

CITY OF WEST TORRENS



MINUTES

of the

AUDIT GENERAL COMMITTEE

Members: Councillor J Woodward (Presiding Member),
Councillor 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, 13 APRIL 2021
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

1 Meeting Opened.....1

 1.1 Evacuation Procedure

 1.2 Electronic Platform Meeting

2 Present.....1

3 Apologies1

4 Disclosure Statements1

5 Confirmation of Minutes2

6 Communication by the Chairperson.....2

7 Presentations2

8 Outstanding Reports/Actions.....2

 8.1 Open Actions Update.....2

 8.2 Audit General Committee Work Plan.....3

9 Reports of the Chief Executive Officer3

9.1 Financial Reporting and Sustainability..... 3

 9.1.1 Financial Reporting3

9.2 Internal Controls and Risk Management Systems 4

 9.2.1 2020-2021 Mid-Year Strategic Risk Review.....4

9.3 Internal Audit..... 4

 9.3.1 2020-2021 Internal Audit Program Update.....4

 9.3.2 Work Zone Traffic Management (2020) Internal Audit4

 9.3.3 Swimming Pool Inspection Internal Audit5

9.4 External Audit..... 5

9.5 Committee Performance and Reporting 5

10 Other Business5

11 Confidential5

12 Next Meeting5

13 Meeting Close5

1 MEETING OPENED

The Presiding Member declared the meeting open at 6.00pm.

1.1 Evacuation Procedure

The evacuation procedures were taken as read.

1.2 Electronic Platform Meeting

The Presiding Member explained that the meeting was being held via electronic platform.

2 PRESENT

Committee Members:

Cr J Woodward (Presiding Member)

Councillor: D Huggett

Independent Members: E Moran, A Rushbrook

Officers:

Ms P Koritsa (General Manager Business and Community Services)

Mr A Catinari (General Manager Urban Services)

Mr C James (General Manager Corporate and Regulatory - Acting)

Ms L Gilmartin (Manager Financial Services)

In attendance via the online platform:

Committee Members:

Mr A Rushbrook

Officers:

Ms L Johnson (Senior Management Advisor Strategic Resilience)

External Auditors:

Ms Janna Burnham (Galpins)

3 APOLOGIES

Apologies

Officers:

Mr T Buss (Chief Executive Officer)

4 DISCLOSURE STATEMENTS

Nil

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Audit General Committee held on 9 February 2021 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

6 COMMUNICATION BY THE CHAIRPERSON

The Acknowledgement of Country was read by the Presiding Member.

7 PRESENTATIONS

A presentation was provided by General Manager Corporate and Regulatory - Acting, Chris James, and Manager Financial Services, Lisa Gilmartin, giving an overview of the draft 2021/22 Budget and Annual Business Plan.

General Manager Business and Community Services, Pauline Koritsa, provided both Independent Members with an email link to the public agenda of the 6 April 2021 Special City Finance and Governance Committee meeting which includes the draft 2021/22 Budget and Annual Business Plan.

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 the eleven (11) open actions which are currently in progress or complete.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

8.2 Audit General Committee Work Plan

This report presented the April 2021 to October 2022 Annual Work Plan of the Audit General Committee.

RECOMMENDATION

It is recommended to the Committee that this report be received.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

Agreed Actions

The Administration agreed to the following:

1. Internal controls be included as an action in the Audit General Committee Work Plan.
2. The words "(10 year Financial Plan)" be included at the end of the draft 2021/22 Budget and Annual Business Plan action as noted on page 7 of the 13 April 2021 Audit General Committee Agenda.

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 21 January 2021 and 17 March 2021.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

9.2 Internal Controls and Risk Management Systems

9.2.1 2020-2021 Mid-Year Strategic Risk Review

This report presented the results of the mid-year strategic risk review for 2020-2021.

RECOMMENDATION

It is recommended to the Committee that the *2020-2021 Mid-Year Strategic Risk Review* report be noted.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

Agreed Action

The Administration agreed to consider how Council could be informed of the Strategic Risks moving forward, whether that be in the Annual Report or a report to Council.

9.3 Internal Audit

9.3.1 2020-2021 Internal Audit Program Update

This report presented the 2020-2021 Internal Audit Program Update.

RECOMMENDATION

It is recommended to the Committee that *2020-2021 Internal Audit Program Update* report be noted.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.3.2 Work Zone Traffic Management (2020) Internal Audit

This report presented the results of the *Work Zone Traffic Management (2020) Internal Audit*.

RECOMMENDATION

It is recommended to the Committee that the *Work Zone Traffic Management (2020) Internal Audit Report* be noted.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.3.3 Swimming Pool Inspection Internal Audit

This report presented the results of the Swimming Pool Inspection Internal Audit.

RECOMMENDATION

It is recommended to the Committee that the *Swimming Pool Inspection Internal Audit* report be noted.

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.4 External Audit

Nil

9.5 Committee Performance and Reporting

Nil

10 OTHER BUSINESS

Nil

11 CONFIDENTIAL

Nil

12 NEXT MEETING

Tuesday 8 June 2021, 6.00pm in the Civic Centre.

13 MEETING CLOSE

The Presiding Member declared the meeting closed at 7.19pm.