

CITY OF WEST TORRENS



Minutes
of the
AUDIT AND RISK COMMITTEE

Members: Councillor A Mangos (Presiding Member),
Councillor J Woodward, Mr R Haslam, Ms E Moran, Mr S Spadavecchia.

of the

CITY OF WEST TORRENS

held in the Mayor's Reception Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

TUESDAY, 9 FEBRUARY 2016
at 6.00 PM

Terry Buss
Chief Executive Officer

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1. MEETING OPENED

The Presiding Member declared the meeting open at 6.00pm.

1.1 Evacuation Procedure

The evacuation procedures were taken as read.

2. PRESENT

Committee Members:

Mr S Spadavecchia (Presiding Member)
Cr J Woodward
Mr R Haslam, Ms E Moran

Officers:

Mr T Buss (Chief Executive Officer)
Ms P Koritsa (General Manager Business and Community Services)
Mr B Ross (General Manager Corporate & Regulatory)
Mr A Catinari (General Manager Urban Services)
Mr D Whicker (Program Leader Internal Audit and Risk)

In Attendance:

Mr T Muhlhausler (External Auditor, Galpins)

3. APOLOGIES

Committee Members:

Cr A Mangos

RECOMMENDATION

That the apologies be received.

COMMITTEE DECISION

MOVED Cr Woodward SECONDED Mr Haslam that the recommendation be adopted.

CARRIED

4. DISCLOSURE STATEMENTS

Nil

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Audit and Risk Committee held on 13 October 2015 be confirmed as a true and correct record.

COMMITTEE DECISION

MOVED Mr Haslam SECONDED Ms Moran that the recommendation be adopted.

CARRIED

6. COMMUNICATIONS BY THE CHAIRPERSON

Nil

7. PRESENTATIONS

Nil

8. OUTSTANDING REPORTS/ACTIONS

8.1 Open Actions

This report presented an update on the current status of open actions from previous meetings of the Audit and Risk Prescribed General Committee.

RECOMMENDATION(S)

It is recommended to the Audit and Risk Prescribed General Committee that it notes progress against the reported open actions.

COMMITTEE DECISION

MOVED Mr Haslam SECONDED Ms Moran that the recommendation be adopted.

CARRIED

9. REPORTS OF CHIEF EXECUTIVE OFFICER

9.1 FINANCIAL REPORTING AND SUSTAINABILITY

9.1.1 Financial Reporting

This report listed the finance related reports that were considered by Council between 16 September 2015 and 2 February 2016.

RECOMMENDATION

It is recommended to the Audit and Risk Prescribed General Committee that this report be received.

COMMITTEE DECISION

MOVED Mr Haslam SECONDED Ms Moran that the recommendation be adopted.

CARRIED

The Chief Executive Officer agreed to seek a fee proposal from Galpins for the conduct of a high level probity review of the sale of St Martins Aged Care Facility.

9.2 INTERNAL CONTROLS AND RISK MANAGEMENT SYSTEMS

9.2.1 2015-2016 Strategic Risk Mid-Year Review

This report presented the outcomes of the mid-year strategic risk review 2015-16.

RECOMMENDATION

It is recommended to the Audit and Risk Prescribed General Committee that this report be received.

COMMITTEE DECISION

MOVED Mr Haslam SECONDED Ms Moran that the recommendation be adopted.

CARRIED

9.3 INTERNAL AUDIT

9.3.1 2015-2016 Internal Audit Program Update

This report presented the 2015-2016 Internal Audit Program Update.

RECOMMENDATION

It is recommended to the Audit and Risk Prescribed General Committee that this report be received.

COMMITTEE DECISION

MOVED Cr Woodward SECONDED Mr Haslam that the recommendation be adopted.

CARRIED

9.3.2 Delegations and Register of Interests Internal Audit

This report presented the results of the *Delegations and Register of Interests internal audit*.

RECOMMENDATION

It is recommended to the Audit and Risk Prescribed General Committee that this report be received.

COMMITTEE DECISION

MOVED Mr Haslam SECONDED Ms Moran that the recommendation be adopted.

CARRIED

9.3.3 Internal Audit Recommendation and Action Progress Report

This report presented progress against the internal audit recommendations that have been approved for actioning, as at 31 January 2016.

RECOMMENDATION

It is recommended to the Audit and Risk Prescribed General Committee that this report be received.

COMMITTEE DECISION

MOVED Ms Moran SECONDED Mr Haslam that the recommendation be adopted.

CARRIED

9.4 EXTERNAL AUDIT

9.4.1 Dog and Cat Management Board 2014/15 Financial Audit

This report presented the results of the Dog and Cat Management 2014/15 Financial Audit.

RECOMMENDATION

It is recommended to the Audit and Risk Prescribed General Committee that the Dog and Cat Management 2014/15 Financial Audit be received.

COMMITTEE DECISION

MOVED Ms Moran SECONDED Mr Haslam that the recommendation be adopted.

CARRIED

9.5 COMMITTEE PERFORMANCE AND REPORTING

9.5.1 Self-Evaluation

This report presented the results of the annual Audit and Risk Prescribed General Committee self-evaluation conducted for the period February 2015 - October 2015.

RECOMMENDATION

The Committee recommends to Council that:

1. The self-evaluation annual audit of the Audit and Risk Prescribed General Committee be referred to Council for notation.
2. The Chief Executive Officer arrange a viewing of Council's key assets and current projects for interested Committee Members at a mutually agreeable time prior to its 14 June 2016 Committee meeting.

COMMITTEE DECISION

MOVED Cr Woodward SECONDED Ms Moran that the recommendation be adopted.

CARRIED

The Chief Executive Officer agreed to include the addition of the following two questions into future self-evaluation questionnaires:

1. Do Committee Members challenge the Administration as appropriate?
2. Am I satisfied with the contribution of Committee Members?

10. OTHER BUSINESS

Nil

11. NEXT MEETING

12 April 2016, 6.00pm in the Mayor's Reception Room.

12. MEETING CLOSE

The Presiding Member declared the meeting closed at 7.53pm.