

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 via electronic means only

on

TUESDAY, 14 JUNE 2022
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	Acknowledgement of Country	
1.2	Evacuation Procedures	
1.3	Electronic Platform Meeting	
2	Present	1
3	Apologies	1
4	Disclosure Statements	1
5	Confirmation of Minutes.....	2
6	Communication by the Chairperson.....	2
7	Presentations	2
8	Outstanding Reports/Actions	2
8.1	Audit General Committee Work Plan Update	2
8.2	Open Actions Update	3
9	Reports of the Chief Executive Officer.....	3
9.1	Financial Reporting and Sustainability.....	3
9.1.1	Financial Reporting	3
9.2	Internal Controls and Risk Management Systems.....	3
9.3	Internal Audit	4
9.3.1	2021 - 2022 Internal Audit Program Update	4
9.4	External Audit.....	4
9.5	Committee Performance and Reporting	4
10	Other Business	4
11	Confidential	4
12	Next Meeting	4
13	Meeting Close	4

1 MEETING OPENED

The Presiding Member declared the meeting open at 6.00pm.

1.1 Acknowledgement of Country

At the opening of the Audit General Committee Meeting, the Presiding Member stated:

"West Torrens City Council acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past, present, and emerging.

We recognise and respect their cultural heritage, beliefs and spiritual relationship with the land, sea, waterways and sky.

We acknowledge that they are of continuing importance to the Kurna people living today."

1.2 Evacuation Procedures

The evacuation procedures were taken as read.

1.3 Electronic Platform Meeting

The Presiding Member advised:

"This meeting is being conducted via virtual means and the recording of this meeting will be available for playback via a link on Council's website."

2 PRESENT

Committee Members in attendance via online platform:

Cr J Woodward (Presiding Member)

Councillor: D Huggett

Independent Members: E Moran, A Rushbrook

Officers in attendance via online platform:

Mr T Buss (Chief Executive Officer)

Mr A Catinari (Deputy Chief Executive Officer)

Ms P Koritsa (General Manager Business and Community Services)

Mr P Della (General Manager Corporate and Regulatory Services)

Ms L Johnson (Management Lead - LG Reform and Integrity)

3 APOLOGIES

Nil

4 DISCLOSURE STATEMENTS

Nil

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Audit General Committee held on 12 April 2022 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

6 COMMUNICATION BY THE CHAIRPERSON

Nil

7 PRESENTATIONS

Nil

8 OUTSTANDING REPORTS/ACTIONS

8.1 Audit General Committee Work Plan Update

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

RECOMMENDATION

It is recommended to the Committee that the *Audit General Committee Work Plan Update* report be received.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

8.2 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 status of the six (6) actions arising from previous Committee meetings, as detailed in this report.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

Agreed Actions

The Chief Executive Officer agreed to distribute an email instructing employees not to use their Council email address for private purchases. The Chief Executive Officer also agreed to consider the need to instruct staff that no personal purchase deliveries are to be made to Council offices.

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 2 April and 1 June 2022.

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

Nil

9.3 Internal Audit

9.3.1 2021 - 2022 Internal Audit Program Update

This report presented the 2021 - 2022 Internal Audit Program Update.

RECOMMENDATION

It is recommended to the Committee that the *2021 - 2022 Internal Audit Program Update* report be noted.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

Agreed Action

The Chief Executive Officer agreed to include an expected completion timeframe to items contained in the attachment which have not started or are in progress.

9.4 External Audit

Nil

9.5 Committee Performance and Reporting

Nil

10 OTHER BUSINESS

The General Manager Business and Community Services advised that the term of the Audit General Committee would conclude in November and that the Committee would be reconstituted following the November 2022 Council Elections. However, the recruitment of independent members is scheduled to commence in late August 2022.

11 CONFIDENTIAL

Nil

12 NEXT MEETING

9 August 2022, 6.00pm in the Mayor's Reception Room.

13 MEETING CLOSE

The Presiding Member declared the meeting closed at 6.11pm.