

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 AUGUST 2023
at 6.00pm

Terry Buss PSM
Chief Executive Officer

City of West Torrens Disclaimer

Please note that the contents of these 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 6pm.

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 Kaurna 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 Kaurna people living today."

1.2 Evacuation Procedures

The evacuation procedures were taken as read.

1.3 Meeting Livestream

The Presiding Member advised:

"This meeting is being audio livestreamed for the benefit of members of the public who wish to listen to proceedings and the recording of this meeting will be available for playback via a link on Council's website."

2 PRESENT

Committee Members:

Cr J Woodward (Presiding Member)

Councillor: D Huggett

Independent Members: E Moran, A Rushbrook

Officers:

Mr T Buss	(Chief Executive Officer)
Mr A Catinari	(Deputy Chief Executive Officer)
Ms C Luya	(General Manager Business and Community - Acting)
Mr P Della	(General Manager Corporate and Compliance)
Ms L Johnson	(Manager Governance and Risk)
Ms L Gilmartin	(Manager Financial Services)

3 APOLOGIES

Officer:

Ms P Koritsa (General Manager Business and Community)

4 DISCLOSURE STATEMENTS

Nil

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meetings of the Audit General Committee and Special Audit General Committee held on 9 May 2023 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

The Presiding Member expressed his thanks and appreciation to Ms Pauline Koritsa for her involvement, excellent advice and the support she provided to the Audit General Committee.

6.1 Acknowledgement of thanks to Ms Pauline Koritsa

MOTION

Moved: Ms Elizabeth Moran
Seconded: Cr Daniel Huggett

That the Committee write a letter of thanks to Pauline Koritsa for her involvement and support provided to the Audit General Committee.

CARRIED

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 status of six actions arising from previous Committee meetings, as detailed in the report.

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook
Seconded: Ms Elizabeth Moran

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 30 March 2023 and 18 July 2023.

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

9.1.2 Budget Review - December 2022

This report provided details of changes that were made to the 2022/23 budget, following completion of the budget review for December 2022.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.1.3 Budget Review - March 2023

This report provided details of changes made to the 2022/23 budget, following completion of the budget review for March 2023.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

9.1.4 Adoption of the Annual Business Plan, Budget and Long Term Financial Plan 2023-24 and Declaration of the Rates for 2023-24

This report provided information on recommendations that were adopted by Councillors present at the Council Meeting on 18 July 2023 in relation to the Annual Business Plan, Budget and Long Term Financial Plan and the declaration of the rates for 2023/24.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

Agreed Action

The Chief Executive Officer agreed to ensure that, going forward, appropriate dollar values of estimated costs for major capital projects are provided for in Council's Long Term Financial Plan.

9.2 Internal Controls and Risk Management Systems

9.2.1 Work Health and Safety Summary of Key Statistics for the Year Ended 30 June 2023

The purpose of this report was to provide the Audit General Committee with a summary of key WHS related statistics for the year ended 30 June 2023.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

Agreed Action

The General Manager Corporate and Compliance agreed to include the following information in future reports:

- Reasons for increases in injuries and/or illnesses;
- Actions that Council has undertaken in order to reduce these increases; and
- Information on Lost Time Injuries (LTI).

9.3 Internal Audit

9.3.1 Audit General Committee Work Plan Update

This report presented the February to October 2023 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

Agreed Action

The Chief Executive Officer agreed for the Terms of Reference of the new Audit and Risk Committee to be presented for noting at the 10 October 2023 Audit General Committee meeting.

9.3.2 2023 - 2024 Internal Audit Program Update

This report presented the final 2023 - 2024 Internal Audit Program Update.

RECOMMENDATION

It is recommended to the Committee that the *2023 - 2024 Internal Audit Program Update* report be noted.

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook
Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.3.3 VicRoads Information Protection Agreement Audit Report 2023

This report presented the results of the VicRoads Information Protection Agreement Audit 2023.

RECOMMENDATION

It is recommended to the Committee that the *VicRoads Information Protection Agreement Audit Report 2023* be received.

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

10 October 2023, 6.00pm.

13 MEETING CLOSE

The Presiding Member declared the meeting closed at 6.27pm.