

CITY OF WEST TORRENS



MINUTES
of the
AUDIT AND RISK PRESCRIBED COMMITTEE

Members: Councillor S Rypp (Presiding Member),
Councillor G Vlahos
Independent Members: R Haslam, E Moran, 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, 10 OCTOBER 2017
at 6.00pm

Bill Ross
Chief Executive Officer (Acting)

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 6.24pm.

1.1 Evacuation Procedure

The evacuation procedures were read out to the gallery by General Manager Corporate and Regulatory.

2 PRESENT

Committee Members:

Cr S Rypp (Presiding Member)
Independent Members: R Haslam, S Spadavecchia

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 D Whicker	(Program Leader Audit & Risk)
Ms L Gilmartin	(Finance Coordinator)

In Attendance:

Mr Tim Mulhausler	(Galpins)
Mr Wayne Wilson	(Adelaide OHS)
Mr Geoff Edwards	(BDO)
Ms Linh Dao	(BDO)

3 APOLOGIES

Apologies

Committee Members:

Ms Elizabeth Moran
Cr George Vlahos

RECOMMENDATION

That the apologies be received.

COMMITTEE RESOLUTION

Moved: R Haslam
Seconded: S Spadavecchia

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 Prescribed Committee held on 8 August 2017 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: R Haslam

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 and Risk Prescribed General Committee.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that it notes the status of current open actions.

COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: R Haslam

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 August 2017 and 3 October 2017.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that the Financial Reporting report be received.

COMMITTEE RESOLUTION

Moved: R Haslam

Seconded: S Spadavecchia

That the recommendation be adopted.

CARRIED

9.2 Internal Controls and Risk Management Systems

9.2.1 Annual Comprehensive Strategic Risk Review

This report presented the results of the 2017-2018 Annual Strategic Risk Review.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that the 2017-2018 Annual Strategic Risk Review be received.

COMMITTEE RESOLUTION

Moved: R Haslam

Seconded: S Spadavecchia

That the recommendation be adopted.

CARRIED

9.3 Internal Audit

9.3.1 Accounts Payable Internal Audit Report

This report presented the results of the *Accounts Payable* internal audit.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: R Haslam

That the recommendation be adopted.

CARRIED

9.3.2 Dog and Cat Management Board Audit August 2017.

This report presented the results of the Dog and Cat Management Audit completed August 2017 undertaken by the Dog and Cat Management Board.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that the outcomes of the Dog and Cat Management Audit be received.

COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: R Haslam

That the recommendation be adopted.

CARRIED

9.3.3 Food Act 2001 Internal Audit

This report presented the results of the *Food Act 2001 internal audit*.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: R Haslam

Seconded: S Spadavecchia

That the recommendation be adopted.

CARRIED

9.3.4 2017-2018 Internal Audit Program Update

This report presented the 2017-2018 Internal Audit Program Update.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that the 2017-2018 Internal Audit Program Update report be received.

COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: R Haslam

That the recommendation be adopted.

CARRIED

9.3.5 Land and Business (Sale and Conveyancing) Act 1994 (SA) Internal Audit

This report presented the results of the *Land and Business (Sale and Conveyancing) Act 1994 SA Internal Audit*.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that the *Land and Business (Sale and Conveyancing) Act 1994 SA Internal Audit* report be received.

COMMITTEE RESOLUTION

Moved: R Haslam
Seconded: S Spadavecchia

That the recommendation be adopted.

CARRIED

9.3.6 Hazard Register - WHS Controls Review Internal Audit

This report presented the results of the *Hazard Register - WHS Controls Review Internal Audit*.

RECOMMENDATION

It is recommended to the Audit and Risk Committee that the *Hazard Register - WHS Controls Review Internal Audit* report be received.

COMMITTEE RESOLUTION

Moved: R Haslam
Seconded: S Spadavecchia

That the recommendation be adopted.

