
Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

## **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 1 October 2019 and 31 January 2020.

#### **RECOMMENDATION**

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

#### **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett  
Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.2 Internal Controls and Risk Management Systems**

#### **9.2.1 2019-2020 Mid-Year Strategic Risk Review**

This report presented the results of the mid-year strategic risk review for 2019-2020.

#### **RECOMMENDATION**

It is recommended to the Committee that the *2019-2020 Mid-Year Strategic Risk Review* report be received.

Cr John Woodward provided written comments prior to the meeting regarding the rating system of the current strategic risks and potential inclusion of Climate Change Adaptation and Urban Densification to the strategic risk report. The General Manager Business and Community Services advised that climate risk are referenced as causes that give rise to a strategic risk, in line with the State Emergency Risk Management Plan, within existing strategic risks but will be considered as part of the Comprehensive Annual Strategic Risk Review process in July 2020. In relation to making the Urban Densification higher, this again will be considered as part of the Comprehensive Annual Strategic Risk Review process in July 2020.

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook  
Seconded: Cr Daniel Huggett

That the recommendation be adopted.

**CARRIED**

### **9.3 Internal Audit**

#### **9.3.1 2019-2020 Internal Audit Plan Update**

This report presented the 2019-2020 Internal Audit Program Update.

#### **RECOMMENDATION**

It is recommended to the Committee that the *2019-2020 Internal Audit Program Update* report be received.

Cr John Woodward provided written comment prior to the meeting and requested if the *Complaints and Complaints Processed Internal Audit* could include complaint reporting methods and identification of complaint themes. The Program Leader Strategic Resilience advised that this would be incorporated into the scope.

#### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

**CARRIED**

#### **9.3.2 Fulham Community Centre Internal Audit**

This report presented the results of the *Fulham Community Centre Internal Audit*.

#### **RECOMMENDATION**

It is recommended to the Committee that the Fulham Community Centre Internal Audit report be received.

Ms Janna Burnham provided comment on the audit report and satisfied the Committee that Galpins were comfortable with the steps taken during the audit to ensure the ongoing viability of the Fulham Community Centre.

#### **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

#### **9.3.3 Western Youth Centre Internal Audit**

This report presented the results of the Western Youth Centre Internal Audit.

#### **RECOMMENDATION**

It is recommended to the Committee that the Western Youth Centre Internal Audit report be received.

Ms Janna Burnham provided comment on the audit report and satisfied the Committee that Galpins were comfortable with the steps taken during the audit to ensure the ongoing viability of the Western Youth Centre.

**COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

**CARRIED**

**9.3.4 Volunteer Management Internal Audit**

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

**RECOMMENDATION**

It is recommended to the Committee that the Volunteer Management Internal report be received.

**COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

**CARRIED**

**9.3.5 Procurement Roadmap Continuous Audit - Stage 5**

This report presented the results of Stage 5 of the Procurement Roadmap Continuous Internal Audit.

**RECOMMENDATION**

It is recommended to the Committee that the Procurement Roadmap Continuous Internal Audit - Stage 5 report be received.

**COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

**Agreed Action**

The Chief Executive Officer agreed to report on the progress of the identified high risks at the next Audit General Committee meeting on 14 April 2020.

**9.3.6 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 20 January 2020.

**RECOMMENDATION**

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

**COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook  
Seconded: Cr Daniel Huggett

That the recommendation be adopted.

**CARRIED**

**9.4 External Audit**

**9.4.1 Construction Industry Training Board External Audit**

This report presented the results of the Construction Industry Training Board External Audit.

**RECOMMENDATION**

It is recommended to the Committee that the Construction Industry Training Board External Audit report be received.

**COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett  
Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

**9.5 Committee Performance and Reporting**

Nil

**10 OTHER BUSINESS**

Nil

**11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

14 April 2020, 6.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 7.25pm.