

EastWaste

**EASTERN WASTE MANAGEMENT AUTHORITY
AUDIT & RISK MANAGEMENT COMMITTEE MEETING**

TUESDAY 23 APRIL 2024

Notice is hereby given that a meeting of the Audit and Risk Management Committee of the Eastern Waste Management Authority will be held in the **Boardroom, Thomson Geer, 7/19 Gouger Street, Adelaide**, on Tuesday 23 April 2024, commencing at 8:00am.



**ROB GREGORY
GENERAL MANAGER**

Acknowledgement of Country

We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

EASTERN WASTE MANAGEMENT AUTHORITY

AGENDA AUDIT AND RISK MANAGEMENT COMMITTEE

Meeting to be held on Tuesday 23 April 2024
commencing at 8:00am, in the Boardroom, Thomson Geer,
7/19 Gouger Street, Adelaide

1. PRESENT
2. ACKNOWLEDGEMENT OF COUNTRY
3. APOLOGIES
4. DISCLOSURE OF INTEREST REMINDER

If a Committee Member has an interest in a matter before the Committee, they are asked to disclose the interest to the Committee and provide full and accurate details of the relevant interest. Members are reminded to declare their interest before each item.

5. CONFIRMATION OF THE MINUTES:

- 5.1 Minutes of the East Waste Audit and Risk Management Committee meeting held on 21 February 2024.

Recommendation

That the Minutes of the East Waste Audit and Risk Management Committee meeting held on 21 February 2024 be confirmed as a true and correct record.

6. MATTERS ARISING FROM THE MINUTES

7. QUESTIONS WITHOUT NOTICE

8. PRESENTATIONS

GENERAL MANAGER UPDATES

- *FY25 ANNUAL PLAN & BUDGET*
- *STRATEGIC PLAN REVIEW*
- *SERVICE LEVEL AGREEMENTS*
- *DEPOT LEASE*

9. REPORTS

- 9.1 *FINANCIAL REPORT: FY24 BUDGET REVIEW THREE*p. 5
- 9.2 *EXTERNAL AUDIT PLAN*p. 13
- 9.3 *OUTSTANDING RESOLUTIONS REGISTER*.....p. 38
- 9.4 *ANNUAL REPORTING CALENDAR*p. 41

10. CONFIDENTIAL REPORTS

Nil.

11. OTHER BUSINESS

12. NEXT MEETING OF THE COMMITTEE

The next Audit and Risk Management Committee Meeting is to be held on:
Wednesday 19 June 2024, commencing 8:00am, in the Boardroom, Thomson Geer,
7/19 Gouger Street, Adelaide

13. CLOSURE OF MEETING

9.1: FINANCIAL REPORT – FY24 BUDGET REVIEW THREE

REPORT AUTHOR:	General Manager
ATTACHMENTS:	A: Summary Budget Movement – Budget Review 3
	B: Budgeted Statement of Comprehensive Income FY2024
	C: Budgeted Balance Sheet FY2024
	D: Budgeted Statement of Cash Flow FY2024
	E: Budgeted Statement of Changes in Equity FY2024
	F: Budgeted Uniform Presentation of Finances Statement FY2024

Purpose of the Report

To provide the Committee with an opportunity to review the third review undertaken of the budgeted statutory Financial Statements (Budget Review Three) for the financial year ending 30 June 2024 as prescribed by the Regulations.

Background

At the meeting held 22 June 2023, the East Waste Board resolved (in part):

9.1 ANNUAL PLAN AND BUDGET ENDORSEMENT

Moved Mr Dilena that the Board:

- 1. Endorses the 2023/24 Annual Business Plan and Budget as amended in Attachment A, inclusive of all projects and expenditure.*

Seconded Cr Clutterham

Carried

Report

Budget Review Three highlights that East Waste projects an improvement in the forecasted financial performance for the 2023/24 financial year of \$257,065 compared to Budget Review 2. Budget Review Three forecasts an end of year Net Surplus of \$146k compared to a Net Deficit of \$111K at Budget Review 2 and an original Adopted Budget Net Surplus of \$166k at the start of the financial year.

The improved forecast budget result has been driven by the following key operational and market factors:

- Increase of Operating Expenses of \$250K towards Fleet Maintenance to account for unexpected and unplanned truck maintenance requirements. Additional provisions have been made in the budget for expected expenditure throughout the remainder of the financial year end.
- Reduction of \$527K in fuel, resulting from fuel prices remaining lower than originally budgeted.
- Employee costs increased by \$14K, following a review of current leave provisions. This is a non-cash expense and a reflection of an estimated increase in the liability movement for the financial year. The final movement in the liability will be subject to a number of factors relating mainly to the amount of actual leave taken and staff retention.
- Bin Services & Maintenance increase in income and expenditure (no net impact on the financial performance) as a result of increase in Council waste management disposal services and higher than anticipated bin asset purchases through East Waste head contract.

All loans with the LGFA have now been drawn down and the last of Fleet trucks received in March 2024. In total, 9 new trucks have been purchased this financial year. The remaining four trucks to be sold have been sent to auction and sold in early May.

No additional significant variations or adjustments are anticipated to the budget prior to the end of the financial year.

