

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, 9 MAY 2023
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 6.00pm.

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 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)
Mr P Della	(General Manager Corporate and Compliance)
Ms L Gilmartin	(Manager Financial Services)
Ms L Johnson	(Manager Governance and Risk)
Mr C James	(Manager Information Services)
Mr J Iannone	(Business Lead IT Operations)

In attendance via electronic platform:

Ms P Koritsa (General Manager Business and Community)

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 28 February 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 advised those in attendance that a Special Meeting of the Audit General Committee would occur at the conclusion of the ordinary Audit General Committee meeting where the proposed Annual Business Plan and Budget for 2023/24 would be discussed.

7 PRESENTATIONS

7.1 Governance Structure and Policy Framework of the City of West Torrens

At the request of the Audit General Committee, the Manager Governance and Risk provided an overview of the Governance Structure and Policy Framework of the City of West Torrens.

RECOMMENDATION

The Committee recommends to Council that the *Governance Structure and Policy Framework of the City of West Torrens Presentation* be received.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

The Presiding Member suggested that Item 9.5.1 - Governance Structure and Policy Framework of the City of West Torrens be brought forward for consideration at this point in the meeting, and sought for a mover and seconder.

MOTION

Moved: Cr Daniel Huggett
Seconded: Ms Elizabeth Moran

That Item 9.5.1 - Governance Structure and Policy Framework of the City of West Torrens, be brought forward for consideration at this point in the meeting.

7.1.1 Item 9.5.1 - Governance Structure and Policy Framework of the City of West Torrens Brought Forward at this Point in the Meeting

This report provided a broad overview of the Governance Structure and Policy Framework of the City of West Torrens.

RECOMMENDATION

It is recommended to the Committee that the *Governance Structure and Policy Framework of the City of West Torrens* report be received.

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook
Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

Agreed Action

That the Administration identifies which policies are appropriate for the Audit General Committee to review during the development of the Terms of Reference for the new Audit and Risk Committee to be established following the implementation of amendments to the *Local Government Act 1999* in November 2023.

7.2 Cyber Security Update

At the request of the Audit General Committee, the Manager Information Services and the Business Lead - IT Operations provided an update on the state of cyber security at the City of West Torrens.

RECOMMENDATION

The Committee recommends to Council that the Cyber Security Update presentation be received.

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook
Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

8 OUTSTANDING REPORTS/ACTIONS

8.1 Bi-Annual Internal Audit Recommendations and Actions Progress Report

This report presented the progress status of internal audit recommendations that have been approved for actioning, as at 18 April 2023.

RECOMMENDATION

It is recommended to the Committee that the *Bi-Annual Internal Audit Recommendations and Actions Progress Report* be noted.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

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 twelve (12) actions arising from previous Committee meetings, as detailed in the report.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

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 2 February 2023 and 21 March 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

9.2 Internal Controls and Risk Management Systems**9.2.1 2022 - 2023 Mid-Year Strategic Risk Review**

This report presented the results of the Mid-Year Strategic Risk Review for 2022 - 2023.

RECOMMENDATION

It is recommended to the Committee that the *2022 - 2023 Mid-Year Strategic Risk Review* report be noted.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

9.2.2 Internal Financial Controls Assessment 2023

This report provided the results of the 2023 Internal Financial Controls Assessment.

RECOMMENDATION

It is recommended to the Committee that the *Internal Financial Controls Assessment 2023* report be received.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

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

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

9.4 External Audit

Nil

9.5 Committee Performance and Reporting

9.5.1 Governance Structure and Policy Framework of the City of West Torrens

This item was considered following Item 9.1 - Governance Structure and Policy Framework of the City of West Torrens.

10 OTHER BUSINESS

Nil

11 CONFIDENTIAL

Nil

12 NEXT MEETING

Tuesday 13 June 2023.

13 MEETING CLOSE

The Presiding Member declared the meeting closed at 7.20pm.