CARRIED

9.4 External Audit

9.4.1 BDO Audit Completion Report

This report presented the *Audit Completion Report* from Council's external auditors for the financial year ending 30 June 2017.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: S Spadavecchia
Seconded: R Haslam

That the recommendation be adopted.

CARRIED

9.4.2 Annual Financial Statements - Year Ended 30 June 2017

This report proposed that the Audit and Risk Committee review the annual financial statements of the Council for the year ended 30 June 2017 to ensure that they present fairly the state of affairs of the Council.

RECOMMENDATION(S)

It is recommended to Audit and Risk Committee that:

1. In accordance with Regulation 22(5) of the *Local Government (Financial Management) Regulations 2011*, it be noted that a draft unsigned statement has been received from Geoff Edwards, Partner of BDO, certifying his independence.
2. In accordance with Section 126(4)(a) of the *Local Government Act 1999*, the annual financial statements as contained in **Attachment 1** to this report be reviewed, and on being satisfied that they present fairly the state of affairs of the Council, they be referred to BDO for finalisation and the provision of an independent audit opinion.
3. In accordance with Regulation 22(3) of the *Local Government (Financial Management) Regulations 2011*, the Chief Executive Officer and Presiding Member of the Audit and Risk Committee sign the statement contained in **Attachment 1** to this report certifying that the Council has not engaged BDO to provide any services outside of the scope of their function as external auditor.
4. It be recommended to Council that the Chief Executive Officer and Principal Member be authorised to certify the annual financial statements in their final form pursuant to the requirements of Regulation 14(g) of the *Local Government (Financial Management) Regulations 2011*.

COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: R Haslam

That the recommendation be adopted.

CARRIED

9.5 Committee Performance and Reporting

Nil

10 OTHER BUSINESS

Nil

11 CONFIDENTIAL

11.1 External Audit Tender Evaluation

Reason for Confidentiality

The Audit and Risk Committee is satisfied that, pursuant to Section 90(3)(k) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is information relating to tenders for the provision of statutory audit services to the Council.

RECOMMENDATION

It is recommended to Audit and Risk Committee that:

1. Pursuant to Section 90(2) of the *Local Government Act 1999*, the Audit and Risk Committee orders, that the public, with the exception of the Chief Executive Officer, members of the Executive and Management Teams in attendance at the meeting, and meeting secretariat staff, be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item External Audit Tender Evaluation, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Section 90(3)(k) because the information to be received, discussed or considered in relation to this item is information relating to the tenders received for the provision of statutory audit services to the City of West Torrens.
2. At the completion of the confidential session the meeting be re-opened to the public.

COMMITTEE RESOLUTION

Moved: R Haslam

Seconded: S Spadavecchia

That:

1. Pursuant to Section 90(2) of the *Local Government Act 1999*, the Audit and Risk Committee orders, that the public, with the exception of the Chief Executive Officer, General Manager Corporate and Regulatory, General Manager Business and Community Services, Program Leader Audit and Risk and Finance Coordinator, be excluded from attendance at so much of the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item External Audit Tender Evaluation, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Section 90(3)(k) because the information to be received, discussed or considered in relation to this item is information relating to the tenders received for the provision of statutory audit services to the City of West Torrens.
2. At the completion of the confidential session the meeting be re-opened to the public.

CARRIED

7.05pm the meeting moved into Confidence and session commenced.

The Committee also resolved that:

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Audit and Risk Committee orders that the Item 11.1 External Audit Tender Evaluation the Minutes arising, attachments and any associated documentation, having been considered by the Audit and Risk Committee in confidence under Section 90(3)(k), be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, on the basis that the information to be received, discussed or considered in relation to this item is information relating to the tenders received for the provision of statutory audit services to the City of West Torrens.
2. The Audit and Risk Committee delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

7.21pm the Confidential session closed and the meeting reopened to the public.

Note: The Confidential Minutes are kept separately from this document.

12 NEXT MEETING

13 February 2018, 6.00pm in the Mayor's Reception Room.

13 MEETING CLOSE

The Presiding Member declared the meeting closed at 7.22pm.