RECOMMENDATION

The Committee:

- 1. Notes and accepts the forecasted end of year FY2024 result associated with the 2023/24 Budget Review Three and recommends to the Board for endorsement.**

ITEM 9.1 - ATTACHMENT A

EAST WASTE

Summary Budget Movement Worksheet

for the Financial Year Ending 30 June 2024

	Actual as at 31 March 2024	Adopted Budget	BR1	BR2	Proposed Budget (BR3)	Actual YTD / Proposed BR3	Proposed Budget Movement	Comments
Administration Fee	207,839	277,119	277,119	277,119	277,119	75%	-	
Common Fleet Costing	12,534,447	16,712,597	16,712,597	16,712,597	16,712,597	75%	-	
Processing Income	4,262,287	5,757,171	5,757,171	5,757,171	5,785,503	74%	28,332	Increase in Waste Volumes from MC Depot activities
Bin Services & Maintenance	1,223,096	1,310,575	1,310,575	1,360,575	1,392,300	88%	31,725	Increased Member Council bin service activities
Profit / (Loss) from Disposal	-	18,000	18,000	60,000	60,000	0%	-	
Grant Income	-	50,000	50,000	50,000	50,000	0%	-	
Other Income	48,126	31,228	36,228	66,228	71,228	68%	5,000	
Total	18,275,796	24,156,690	24,161,690	24,283,690	24,348,747		65,057	
Processing Expenses	4,262,447	5,757,171	5,757,171	5,757,171	5,785,503	74%	28,332	Increase in Waste Volumes from MC Depot activities
Bin Service & Maintenance Expenses	1,237,101	1,310,575	1,310,575	1,360,575	1,392,300	89%	31,725	Increased Member Council bin service activities
Employee Costs	6,073,073	7,674,925	7,674,925	7,884,925	7,898,925	77%	14,000	Increase associated with a review of predicted leave provisions
Fleet Maintenance	1,715,867	1,742,780	1,742,780	1,892,780	2,142,780	80%	250,000	Increased Maintenance & Repairs
Depreciation	1,853,052	2,657,404	2,657,404	2,566,000	2,566,000	72%	-	
Interest	320,235	384,000	384,000	430,000	430,000	74%	-	
Fuel	1,506,219	2,608,485	2,608,485	2,597,485	2,070,000	73%	(527,485)	Reduction in cost against budget. Use as per forecast.
Other Expenses	1,351,414	1,855,879	1,855,879	1,905,879	1,917,299	70%	11,420	
Total	18,319,407	23,991,219	23,991,219	24,394,815	24,202,807		(192,008)	
Net Surplus	(43,612)	165,471	170,471	(111,125)	145,941		257,065	
Non Operating Cash Flow	Actual as at 31 March 2024	Adopted Budget	BR1	BR2	Proposed Budget (BR3)	Actual YTD / Proposed BR3	Proposed Budget Movement	
Income								
Proceeds from Sale of Assets	-	50,000	50,000	80,000	80,000	0%	-	
Proceeds from the Sale of Motor Vehicles	12,500	-	-	12,500	12,500	100%	-	
Proceeds from Borrowings	2,155,000	2,115,000	2,115,000	2,115,000	2,155,000	100%	40,000	Correction to reflect actual loan drawn down for FY24 fleet replacement.
Total	2,167,500	2,165,000	2,165,000	2,207,500	2,247,500		40,000	
Expenses								
Fleet Replacement Costs	4,004,663	2,000,000	3,996,463	3,996,463	4,004,663	100%	8,200	
Motor Vehicle Replacement	36,153	40,000	40,000	40,000	40,000	90%	-	
Office Furniture & Minor Tools	-	50,000	50,000	50,000	50,000	0%	-	
Operations Office Upgrade	-	40,000	40,000	40,000	40,000	0%	-	
Plant Replacement	-	25,000	25,000	25,000	25,000	0%	-	
Repayment of Borrowings - LGFA	1,606,853	1,944,096	1,944,096	2,086,042	2,086,042	77%	-	
Repayment of Borrowings - Leases	212,406	285,235	285,235	285,235	285,235	74%	-	
Total	5,860,075	4,384,331	6,380,794	6,522,740	6,530,940		8,200	
Net Non-Operating Cash Flow	(3,692,575)	(2,219,331)	(4,215,794)	(4,315,240)	(4,283,440)		31,800	

ITEM 9.1 - ATTACHMENT B

EAST WASTE

Projected Statement of Comprehensive Income (Budgeted)
for the Financial Year Ending 30 June 2024

FY2023 Audited Actuals \$'000		FY2024 Adopted Budget \$'000	FY2024 BR1 \$'000	FY2024 BR2 \$'000	FY2024 BR3 \$'000	FY2024 Movement BR3 v BR2 \$'000
	Income					
21,188	User Charges	22,747	22,747	22,747	22,775	28
46	Investment income	20	25	55	60	5
-	Grants, subsidies and contributions	50	50	50	50	-
1,078	Other	1,322	1,322	1,372	1,404	32
22,312	Total	24,139	24,144	24,224	24,289	65
	Expenses					
7,476	Employee Costs	7,675	7,675	7,885	7,899	14
12,184	Materials, contracts & other expenses	13,275	13,275	13,514	13,308	(206)
2,108	Depreciation, amortisation & impairment	2,657	2,657	2,566	2,566	-
354	Finance costs	384	384	430	430	-
22,122	Total	23,991	23,991	24,395	24,203	(192)
190	Operating Surplus / (Deficit)	148	153	(171)	86	257
143	Asset disposals & fair value adjustments	18	18	60	60	-
333	Net Surplus / (Deficit)	166	171	(111)	146	257
-	Other Comprehensive Income	-	-	-	-	-
333	Total Comprehensive Income	166	171	(111)	146	257

ITEM9.1 - ATTACHMENT C

EAST WASTE						
Projected Balance Sheet (Budgeted)						
for the Financial Year Ending 30 June 2024						
FY2023		FY2024	FY2024	FY2024	FY2024	FY2024
Audited Actuals		Adopted Budget	BR1	BR2	BR3	Movement BR3 v BR2
\$'000		\$'000	\$'000	\$'000	\$'000	\$'000
	Assets					
	Current					
3,953	Cash & Cash Equivalents	3,001	2,608	2,100	2,362	262
746	Trade & Other Receivables	935	746	746	746	-
43	Inventory	50	43	43	43	-
4,742	Total	3,986	3,397	2,889	3,151	262
	Non-Current					
9,510	Infrastructure, Property, Plant & Equipment	10,490	10,972	11,066	11,074	8
9,510	Total	10,490	10,972	11,066	11,074	8
14,252	Total Assets	14,476	14,369	13,955	14,226	271
	Liabilities					
	Current					
1,266	Trade & Other Payables	1,311	1,216	1,216	1,216	-
2,306	Borrowings	2,200	2,355	2,355	2,355	-
871	Provisions	893	926	931	938	7
4,443	Total	4,404	4,497	4,502	4,509	7
	Non-Current					
8,490	Borrowings	8,402	8,327	8,185	8,185	-
136	Provisions	229	191	196	203	7
8,626	Total	8,631	8,518	8,381	8,388	7
13,069	Total Liabilities	13,035	13,015	12,883	12,897	14
1,183	Net Assets	1,441	1,354	1,072	1,329	257
	Equity					
1,183	Accumulated Surplus	1,441	1,354	1,072	1,329	257
1,183	Total Equity	1,441	1,354	1,072	1,329	257

