



**CITY OF VINCENT**

# **MINUTES**

**Audit Committee**

**2 March 2021**

## Table of Contents

<b>1</b>	<b>Introduction and Welcome .....</b>	<b>3</b>
<b>2</b>	<b>Apologies / Members on Approved Leave of Absence .....</b>	<b>3</b>
<b>3</b>	<b>Declarations of Interest .....</b>	<b>3</b>
<b>4</b>	<b>Confirmation of Minutes .....</b>	<b>3</b>
<b>5</b>	<b>Business Arising .....</b>	<b>4</b>
5.1	Local Government Statutory Compliance Audit Return .....	4
5.2	Risk Assessment of Ageing Sporting Infrastructure Assets.....	5
5.3	Contracts Management Framework.....	6
5.4	Review of the City's Audit Log .....	7
5.5	Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery .....	9
<b>6</b>	<b>General Business .....</b>	<b>10</b>
<b>7</b>	<b>Next Meeting .....</b>	<b>10</b>
<b>8</b>	<b>Closure .....</b>	<b>10</b>

**MINUTES OF CITY OF VINCENT  
AUDIT COMMITTEE  
HELD AS E-MEETING AND AT THE  
ADMINISTRATION AND CIVIC CENTRE  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 2 MARCH 2021 AT 1PM**

<b>PRESENT:</b>	<b>Mr Conley Manifis</b>	<b>Independent External Member (Chair)</b>
	<b>Cr Joshua Topelberg</b>	<b>South Ward</b>
	<b>Cr Dan Loden</b>	<b>North Ward (left at 2pm)</b>
	<b>Cr Ashley Wallace</b>	<b>South Ward</b>
	<b>Mr Robert Piper</b>	<b>Independent External Member</b>
	<b>Cr Susan Gontaszewski</b>	<b>South Ward</b>
	<b>Mr Aaron Smith</b>	<b>Independent External Member</b>
<b>IN ATTENDANCE:</b>	<b>David MacLennan</b>	<b>Chief Executive Officer</b>
	<b>Vanisha Govender</b>	<b>Executive Manager Financial Services</b>
	<b>Andrew Murphy</b>	<b>Executive Director Infrastructure and Environment</b>
	<b>Meluka Bancroft</b>	<b>Executive Manager Corporate Strategy &amp; Governance</b>
	<b>Jeremy Chalmers</b>	<b>Procurement and Contracts Officer (For Item 5.3)</b>
	<b>Wendy Barnard</b>	<b>Council Liaison Officer</b>

## 1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.00pm and read the following Acknowledgement of Country statement:

“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging”.

## 2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Loden – Apology from Item 5.3 (left at 2pm)

## 3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

## 4 CONFIRMATION OF MINUTES

### COMMITTEE DECISION

**Moved: Cr Gontaszewski, Seconded: Cr Wallace**

**That the minutes of the Audit Committee held on 1 December 2020 be confirmed.**

**CARRIED UNANIMOUSLY (7-0)**

**For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

**Against:** Nil

**5 BUSINESS ARISING****5.1 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN**

Attachments: 1. City of Vincent Compliance Audit Return 2020 

**RECOMMENDATION:**

That the Audit Committee **RECOMMENDS** that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2020 to 31 December 2020, noting the two areas of non-compliance and explanation for this non-compliance.

**COMMITTEE DECISION ITEM 5.1**

**Moved:** Cr Wallace, **Seconded:** Mr Smith

That the recommendation be adopted.

**CARRIED UNANIMOUSLY (7-0)**

**For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

**Against:** Nil

**NOTE:** Minor amendments to responses in the Compliance Audit Return will be made prior to presenting the Compliance Audit Return to Council for approval.

**5.2 RISK ASSESSMENT OF AGEING SPORTING INFRASTRUCTURE ASSETS**

Attachments: Nil

**RECOMMENDATION:**

That the Audit Committee RECEIVES the report on the risks associated with three ageing sporting infrastructure assets being Leederville Oval Grandstand, Beatty Park Grandstand and Litis Stadium Grandstand.

**COMMITTEE DECISION ITEM 5.2****Moved: Cr Gontaszewski, Seconded: Cr Topelberg**

That the recommendation be adopted

**AMENDMENT****Moved: Cr Topelberg, Seconded: Cr Gontaszewski**

That a recommendation be amended to include the following additional resolution:

- 2. RECEIVES a further report at the 4 May 2021 Audit Committee meeting detailing the associated non-structural risks relating to these three ageing sporting infrastructure assets, including financial, reputational and strategic risks.**

**CARRIED UNANIMOUSLY (7-0)****For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith**Against:** Nil**COMMITTEE DECISION ITEM 5.2**

That the Audit Committee RECEIVES:

1. the report on the risks associated with three ageing sporting infrastructure assets being Leederville Oval Grandstand, Beatty Park Grandstand and Litis Stadium Grandstand.
2. a further report at the 4 May 2021 Audit Committee meeting detailing the associated non-structural risks relating to these three ageing sporting infrastructure assets, including financial, reputational and strategic risks.

**CARRIED UNANIMOUSLY (7-0)****For:** Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith**Against:** Nil

Cr Dan Loden left the meeting at 2.00pm.

