

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, 8 AUGUST 2017**  
**at 6.00pm**

**Terry Buss**  
**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 6.03pm.

### **1.1 Evacuation Procedure**

The evacuation procedures were taken as read.

## **2 PRESENT**

### **Committee Members:**

Cr S Rypp (Presiding Member)

Councillor: G Vlahos

Independent Members: E Moran, S Spadavecchia

### **Officers:**

Mr T Buss (Chief Executive Officer) (from 6.37pm)

Ms P Koritsa (General Manager Business and Community Services)

Mr D Whicker (Program Leader Audit & Risk)

## **3 APOLOGIES**

### **Committee Members:**

R Haslam

### **RECOMMENDATION**

That the apologies be received.

### **COMMITTEE RESOLUTION**

Moved: E Moran

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 30 May 2017 be confirmed as a true and correct record.

### **COMMITTEE RESOLUTION**

Moved: E Moran

Seconded: G Vlahos

That the recommendation be adopted.

**CARRIED**

## **6 COMMUNICATION BY THE CHAIRPERSON**

Nil

## **7 PRESENTATIONS**

Nil

## **8 REPORTS OF THE CHIEF EXECUTIVE OFFICER**

### **8.1 Financial Reporting and Sustainability**

#### **8.1.1 Financial Reporting**

This report listed those finance related reports which were considered by Council between 17 May 2017 and 01 August 2017.

### **RECOMMENDATION**

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

### **COMMITTEE RESOLUTION**

Moved: E Moran

Seconded: S Spadavecchia

That the recommendation be adopted.

**CARRIED**

## 8.2 Internal Controls and Risk Management Systems

### 8.2.1 Gifts and Benefits Register 2016 -2017

This report presented those declarations made in accordance with the requirements of both the *Code of Conduct for Council Members* and the *Code of Conduct for Council Employees* for the period 1 July 2016 to 30 June 2017.

#### RECOMMENDATION

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

#### COMMITTEE RESOLUTION

Moved: E Moran

Seconded: S Spadavecchia

That the recommendation be adopted.

**CARRIED**

## 8.3 Internal Audit

### 8.3.1 Internal Audit Recommendations and Actions Progress Report

This report presented progress against those internal audit recommendations that have been approved for actioning, as at 31 July 2017.

#### RECOMMENDATION

It is recommended to the Committee that the report be received.

#### COMMITTEE RESOLUTION

Moved: S Spadavecchia

Seconded: E Moran

The Committee recommends to Council that:

1. That the Internal Audit Recommendations and Actions Progress Report , being Attachment 1 to the Agenda report, be replaced in future reports with a summary table as follows:

Status	Number	Internal Audit Ratings - Level of Risk				
		Extreme	High	Moderate	Low	Better Practice
Not Started						
In Progress						
Complete						
Total Actions						
OutstandingActions						

2. That the methodology be tabled at a subsequent meeting of the Committee for reviewing the currency of the action items contained in Attachment 1 of the Agenda report.

**CARRIED**

### **8.3.2 2016 - 2017 Internal Audit Program Final Update**

This report presented the final 2016/17 Internal Audit Program Update.

#### **RECOMMENDATION**

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

#### **COMMITTEE RESOLUTION**

Moved: E Moran

Seconded: S Spadavecchia

That the recommendation be adopted.

**CARRIED**

### **8.3.3 Annual Internal Audit Program 2017/18**

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

#### **RECOMMENDATION**

It is recommended to the Audit and Risk Committee that it receives the Internal Audit Program for 2017/18.

#### **COMMITTEE RESOLUTION**

Moved: S Spadavecchia

Seconded: E Moran

That the recommendation be adopted.

**CARRIED**

#### Agreed Action

The Chief Executive Officer agreed to the replacement of the Cash Handling Spot audit with an audit to provide assurance that the agreed audit findings actions are being completed consistent with the original action and for this activity to be undertaken on an annual basis, the outcome of which is to be reported to the Committee.

### **8.4 External Audit**

Nil

## **8.5 Committee Performance and Reporting**

### **8.5.1 Audit and Risk Prescribed General Committee 2016/17 Annual Report**

This report presented the Annual Report of the Audit and Risk Prescribed General Committee for the 2016/17 financial year.

#### **RECOMMENDATION**

It is recommended to the Committee that the Audit and Risk Prescribed General Committee 2016/17 Annual Report be reviewed and approved for presentation to the 5 September 2017 meeting of Council.

#### **COMMITTEE RESOLUTION**

Moved: E Moran  
Seconded: S Spadavecchia

The Committee recommends to Council that the Audit and Risk Prescribed General Committee 2016/17 Annual Report be received.

**CARRIED**

## **9 OUTSTANDING REPORTS/ACTIONS**

### **9.1 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(S)**

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

#### **COMMITTEE RESOLUTION**

Moved: S Spadavecchia  
Seconded: E Moran

That the recommendation be adopted.

**CARRIED**

## **10 OTHER BUSINESS**

Nil

## **11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

10 October 2017, 6.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 7.05pm.