ITEM 9.1 - ATTACHMENT D

EAST WASTE						
PROJECTED STATEMENT OF CASH FLOWS (BUDGET)						
for the Financial Year Ending 30 June 2024						
FY2023		FY2024	FY2024	FY2024	FY2024	FY2024
Audited Actuals		Adopted Budget	BR1	BR2	BR3	Movement BR3 v BR2
\$'000		\$'000	\$'000	\$'000	\$'000	\$'000
	Cash Flows from Operating Activities					
	Receipts					
22,455	Operating Receipts	24,069	24,069	24,119	24,179	60
46	Investment Receipts	20	25	55	60	5
	Payments					
(7,361)	Employee costs	(7,565)	(7,565)	(7,765)	(7,765)	-
(12,397)	Materials, contracts & other expenses	(13,275)	(13,275)	(13,514)	(13,308)	206
(304)	Interest Payments	(384)	(384)	(433)	(433)	-
2,439	Net Cash Flows from Operating Activities	2,865	2,870	2,462	2,733	271
	Cash Flows from Investing Activities					
	Receipts					
145	Sale of Replaced Assets	50	50	92	92	-
	Payments					
(587)	Expenditure on Renewal/Replaced Assets	(2,115)	(4,111)	(4,111)	(4,120)	(9)
(2,484)	Expenditure of New/Upgraded Assets	(40)	(40)	(40)	(40)	-
(2,926)	Net Cash Flows from Investing Activities	(2,105)	(4,101)	(4,059)	(4,068)	(9)
	Cash Flow from Financing Activities					
	Receipts					
4,525	Proceeds from Borrowings	2,115	2,115	2,115	2,115	-
	Payments					
(1,815)	Repayment of Lease Liabilities	(285)	(285)	(285)	(285)	-
(271)	Repayment of Borrowings	(1,944)	(1,944)	(2,086)	(2,086)	-
2,439	Net Cash Flow from Financing Activities	(114)	(114)	(256)	(256)	-
1,952	Net Increase (Decrease) in cash held	646	(1,345)	(1,853)	(1,591)	262
2,001	Cash & cash equivalents at beginning of period	2,355	3,953	3,953	3,953	-
3,953	Cash & cash equivalents at end of period	3,001	2,608	2,100	2,362	262

ITEM 9.1 - ATTACHMENT E

EAST WASTE

Projected Statement of Changes in Equity (Budgeted)
for the Financial Year Ending 30 June 2024

FY2023		FY2024	FY2024	FY2024	FY2024	FY2024
Audited Actuals		Adopted Budget	BR1	BR2	BR3	Movement BR3 v BR2
\$		\$'000	\$'000	\$'000	\$'000	\$'000
850	Balance at Start of Periof - 1 July	1,275	1,183	1,183	1,183	-
333	Net Surplus / (Deficit) for Year	166	171	(111)	146	257
-	Contributed Equity	-	-	-	-	-
-	Distribution to Councils	-	-	-	-	-
1,183	Balance at End of Period - 30 June	1,441	1,354	1,072	1,329	257

ITEM 9.1 - ATTACHMENT F

EAST WASTE

Projected Uniform Presentation of Finances (Budgeted)
for the Financial Year Ending 30 June 2024

FY2023		FY2024	FY2024	FY2024	FY2024
Audited Actuals		Adopted Budget	BR1	BR2	BR3
\$'000		\$'000	\$'000	\$'000	\$'000
Income					
21,188	User Charges	22,747	22,747	22,747	22,775
46	Investment income	20	25	55	60
-	Grants, subsidies and contributions	50	50	50	50
1,078	Other	1,322	1,322	1,372	1,404
22,312		24,139	24,144	24,224	24,289
Expenses					
7,476	Employee Costs	7,675	7,675	7,885	7,899
12,184	Materials, contracts & other expenses	13,275	13,275	13,514	13,308
2,108	Depreciation, amortisation & impairment	2,657	2,657	2,566	2,566
354	Finance costs	384	384	430	430
22,122		23,991	23,991	24,395	24,203
190	Operating Surplus / (Deficit)	148	153	(171)	86
Net Outlays on Existing Assets					
(587)	Capital Expenditure on Renewal and Replacement of Existing Assets	(2,115)	(4,111)	(4,111)	(4,120)
2,108	Depreciation, Amortisation and Impairment	2,657	2,657	2,566	2,566
145	Proceeds from Sale of Replaced Assets	50	50	92	92
1,666		592	(1,404)	(1,453)	(1,462)
Net Outlays on New and Upgraded Assets					
(2,484)	Capital Expenditure on New and Upgraded Assets	(40)	(40)	(40)	(40)
-	Amounts Specifically for New and Upgraded Assets	-	-	-	-
-	Proceeds from Sale of Surplus Assets	-	-	-	-
(2,484)		(40)	(40)	(40)	(40)
(628)	Annual Net Impact to Financing Activities (surplus/(deficit))	700	(1,291)	(1,664)	(1,416)

9.2: EXTERNAL AUDIT PLAN

REPORT AUTHOR: Manager Business Services

ATTACHMENTS: A: External Audit Plan

Purpose of the Report

To provide the Committee with the proposed 2023/24 External Annual Audit Plan ahead of the scheduled Interim Audit and Audit of East Waste's Statutory Financial Statements.