The Procurement and Contracts Officer gave a presentation on the proposed Contracts Management Framework.

### **5.3 CONTRACTS MANAGEMENT FRAMEWORK**

**Attachments:** 1. Attachment 1 - Contracts Management Framework DRAFT 

#### **RECOMMENDATION:**

**That the Audit Committee provide comments on the Draft Contract Management Framework.**

#### **COMMITTEE DECISION ITEM 5.3**

**Moved: Cr Gontaszewski, Seconded: Cr Wallace**

**That the recommendation be adopted.**

**CARRIED UNANIMOUSLY (6-0)**

**For:** Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

**Against:** Nil

**(Cr Loden was an apology for this item.)**

**5.4 REVIEW OF THE CITY'S AUDIT LOG**

Attachments: 1. Audit Log as at 23 February 2021 

**RECOMMENDATION:**

That the Audit Committee recommends to Council that it NOTES:

1. the status of the City's Audit Log as at 23 February 2021, at Attachment 1;
2. the amendment to the proposed completion date for the following items:
  - (a) EA2020/10 (5) – register of operational ICT risks – delayed from January 2021 to February 2021 due to other ICT priorities;
  1. (b) EA:2020/10 (7) Office of the Auditor General Information Systems Audit – Network Access Management delayed from January 2021 to March 2021 due to other ICT priorities;
  - (c) EA 2020/12 (13) - Preparation of internal audit program – delayed from 30 April 2021 to 4 May 2021 due to other priorities and to align with the next Audit Committee Meeting date.

**COMMITTEE DECISION ITEM 5.4**

Moved: Cr Topelberg, Seconded: Mr Piper

That the recommendation be adopted.

**AMENDMENT**

Moved: Mr Piper, Seconded: Cr Gontaszewski

That a recommendation be added as follows:

3. **REQUESTS that Item EA: 2019/7 - Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations be amended from "Complete" to allow the training to be completed prior to be item being noted as completed.**

**AMENDMENT CARRIED (6-0)**

**For:** Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

**Against:** Nil

(Cr Loden an apology for this item.)

**COMMITTEE DECISION ITEM 5.4**

That the Audit Committee recommends to Council that it:

1. NOTES the status of the City's Audit Log as at 23 February 2021, at Attachment 1;
2. NOTES the amendment to the proposed completion date for the following items:
  - (a) EA2020/10 (5) – register of operational ICT risks – delayed from January 2021 to February 2021 due to other ICT priorities;
  - (b) EA:2020/10 (7) Office of the Auditor General Information Systems Audit – Network Access Management delayed from January 2021 to March 2021 due to other ICT priorities;

- (c) EA 2020/12 (13) - Preparation of internal audit program – delayed from 30 April 2021 to 4 May 2021 due to other priorities and to align with the next Audit Committee Meeting date.
4. REQUESTS that Item EA: 2019/7 - Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations be amended from "Complete" to allow the training to be completed prior to be item being noted as completed.

**CARRIED UNANIMOUSLY (6-0)**

**For:** Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

**Against:** Nil

**(Cr Loden was an apology for this Item.)**



**5.5 REVIEW OF OFFICE OF THE AUDITOR GENERAL AUDIT REPORT - WASTE MANAGEMENT  
- SERVICE DELIVERY****Attachments: Nil****RECOMMENDATION:****That the Audit Committee recommends to Council that it:**

- 1. RECEIVES the Western Australian Auditor General's Report – Waste Management – Service Delivery; and**
- 2. NOTES the review of the Western Australian Auditor General's (OAG) Report – Waste Management – Service Delivery and actions recommended as detailed in this report.**

**COMMITTEE DECISION ITEM 5.5****Moved: Cr Gontaszewski, Seconded: Mr Piper****That the recommendation be adopted.****CARRIED UNANIMOUSLY (6-0)****For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith****Against: Nil****(Cr Loden was an apology for this Item.)**

## 6 GENERAL BUSINESS

### 6.1 Contract Management

Cr Gontaszewski requested that a report analysing the City's cumulative expenditure pursuant to contracts procured through a tender process be provided to the 29 June 2021 Audit Committee meeting. This analysis is to include the City's general maintenance contract, and is to review the scope of these high risk / high value contracts.

## 7 NEXT MEETING

### 4 May 2021

- Report on the non-structural risks associated with the City's ageing sporting infrastructure assets
- External Audit (OAG) Entrance Meeting
- Review of Audit Log
- Review of Corporate Risk Register and updated Risk Management Policy
- Proposed Internal Audit Program
- Fraud Update and Emerging Issues – Governance, Risk and Compliance (if applicable)
- OAG Performance Audit and Other Audit / Best Practice Recommendations (if applicable)

### 29 June 2021

- Report analysing the City's cumulative expenditure pursuant to contracts procured through a tender process.

## 8 CLOSURE

There being no further business the meeting closed at 2.54pm.

These Minutes were confirmed at the 4 May 2021 meeting of the Audit Committee as a true and accurate record of the Audit Committee meeting held on 2 March 2021

Signed: Mr Conley Manifis

Dated