

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, 13 FEBRUARY 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.

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## 1 MEETING OPENED

The Presiding Member declared the meeting open at 6.02pm.

### 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: 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

Nil

## 4 DISCLOSURE STATEMENTS

The following disclosures of interest were made:

Item	Type of Conflict	Committee Member
Audit and Risk Committee Item 8.3.3 Dog and Cat Management Board 2016/17 Financial Audit	Perceived	E Moran

## 5 CONFIRMATION OF MINUTES

### RECOMMENDATION

That the Minutes of the meeting of the Audit and Risk Committee held on 10 October 2017 be confirmed as a true and correct record.

### COMMITTEE RESOLUTION

Moved: R Haslam

Seconded: S Spadavecchia

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 4 October 2017 and 6 February 2018.

**RECOMMENDATION**

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

**COMMITTEE RESOLUTION**

Moved: S Spadavecchia

Seconded: E Moran

That the recommendation be adopted.

**CARRIED**

**8.2 Internal Controls and Risk Management Systems****8.2.1 2017-18 Strategic Risk Mid-Year Review**

This report presented the outcomes of the mid-year strategic risk review 2017-18.

**RECOMMENDATION**

It is recommended to the Audit and Risk Committee that the mid-year strategic risk review be received.

**COMMITTEE RESOLUTION**

Moved: E Moran

Seconded: S Spadavecchia

That the recommendation be adopted.

**CARRIED**

### Agreed Actions

The Chief Executive Officer agreed to:

1. Place more detail on the progress of additional actions in the next strategic risk review.
2. Provide greater detail on the risks associated with emerging risk - infill development in the next strategic risk review.

*Note: The date on pages 5 and 6 of the Agenda should read 2017-18 not 2016-17.*

## **8.3 Internal Audit**

### **8.3.1 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: R Haslam

Seconded: E Moran

That the recommendation be adopted.

**CARRIED**

### **8.3.2 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 January 2018.

#### **RECOMMENDATION**

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

#### **COMMITTEE RESOLUTION**

Moved: E Moran

Seconded: R Haslam

That the recommendation be adopted.

**CARRIED**

### **8.3.3 Dog and Cat Management Board 2016/17 Financial Audit**

*Ms E Moran declared a perceived conflict of interest in this item as her office (Service SA) prepared the Dog and Cat Management 2016/17 Financial Audit but remained in the meeting and participated in the discussion and vote.*

This report presented the results of the Dog and Cat Management 2016/17 Financial Audit undertaken by the Dog and Cat Management Board.

#### **RECOMMENDATION**

It is recommended to the Audit and Risk Prescribed Committee that the Dog and Cat Management 2016/17 Financial Audit be received.

#### **COMMITTEE RESOLUTION**

Moved: R Haslam  
Seconded: S Spadavecchia

That the recommendation be adopted.

**CARRIED**

Ms E Moran voted in favour of the motion moved by R Haslam and seconded by S Spadavecchia.

#### Agreed Action

The General Manager Corporate and Regulatory agreed to email the members of the Committee providing additional information regarding the comments included in the Dog and Cat Management 2016/17 Finance Audit - Financial Audit and Form 26 Audit Checklist (refer to page 36 of the Agenda).

### **8.4 External Audit**

Nil

### **8.5 Committee Performance and Reporting**

Nil

## **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**

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

**COMMITTEE RESOLUTION**

Moved: E Moran  
Seconded: G Vlahos

That the recommendation be adopted.

**CARRIED**

**10 OTHER BUSINESS**

Nil

**11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

10 April 2018, 6.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 6.41pm.