Background

At the February 2024 Board Meeting, The Board resolved:

10.1 EXTERNAL AUDITORS CONTRACT

RECOMMENDATION 2

Moved Mr S Dilena that the East Waste Board supports the recommendation of the Evaluation Panel of RFT 2024/01 Provision of Auditing Services process which identified Galpins as the preferred tenderer and instructs the Manager Business Services to advise Galpins that their Quote has been successful and to appoint them to a three (3) year contract with an option to extend for two (2) additional years at the discretion of East Waste.

Seconded Cr T Jennings

Carried

The external audit is to be undertaken to satisfy the requirements of the *Local Government Act 1999* and applicable Regulations.

Report

Following Committee and Board support at the February Meetings, Administration have engaged Galpins as East Wastes' external auditing firm for an initial three (3) year term. An annual External Audit Plan (refer Attachment A) is presented for consideration and feedback from the Committee, detailing Galpins' proposed audit approach and key milestones for the 2023/24 financial year audit. The Plan has been prepared in collaboration with East Waste Administration and external accountants Dean Newbery following a preliminary meeting ahead of the upcoming interim audit, scheduled to take place in May. The proposed audit timetable has been prepared to meet the financial reporting timeframe requirements of East Waste and its Member Councils.

Key matters for the Committee to note within the Audit Plan are as follows:

- The External Auditor's risk assessment on various account balances and their proposed audit approach to address those risks as part of the work proposed to be undertaken.
- The External Auditor's approach to the audit of internal controls and the reliance placed on internal controls as part of the audit work proposed to be undertaken.
- The identified areas of risks where misstatements can occur and the External Auditor's responses to those identified risks in formulating their proposed audit work program.
- The proposed audit timetable in which the annual audit is broken up to the key audit activities and indicative timeframes.

Administration will provide the Committee with an Annual Audit Plan going forward with the intent to keep the Committee informed and seek feedback on the proposed audit approach.

Recommendation

That the Committee receive and note FY2024 Annual External Audit Plan, as presented in Attachment A.

Galpins

Accountants, Auditors & Business Consultants

2023/24 External Audit Plan

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1. AUDIT SCOPE

Opinion on the Financial Report

Per Schedule 2 – Provisions applicable to subsidiaries of the *Local Government Act 1999* (refer to s12(3)(a)), a subsidiary must provide member council/s with audited financial statements for the relevant year. Part 4 – Financial Statements (section 13) of the *Local Government (Financial Management) Regulations 2011* requires the financial statements of councils and their subsidiaries to be in accordance with the requirements set out in the Model Financial Statements (published by the Local Government Association).

We are to provide an opinion as to whether East Waste’s financial report presents fairly, in all material aspects, the financial position of East Waste as at the end of current financial year, and its financial performance and its cash flow for the year ended on that date in accordance with the *Australia Accounting Standards, Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

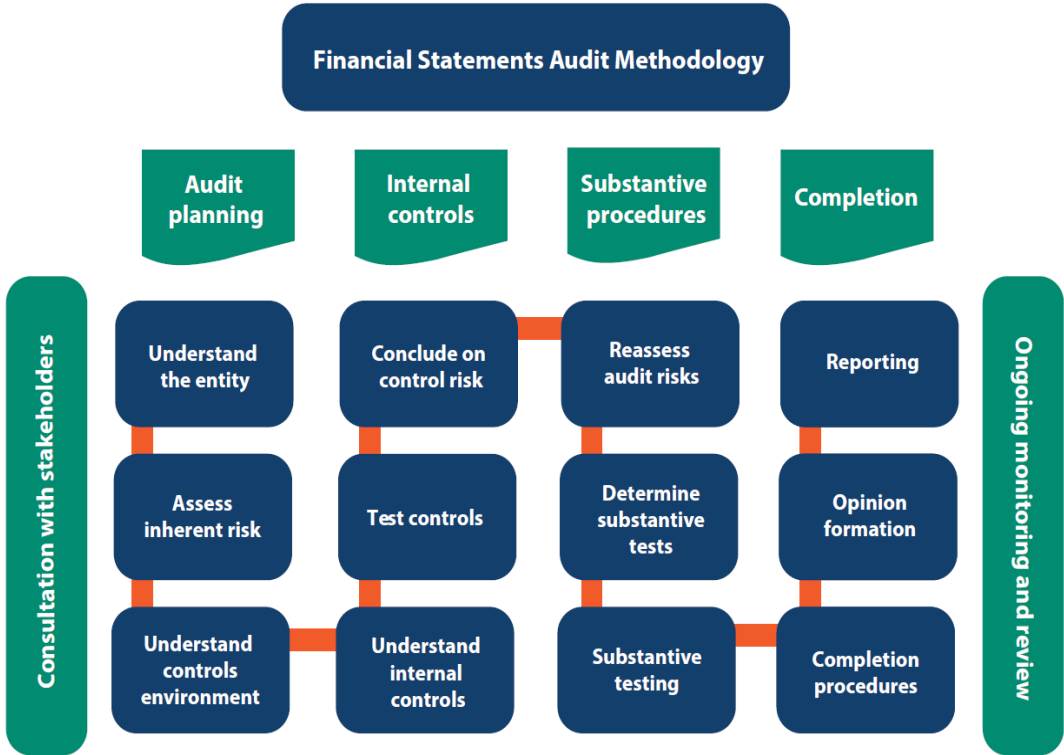
Applicable Financial Reporting Framework

The financial report is a general purpose financial report. The financial report is prepared in compliance with the *Local Government Act 1999*, in accordance with relevant Australian Accounting Standards and in accordance with the requirements set out in the Model Financial Statements (as required by the *Local Government (Financial Management) Regulations 2011*).

The financial report prepared by East Waste comprises a Statement of Comprehensive Income, a Statement of Financial Position, a Statement of Changes in Equity, a Statement of Cash Flows, notes disclosures and a certificate from the chair of the Board and the Chief Financial Officer.

