

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 APRIL 2018**  
**at 6.00pm**

**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.

## Index

<b>1</b>	<b>Meeting Opened</b> .....	<b>1</b>
	1.1 Evacuation Procedure	
<b>2</b>	<b>Present</b> .....	<b>1</b>
<b>3</b>	<b>Apologies</b> .....	<b>1</b>
<b>4</b>	<b>Disclosure Statements</b> .....	<b>1</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>1</b>
<b>6</b>	<b>Communication by the Chairperson</b> .....	<b>1</b>
<b>7</b>	<b>Presentations</b> .....	<b>2</b>
<b>8</b>	<b>Outstanding Reports/Actions</b> .....	<b>2</b>
	8.1 Open Actions Update .....	2
<b>9</b>	<b>Reports of the Chief Executive Officer</b> .....	<b>2</b>
	<b>9.1 Financial Reporting and Sustainability</b> .....	<b>2</b>
	9.1.1 Financial Reporting .....	2
	<b>9.2 Internal Controls and Risk Management Systems</b> .....	<b>2</b>
	<b>9.3 Internal Audit</b> .....	<b>3</b>
	9.3.1 Information Fraud Audit Report .....	3
	9.3.2 Procurement Roadmap Continuous Internal Audit Report - Stages 2 and 3.....	3
	9.3.3 2017-2018 Internal Audit Program Update .....	3
	<b>9.4 External Audit</b> .....	<b>4</b>
	<b>9.5 Committee Performance and Reporting</b> .....	<b>4</b>
<b>10</b>	<b>Other Business</b> .....	<b>4</b>
<b>11</b>	<b>Confidential</b> .....	<b>4</b>
<b>12</b>	<b>Next Meeting</b> .....	<b>4</b>
<b>13</b>	<b>Meeting Close</b> .....	<b>4</b>

## **1 MEETING OPENED**

The Presiding Member declared the meeting open at 6.01pm.

### **1.1 Evacuation Procedure**

The evacuation procedures were taken as read.

## **2 PRESENT**

### **Committee Members:**

Cr S Rypp (Presiding Member)

Independent Members: R Haslam, E Moran, 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)
Ms L Johnson	(Program Leader Audit & Risk - Acting)

## **3 APOLOGIES**

### **Absent:**

Cr G Vlahos

## **4 DISCLOSURE STATEMENTS**

Nil

## **5 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

That the Minutes of the meeting of the Audit and Risk Committee held on 13 February 2018 be confirmed as a true and correct record.

### **COMMITTEE RESOLUTION**

Moved: Mr Ross Haslam

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 presents 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 there are no current open actions.

### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Sam Spadavecchia

That the recommendation be adopted.

**CARRIED**

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

Nil

### **9.1 Financial Reporting and Sustainability**

#### **9.1.1 Financial Reporting**

This report lists those finance related reports which were considered by Council between 7 February 2018 and 3 April 2018.

### **RECOMMENDATION**

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

### **COMMITTEE RESOLUTION**

Moved: Mr Ross Haslam

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

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

Nil

### **9.3 Internal Audit**

#### **9.3.1 Information Fraud Audit Report**

This report presents the results of the Information Fraud Internal Audit.

#### **RECOMMENDATION**

The Committee recommends to Council that this report be received.

#### **COMMITTEE RESOLUTION**

Moved: Ms Elizabeth Moran

Seconded: Mr Ross Haslam

That the recommendation be adopted.

**CARRIED**

#### Agreed Action

The Chief Executive Officer agreed to:

1. Consider the mandating of regular information fraud and fraud corruption awareness training and;
2. Research online fraud and information fraud and fraud corruption training.

#### **9.3.2 Procurement Roadmap Continuous Internal Audit Report - Stages 2 and 3**

This report presents the results of Stages 2 and 3 of the Procurement Roadmap Continuous Internal Audit.

#### **RECOMMENDATION**

The Committee recommends to Council that this report be received.

#### **COMMITTEE RESOLUTION**

Moved: Mr Ross Haslam

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

#### **9.3.3 2017-2018 Internal Audit Program Update**

This report presents 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: Mr Sam Spadavecchia

Seconded: Mr Ross Haslam

That the recommendation be adopted.

**CARRIED**

**9.4 External Audit**

Nil

**9.5 Committee Performance and Reporting**

Nil

**10 OTHER BUSINESS**

Ms Elizabeth Moran advised of five new accounting standards that may impact the City of West Torrens which are due to commence later this year.

**11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

12 June 2018, 6.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 6.37pm.