

CITY OF WEST TORRENS



**MINUTES**

**of the**

**AUDIT GENERAL COMMITTEE**

Members: Councillor J Woodward (Presiding Member),  
Councillor J Wood, D Huggett  
Independent Members: E Moran, A Rushbrook

**of the**

**CITY OF WEST TORRENS**

held via electronic means only

on

**TUESDAY, 18 AUGUST 2020**  
**at 5.00pm**

**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 5.08pm.

### 1.1 Evacuation Procedure

The evacuation procedures were taken as read.

### 1.2 Electronic Platform Meeting

The Presiding Member explained the meeting is being via electronic platform.

## 2 PRESENT

### Committee Members:

Presiding Member:	Cr J Woodward
Councillor:	D Huggett
Independent Members:	E Moran, A Rushbrook

### Officers:

Mr T Buss	(Chief Executive Officer)
Ms P Koritsa	(General Manager Business and Community Services)
Mr B Ross	(General Manager Corporate and Regulatory)
Mr A Catinari	(General Manager Urban Services)
Mr S Thomson	(Organisational Resilience Officer)

## 3 APOLOGIES

### Apologies

#### Committee Members:

Cr Jassmine Wood

## RECOMMENDATION

That the apologies be received.

## COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Mr Alan Rushbrook

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 11 February 2020 be confirmed as a true and correct record.

### **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett

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 that currently there are no open actions to progress.

### **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 4 June 2020 and 5 August 2020.

#### **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**

#### Agreed Action

The Chief Executive Officer agreed to review the process of involving the Audit General Committee in the preparation of future budgets and annual business plans.

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

Nil

### **9.3 Internal Audit**

#### **9.3.1 2020-2021 Internal Audit Program Update**

This report presented the 2020-2021 Internal Audit Program Update.

#### **RECOMMENDATION**

It is recommended to the Committee that the *2020-2021 Internal Audit Program Update* report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

**CARRIED**

#### Agreed Action

The Chief Executive Officer agreed to review the Audit Plan in the early part of 2021 with a view to including an audit(s) relating to determine the effectiveness of any new operational processes that have been implemented as part of the Covid-19 response.

### **9.3.2 Procurement Internal Audit High Risk Recommendations and Actions Progress Report**

This report presented progress against the Procurement Internal Audit High Risk Recommendations that have been approved for actioning, as at 20 July 2020.

#### **RECOMMENDATION**

It is recommended to the Committee that the Procurement Internal Audit High Risk Recommendations and Actions Progress Report be received.

#### **COMMITTEE RESOLUTION**

Moved: Cr Daniel Huggett  
Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

**CARRIED**

### **9.3.3 Covid 19 - August 2020 Update**

This report provided a status update on the incident management and recovery measures implemented across Council in response to the COVID-19 pandemic and the associated Public Health Emergency Declaration and subsequent Major Emergency Declaration.

#### **RECOMMENDATION**

It is recommended to the Committee that the *Covid 19 - August 2020 Update* report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran  
Seconded: Cr Daniel Huggett

That the Covid-19 - August 2020 Update report be received and congratulated Council on the extensive range of strategies implemented to deal with the impact of Covid-19.

**CARRIED**

#### Agreed Action

The Chief Executive Officer agreed to present a report to the next meeting of the Committee on the learnings derived from the strategies implemented to deal with the impact of COVID-19.

### **9.4 External Audit**

Nil

### **9.5 Committee Performance and Reporting**

Nil

**10 OTHER BUSINESS**

Nil

**11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

13 October 2020, 5.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 5.36pm.