2. AUDIT METHODOLOGY

The Galpins Audit Methodology is a risk-based methodology consisting of four main stages – Audit Planning, Internal Controls, Substantive Procedures and Completion. Further detail regarding these stages is provided below.



Our audit methodology incorporates all the key elements of a traditional audit approach, enhanced with the addition of modern audit techniques and artificial intelligence technology to create our own unique, industry leading methodology.

The stages are managed in an environment of ongoing monitoring and review and consultation with stakeholders.

Audit planning

The objective of the audit planning stage is to develop an understanding of the entity, its unique characteristics and requirements, allowing us to tailor our audit approach accordingly.

- We research and document the entity's industry, regulatory environment, legislative responsibilities, financial reporting environment and internal governance arrangements.
- We perform analytical review, carry out structured interviews with management and other relevant staff and conduct walkthroughs to gain an understanding of the internal controls at the entity level and the financial reporting process.
- Based on this knowledge, we identify and rank the risks of material misstatement, fraud and non-compliance with legislation
- Materiality for the engagement is determined for the financial statements as a whole; for individually significant items, and a threshold for clearly trivial differences is also established.
- The overall audit strategy is then developed and audit procedures defined to achieve an efficient and effective audit approach to mitigate identified risks.

Internal controls

We design and perform tests of internal controls to determine the risk of material misstatement in the financial statements, and add value by identifying opportunities for improvement in processes and controls.

- Informed by the insights gained from our planning, we obtain an understanding of key internal financial controls and perform tests of design and effectiveness for these controls.
- We use the results of control testing to refine our assessment of the risks of material misstatement and design further audit procedures to reduce risk where necessary.
- We apply our significant experience in the design, implementation and audit of internal control environments and activities to identify opportunities for improvement in our clients' internal financial controls

Substantive procedures

Using the latest audit techniques, including Artificial Intelligence Assisted Audit, we analyse financial transactions and identify high-risk transactions. Informed by insights gained from planning, controls testing and AI analysis, we design and perform tests of account balances and transaction streams.

- We use cutting edge Artificial Intelligence Assisted Audit and other techniques to assist us in analysing financial transactions and balances.
- The results of our analysis are used to identify specific high risk transactions to be tested, such as suspicious manual journals and payments, and provide insights into the financial health of the entity, performance trends, and other risk factors requiring audit attention.
- We design targeted substantive procedures, including analytical review and tests of detail, to address identified risks.
- The results of substantive testing performed during the audit are evaluated to determine the extent to which risks have been addressed. This enables us to develop a final assessment of the risk of material misstatement.

Completion

This stage consolidates all of the audit work performed during the previous stages to determine the appropriate audit opinion and report results to management and those charged with governance.

- We evaluate the results of audit testing and determine whether adjustments to the financial statements are required.
- We review the final financial statements to provide support regarding the best presentation of these reports.
- Following discussions with management, we prepare a management letter/s providing relevant feedback on the entity's financial operations, performance, internal controls and legislative compliance together with recommendations for improvements.
- Based on our final assessment of the risk of material misstatement, we issue an audit opinion regarding the presentation of the financial statements.

3. SUMMARY AUDIT PLAN

Audit Plan Summary Table – Statement of Comprehensive Income – Income

Account balance	Key Business cycle	2023	2022	Audit response	Audit Approach	Inherent risk
User charges	User charges	21,188	16,579	Section 4.1	Controls and Substantive	High
Investment Income	Other revenue	46	10	Section 4.4	Substantive	Low
Other income	Other revenue	1,078	932	Section 4.3	Substantive	Medium
		22,312	17,978			

Audit Plan Summary Table – Statement of Comprehensive Income – Expenses

Account balance	Key Business cycle	2023	2022	Audit response	Audit Approach	Inherent risk
Employee costs	Payroll	7,476	6,386	Section 4.2	Controls and Substantive	Medium
Materials, contracts and other expenses	Procurement / Credit cards	12,184	9,303	Section 4.1	Controls and Substantive	Medium
Depreciation, amortisation and impairment	Fixed assets	2,108	2,043	Section 4.3	Substantive	Low
Finance costs	Other expenses	354	246	Section 4.4	Substantive	Low
		22,122	17,978			

Audit Plan Summary Table – Statement of Comprehensive Income – Other SCI items

Account balance	Key Business cycle	2023	2022	Audit response	Audit Approach	Inherent risk
Asset Disposal & Fair Value Adjustments	Fixed assets	143	7	Section 4.4	Substantive	Low
Amounts Received Specifically for new/up assets	Grants	-	-	N/A	Substantive	Low
		(563)	2,373			

Audit Plan Summary Table – Statement of Financial Position – Assets

Account balance	Key Business cycle	2023	2022	Audit response	Audit Approach	Inherent risk
Cash and cash equivalents	Banking	3,953	2,001	Section 4.1	Controls and Substantive	High
Trade and other receivables	Debtors	746	935	Section 4.4	Substantive	Low
Inventories	Inventories	43	50	Section 4.4	Substantive	Low
Property, plant & equipment	Fixed assets	9,510	8,542	Section 4.3	Substantive	Medium
		14,252	11,528			

Audit Plan Summary Table – Statement of Financial Position – Liabilities

Account balance	Key Business cycle	2023	2022	Audit response	Audit Approach	Inherent risk
Trade and other payables	Accounts Payable	1,266	1,436	Section 4.2	Controls and Substantive	Medium
Borrowings current	Borrowings	871	778	Section 4.3	Substantive	Medium
Provisions current	Provisions	2,306	1,940	Section 4.3	Substantive	Medium
Borrowings non-current	Borrowings	8,490	6,411	Section 4.3	Substantive	Medium
Provisions non-current	Provisions	136	114	Section 4.3	Substantive	Medium
		13,069	10,678			

