

CITY OF ARMADALE

MINUTES

OF CITY AUDIT COMMITTEE HELD IN THE FUNCTION ROOM,
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 13
SEPTEMBER 2021 AT 6.00PM.

PRESENT: Cr C Frost (Chairperson)
Cr G Smith (Deputy Chair)
Cr J H Munn CMC
Cr G Nixon
Mr S Linden (Independent Member)

APOLOGIES: Cr R Butterfield, Mayor

OBSERVERS: Cr S Peter

IN ATTENDANCE:

Ms J Abbiss	Chief Executive Officer
Mr M Hnatojko	A/Executive Director Corporate Services
Mr P Sanders	Executive Director Development Services
Mr B D’Lima	Manager ICT
Mrs F Wilkinson	Business Improvement Coordinator
Mr K Yeoh	Manager Finance Services (Via Teams)
Mrs A Owen-Brown	Executive Assistant Corporate Services
Mr W Oosthuizen	Office of Auditor General (Via Teams)
Ms C Lock	KPMG (Via Teams)
Mr M Beevers	KPMG (Via Teams)
Ms M Shafizadeh	Moore Australia
Mr N Goosen	Moore Australia

Note:

The Audit Committee is a formally appointed committee of council responsible to that body and does not have any power or duty from the Council. As the matters discussed may be of a sensitive and confidential nature which, if disclosed could reasonably be expected to impair the effectiveness of the audit process, the Audit Committee meetings are closed to the public.
– Council resolution CS53/10/2020 refers.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/mayor-councillors-and-wards.”

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the City Audit Committee Meeting held on 9 March 2021 be confirmed.

**Moved Cr J H Munn
MOTION CARRIED**

(5/0)

CONTENTS

CITY AUDIT COMMITTEE

13 SEPTEMBER 2021

1. MISCELLANEOUS

1.1 COMMUNITY ENGAGEMENT INTERNAL AUDIT2

2. COUNCILLORS' ITEMS

NO TABLE OF CONTENTS ENTRIES FOUND.

1.1 - COMMUNITY ENGAGEMENT INTERNAL AUDIT

WARD : ALL
FILE No. : M/568/21
DATE : 30 August 2021
REF : FW
RESPONSIBLE MANAGER : Executive Director
Corporate Services

In Brief:

- An internal audit of the City's community engagement approach and associated activities found that there are some opportunities for improvement in relation to resourcing the function, the framework, awareness of the framework and technology to assist with improving efficiency and effectiveness.
- Recommend that Council note and endorse the Internal Audit Report for Community Engagement.

Tabled Items

Nil

Decision Type

- Legislative** The decision relates to general local government legislative functions such as adopting/changing local laws, town planning schemes, rates exemptions, City policies and delegations etc.
- Executive** The decision relates to the direction setting and oversight role of Council.
- Quasi-judicial** The decision directly affects a person's rights or interests and requires Councillors at the time of making the decision to adhere to the principles of natural justice.

Officer Interest Declaration

Nil

Strategic Implications

4.4.1 Strive to achieve best practice community engagement

Legal Implications

- *Local Government Act 1996 s5.56*
- *Local Government (Administration) Regulations 1996, 19C (9)*
- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

Council Policy/Local Law Implications

- COMD2 – Community Engagement

Budget/Financial Implications

The cost of the Internal Audit was covered in the budget for Corporate Services. Implementation of some of the recommendations will be subject to an assessment of the capacity of current City resources.

Consultation

- Moore Australia
- Twelve (12) staff members.

BACKGROUND

In accordance with the City Audit Committee’s Terms of Reference, the Committee is responsible for reviewing and monitoring the internal audit program and scope of audits, reviewing reports provided by the internal auditor and overseeing any agreed actions in response to an audit report received.

In October 2020, Council endorsed the 2020/21 Internal Audit Plan. The following table describes the audits contained in the plan and the current status of each audit:

Internal Audit	Fieldwork	Management Responses	Reported to Audit Committee
Community Engagement	Complete	Complete	September 2021
Management of Contractors and Volunteers	Complete	Awaiting draft report from Auditors	
Procurement (Property Services sample area)	Complete	In progress	
Records Management	Complete	Complete	March 2021
Workforce Health and Safety, Working From Home	Complete	In progress	

DETAILS OF PROPOSAL

A review of the City’s consultation activities was included the 2020/21 plan as a result of being listed as a Key Performance Indicator of the Corporate Business Plan. The objective of the audit was to identify compliance with statutory consultation requirements and the City’s Community Engagement Policy.

The scope of the internal audit included the following:

- Community consultation exercises across the Technical Services and Community Services Directorates
- Samples to be taken from each Directorate
- Statutory and non-statutory processes
- Implementation of policies and procedures
- For the period including 1 July 2019 to 31 December 2020
- Data integrity, record keeping and reporting.

The audit involved interviews with staff members from Community Planning, Community Development, Engineering Design, Parks and Business Improvement.

The final report on the Community Engagement Internal Audit provided by Moore Australia is attached (confidential) which includes findings, recommendations and priority levels with associated management responses and agreed actions provided by City staff.

ANALYSIS

The internal audit findings and suggested opportunities for improvement were summarised into the following areas:

1. Resources
2. Framework
3. Awareness
4. Technology.

The management comments in relation to the findings and agreed actions are provided in the confidential attachment.

CONCLUSION

An internal audit of the City's community engagement approach and associated activities found that there are some opportunities for improvement in relation to resourcing the function, the framework, awareness of the framework and technology to assist with improving efficiency and effectiveness.

ATTACHMENTS

1. Final Report - Community Engagement Internal Audit - *This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as it deals with the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person*

RECOMMEND

CA9/9/21

That Council note and endorse the Community Engagement Internal Audit Report.

**Moved Cr G Nixon
MOTION CARRIED**

(5/0)

OFFICE OF THE AUDITOR GENERAL (OAG) UPDATE

Wian Oosthuizen provided a verbal update from the OAG on the following:

- City of Armadale Financial Audit timeline/progress
- Progress of the City's Audit Program
- OAG reports recently tabled in Parliament
- Selected In-Progress Audits
- Accounting Standards
- Auditing Standards
- Other Matters of Interest – eg. Governance.

KPMG UPDATE

Matthew Beavers provided a verbal update on the progress of the interim audit and an indication of the plans for the remaining program and associated reporting. It is now likely that the interim audit actions will be combined with the end of year and one management letter will be provided to the City.

MEMBERS' ITEMS

Nil

MEETING DECLARED CLOSED AT 6.51PM.