

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, 8 JUNE 2021**  
**at 6.00pm**

**Angelo Catinari**  
**Chief Executive Officer (Acting)**

#### **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	Acknowledgement of Country	
1.2	Evacuation Procedure	
1.3	Electronic Platform Meeting	
<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>
<b>8</b>	<b>Outstanding Reports/Actions .....</b>	<b>2</b>
8.1	Open Actions Update .....	2
<b>9</b>	<b>Reports of the Chief Executive Officer.....</b>	<b>3</b>
<b>9.1</b>	<b>Financial Reporting and Sustainability.....</b>	<b>3</b>
9.1.1	Financial Reporting .....	3
<b>9.2</b>	<b>Internal Controls and Risk Management Systems.....</b>	<b>3</b>
<b>9.3</b>	<b>Internal Audit .....</b>	<b>3</b>
9.3.1	2020-2021 Internal Program Update .....	3
<b>9.4</b>	<b>External Audit.....</b>	<b>3</b>
<b>9.5</b>	<b>Committee Performance and Reporting .....</b>	<b>3</b>
<b>10</b>	<b>Other Business .....</b>	<b>4</b>
<b>11</b>	<b>Confidential.....</b>	<b>4</b>
<b>12</b>	<b>Next Meeting .....</b>	<b>4</b>
<b>13</b>	<b>Meeting Close .....</b>	<b>4</b>

## **1 MEETING OPENED**

The Presiding Member declared the meeting open at 6.00pm.

### **1.1 Acknowledgement of Country**

The Acknowledgement of Country was read by Cr John Woodward.

### **1.2 Evacuation Procedure**

The evacuation procedures were taken as read.

### **1.3 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)

Independent Members: E Moran, A Rushbrook

### **Officers:**

Mr A Catinari	(Chief Executive Officer - Acting)
Ms P Koritsa	(General Manager Business and Community Services)
Mr C James	(General Manager Corporate and Regulatory - Acting)
Ms L Johnson	(Management Advisor - Strategic Risk)

## **3 APOLOGIES**

### **Apologies**

#### **Committee Members:**

Cr Daniel Huggett

## **RECOMMENDATION**

That the apologies be received.

## **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

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 13 April 2021 be confirmed as a true and correct record.

### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

## **6 COMMUNICATION BY THE CHAIRPERSON**

Nil

## **7 PRESENTATIONS**

Nil

## **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 eight (8) open actions which are currently in progress or complete.

### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### Agreed Actions

The Administration agreed to the following:

1. That an update on the Audit Committee Workplan be provided at each meeting of the Audit General Committee.
2. Strategic Risks be included in the City of West Torrens Annual Report.

## **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 18 March 2021 and 19 May 2021.

#### **RECOMMENDATION**

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

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

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

Nil

### **9.3 Internal Audit**

#### **9.3.1 2020-2021 Internal 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: 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**

Nil

**11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

10 August 2021, 6.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 6.14pm.