Audit Plan Summary Table – Statement of Financial Position – Equity

Account balance	Key Business cycle	2023	2022	Audit response	Audit Approach	Inherent risk
Accumulated surplus	Other business cycles	1,183	850	Section 4.4	Substantive	Low
		1,183	850			

4. KEY BUSINESS CYCLES – AUDIT APPROACH

4.1. High risk areas where audit will place reliance on controls

The Galpins audit methodology requires a controls approach for account balances and business cycles with inherent risks assessed as high. The account balances and business cycles listed below are considered high risk areas due to the materiality of the account balances, the high volume of transactions involved and/or other reasons outlined below:

Area	Why the risk is High	Overall audit response
<p>Business cycle: User charges</p> <p>Account balance/s: User charges</p>	<ul style="list-style-type: none"> - Largest revenue item - often used as a reference point for analysing expenditure decisions - high reliance placed on the accuracy of data captured by the weigh bridge and fees included in the fees and charges master file. 	<ul style="list-style-type: none"> - Walkthroughs and tests of effectiveness of controls - analytical review comparing the variances in revenue to the variances in the tonnages provided by the weigh bridge - analytical review comparing the GPS data used to track trucks to the percentage of use of trucks allocated to each constituent council when charging for waste collection - recalculation of a sample of amounts billed based on data captured by the weigh bridge, percentage of use of trucks the fees and charges included in master file billing data, fees and charges approved by the Board and formal contracts with customers. - reconciliation of reports provided by Jeffries and CAWRA to the accounting system.
<p>Business cycle: Banking</p> <p>Account balance/s: Cash and cash equivalents</p>	<ul style="list-style-type: none"> - Material balance - fraud risk - any instances of errors and/or fraud can be indicative of broader errors - poor attitude to cash controls may be indicative of overall culture related to the entity's control environment - involves public money. 	<ul style="list-style-type: none"> - Walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - bank confirmation - inspection of bank statements - inspection / reperformance of bank reconciliations - verification of outstanding reconciling items.

4.2. Medium risk areas where audit will place reliance on controls

The Galpins audit methodology provides that auditors can adopt either a controls or substantive approach for areas with inherent risks assessed as moderate. We have outlined below the medium risk areas where audit intend to place some reliance on controls.

Area	Why controls approach	Overall audit response
<p>Business cycle/s: Payroll</p> <p>Account balance/s: Employee costs, Provisions</p>	<ul style="list-style-type: none"> - Involves a considerable volume of transactions that are subject to error. - payroll records contain sensitive data and errors impact on individuals. - valuation, accuracy and existence assertions can only be fully addressed by performing a review the design and effectiveness of the payroll internal controls (e.g. approval of timesheets, independent review of payroll reports, security of the payroll master file data and records, reconciliations between payroll system and the general ledger, etc). 	<ul style="list-style-type: none"> - Walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of employee files (contracts, awards, EBs) - inspection of timesheets - recalculation of a sample of individual payments
<p>Business cycle/s: Purchasing, Procurement and Contracting, Accounts payable, Credit cards</p> <p>Account balance/s: Materials, Contracts & Other expenses, Trade and other payables</p>	<ul style="list-style-type: none"> - One of the largest expense items - high volume of transactions – subject to error - fraud risk area (procurement, payments and credit cards) - procurement and contracting are key focus areas for ICAC and the Auditor-General’s Department. 	<ul style="list-style-type: none"> - Walkthroughs and tests of effectiveness of controls from the Better Practice Model - analytical procedures - inspection of supporting documents (contracts, invoices, purchase orders, subsequent payments, etc) for a sample of expenses - reconciliation between subsidiary AP ledgers and the general ledger - inspection of subsequent payments for a sample of recorded creditors - inspection of a sample of subsequent payments (completeness test).
<p>Business cycle/s: General ledger</p> <p>Account balance/s: All</p>	<ul style="list-style-type: none"> - Values from all business cycles are captured in the GL, and therefore any concerns over GL controls are pervasive across all financial statement balances - good controls to ensure completeness and accuracy of the GL are essential to ensure the fair presentation of the financial report. 	<ul style="list-style-type: none"> - Walkthroughs and tests of effectiveness of controls from the Better Practice Model.

4.3. Medium risk areas (substantive approach)

The Galpins audit methodology provides that auditors can adopt either controls or substantive approach for areas with inherent risks assessed as moderate. We have outlined below the medium risk areas where audit do not intend to place reliance on controls.

Key Business Cycles	Why substantive approach	Overall audit response
Fixed assets	Key assertions at risk such as existence and valuation can be addressed by performing substantive procedures such as additions/disposals tests and recalculation of depreciation.	<ul style="list-style-type: none"> - Analytical procedures - enquiries re asset management practices in place to replace and maintain waste collection trucks - inspection of supporting documents for additions and/or disposals - review of useful life estimates and depreciation calculations.
Provisions	Key assertions at risk such as valuation can be addressed by performing substantive procedures such as recalculation of AL and LSL.	<ul style="list-style-type: none"> - Analytical procedures - review / recalculation of annual leave, long service leave and rostered day-off provisions.
Borrowings	Key assertions at risk such as valuation can be addressed by performing substantive procedures such as obtaining confirmation from the LGFA.	<ul style="list-style-type: none"> - Analytical procedures - inspection of balance confirmations from banks (e.g. LGFA, etc) - review of interest rates recorded in note disclosures.
Other income	Key assertions at risk such as accuracy and completeness can be addressed by performing analytical procedures and test of details such as inspection of relevant supporting document.	<ul style="list-style-type: none"> - Analytical procedures - enquires re the nature of these amounts - review of revenue recognition methodologies and assessment of whether they are accordance with accounting standards - inspection of relevant supporting documents.

4.4. Low risk areas (substantive approach)

The Galpins audit methodology provides that auditors can adopt a substantive approach for areas with inherent risks assessed as low. We intend on adopting a substantive approach for all low risk areas, with a focus on analytical procedures.

5. INTERNAL CONTROLS

Financial Internal Controls Selected for Audit

We design and perform tests of internal controls to determine the risk of material misstatement in the financial statements and add value by identifying opportunities for improvement in processes and controls. The table below summarises the number of controls to be tested for each key business cycle identified by audit:

Business cycles	Account Balance/s	BPM controls	Inherent Risk
User charges	User charges	5	High
Banking	Cash and cash equivalents	3	High
Purchasing and Procurement / Contracting	Materials / Contracts / Other Expenses	3	Moderate
Accounts Payables	Materials / Contracts / Other Expenses, Accounts Payable	4	Moderate
Credit cards	Materials / Contracts / Other Expenses	4	Moderate
Payroll	Employee Costs	6	Moderate
General Ledger	All accounts	6	Moderate
Total number of controls		31	

The findings will be rated as follows:

Category	Description
High Risk Weaknesses	The issue described could lead to a material misstatement in East Waste’s financial statements and/or a significant control failure.
Moderate Weaknesses	The issue described does not represent a material weakness due to the existence of compensating controls. However, the failure of the compensating controls or the existence of any other moderate weakness within the same business cycle may lead to a material misstatement in East Waste’s financial statements and/or a significant control failure.
Low Risk Weaknesses	The issue described is a low risk weakness due to the existence of compensating controls and/or the failure or absence of the internal controls does not impact significantly on East Waste’s financial risks. However, multiple low-level risk weakness within the same business cycle may lead to a material misstatement in East Waste’s financial statements and/or a significant control failure.

We have used *The Better Practice Model – Internal Financial Controls* (BPM) as a guide to select the internal controls to be tested for each key business cycles we identified. The BPM provides a number of internal financial controls within different business cycles that address a variety of inherent risks. A risk based approach is used to determine the key business cycles, and key risks within these business cycles, that we have determined as critical for the purpose of selecting the internal controls to be tested for this engagement.

A prioritised list of controls from the Better Practice Model (modified for Waste Authorities) is provided in Appendix 1. After completing our tests of effectiveness of internal controls we perform a control risk assessment for each account balance. The control risks are combined with our initial inherent risk assessment performed during our audit planning stage for determining the risk of material misstatements for each account balance (see section 6 of this plan for more details).

6. RISK OF MATERIAL MISSTATEMENTS

Risk of material misstatement consists of the following components:

Risks	Definition
Inherent risks	How susceptible to fraud or error the financial statements assertions are given the nature of the entity, considering a range of factors such as competency of staff, availability of information, prior period misstatements, accounting systems, level of supervision, etc before consideration of any related controls. The inherent risk assessment is performed during the planning stage when obtaining understanding of the entity’s business.
Controls risks	Risk of a misstatement due to error or fraud that could occur and not be prevented or detected by East Waste’s internal controls. The assessment of internal controls risk is performed during the internal controls stage after performing test of internal controls.

The risk of material misstatement will be based on the combination of inherent and controls risks as demonstrated in the table below:

		Inherent Risks		
		HIGH	MEDIUM	LOW
Controls Risks	HIGH	H	H	M
	MEDIUM	H	M	L
	LOW	M	L	L

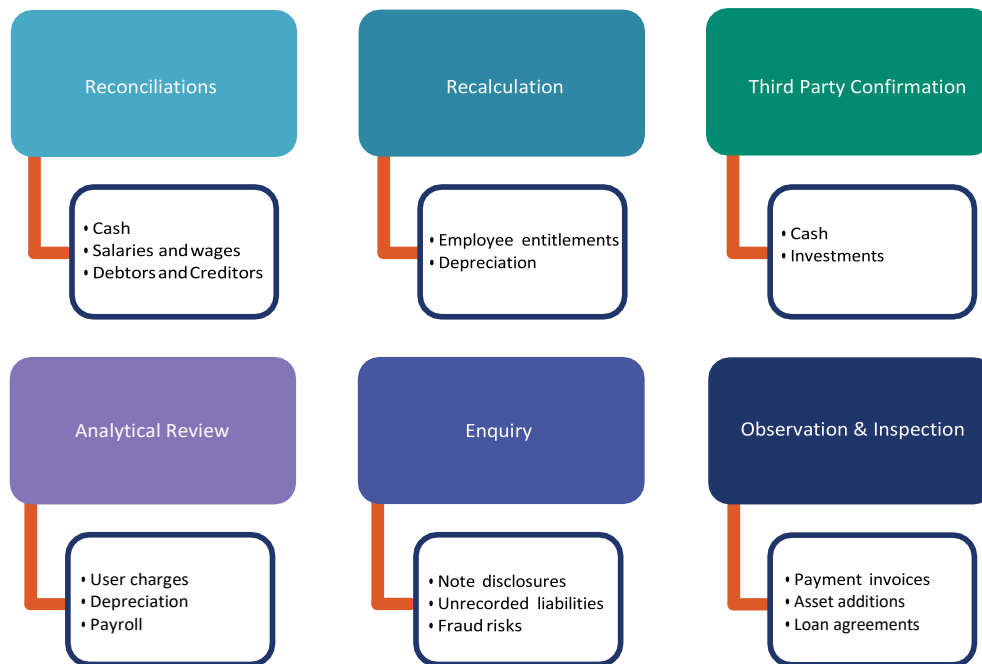
The risk of material misstatement will determine the nature and extent of our audit procedures and sample sizes to be utilised. Once we assess the risk of material misstatements (RoMM) we will design our substantive audit procedures to address identified risks. The table below summarises the impact of risk of material misstatements on our audit strategy:

Inherent Risk	Controls Risk	RoMM	Impact on audit strategy
Low	Low	Low	High reliance on controls/minimum level of substantive tests
	Medium	Low	Some reliance on controls/low level of substantive tests
	High	Medium	No reliance on controls/medium level of substantive tests
Medium	Low	Low	High reliance on controls/low level of substantive tests
	Medium	Medium	Some reliance on controls/medium level of substantive tests
	High	High	No reliance on controls/high level of substantive tests
High	Low	Medium	High reliance on controls/medium level of substantive tests
	Medium	High	No reliance on controls/high level of substantive tests
	High	High	No reliance on controls/high level of substantive tests

7. SUBSTANTIVE PROCEDURES

From our risk analysis (please refer to section 6 of this plan), we are able to design and refine appropriate substantive procedures, including analytical review and test of details, to address identified risks of material misstatements of financial statements.

Testing methods to be applied to account balances and transactions include:



Please refer to the audit timetable indicating the dates for our final visit to perform our final substantive procedures (please refer to section 9 of this plan).

Audit will request authorisation from East Waste to obtain an independent confirmation from relevant banks / financial of information such as East Waste’s account balances, securities, treasury management instruments, documents and other related information held on behalf of East Waste.

We will also require East Waste to request its lawyers to send a ‘Legal Representation Letter’ to us, identifying any matters with potential financial reporting implications (a template of the letter will be provided by the auditors).

8. AUDIT COMPLETION

This stage consolidates all the audit work performed during the previous stages. We perform a final risk of material misstatements assessment and conclude whether procedures performed were sufficient to reduce the audit risk to an acceptable level. We evaluate the results of audit testing and determine whether adjustments to the financial statements are required. We also review the final financial statements to promote the best presentation of these reports.

An audit completion report will be provided to the audit committee members containing:

- Our audit clearance
- Final Management Letter
- Details of key matters addressed during the audit
- Draft financial statement auditor’s report, and
- List of immaterial uncorrected misstatements (IUMs)

9. AUDIT TIMETABLE

The following is an indicative timetable for the audit. Actual audit dates will be negotiated with East Waste to ensure that dates are convenient.

Audit Activities	Indication of Dates
1. Initial Meetings with Finance Management and Key Staff Members	April
2. Detailed Audit Plan / Audit Program Development	April
3. Interim Site Visit (Internal controls review)	May
4. Interim Management Letter	May/June
5. Final Audit Visit	August
6. Audit Completion Report (with audit clearance)	August
7. Final auditor’s reports	Early September

10. CONTACT DETAILS



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APPENDIX 1 – CRITICAL INTERNAL FINANCIAL CONTROLS

USER CHARGES

Risks

R1	The fee charged does not reasonably reflect the value of the services provided.
R2	The Authority does not apply User Pay principles consistently.
R3	User pay income is either inaccurately recorded or not recorded at all.

RISKS	Control	Control Type
R1, R2	There is a process in place to establish fees and charges (including GST treatment) which are reviewed annually and adopted by the Authority.	Core
R1	Fees and Charges register is maintained and made available to the public. Additional considerations for waste management authorities: The Authority maintains a fees and charges master file in the billing system, which can only be modified by authorised staff members.	Core
R2	There is a process in place to ensure the fees and charges are applied in accordance with those adopted in the fees and charges register. Additional considerations for waste management authorities: There is a process to ensure that fees and charges master file data in the billing system is updated on a regular basis based on contracts and/or fees and charges approved by the Board.	Core
R1, R2	There is a process in place to ensure that amounts charged are in accordance with the Authority's Fees and Charges register. Additional considerations for waste management authorities: There is a process in place to ensure that invoices are generated by the billing system in accordance with the fees and charges master file.	Core
R1, R2	There is a process in place to ensure that fee for service income is accounted for. Additional considerations for waste management authorities: There is process to ensure that billing data is accounted for in accordance with data collected by the weigh bridge (e.g. tonnages, fees and charges master file data) and reconciled to the general ledger.	Core

BANKING

Risks

R1	Banking transactions are either inaccurately recorded or not recorded at all.
R2	Fraud (i.e. misappropriation of funds)

RISKS	Control	Control Type
R1,R2	There is a process in place to ensure all cash collected is adequately recorded and banked regularly.	Core
R1	Access to EFT Banking system is restricted to appropriately designated personnel.	Core
R1,R2	Bank reconciliations are performed on a predetermined basis and are reviewed by an appropriate person. Any identified discrepancies are investigated.	Core

Purchasing and Procurement

Risks

R1	The Authority does not obtain value for money in its purchasing and procurement.
R2	Purchases of goods and services are made from non-preferred suppliers.
R3	Purchase orders are either recorded inaccurately or not recorded at all.
R4	Purchase orders are made for unapproved goods and services.
R5	Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

RISKS	Control	Control Type
R1	The Authority has a Procurement Policy that provides direction on acceptable methods and the process for procurement activities to ensure transparency and value for money within a consistent framework, with consideration of any potential conflicts of interest.	Core
R1,R2	Employees must ensure all purchases are in accordance with the Authority's Procurement Policy and approved in accordance with the Delegations of Authority and other relevant policies.	Core
R3	There is a process in place to ensure all invoices for payment are matched to relevant source documents such as purchase orders where applicable and are in line with Procurement Policy guidelines.	Core

ACCOUNTS PAYABLE

Risks

R1	Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all.
R2	Credit notes and other adjustments to accounts payable are either inaccurately recorded or not recorded at all.
R3	Disbursements are not authorised properly.
R4	Accounts are not paid on a timely basis.
R5	Supplier master file data does not remain pertinent and/or unauthorised changes are made to the supplier master file.

RISKS	Control	Control Type
R1	Payments are endorsed by relevant staff separate to the preparer, who ensures that they are paid to the correct payee.	Core
R3	All invoices and payment requests are approved in accordance with relevant policies and/or Delegations of Authority.	Core
R1	Payments are verified to appropriate supporting documentation and are in line with Delegations of Authority.	Core
R5	Requested changes or additions to supplier masterfile are verified independently of source documentation.	Additional

CREDIT CARDS

Risks

- | | |
|----|---|
| R1 | Credit Cards are issued to unauthorised employees. |
| R2 | Credit Cards are used for purchases of a personal nature. |
| R3 | Credit Card limits are set at inappropriate levels. |

RISKS	Control	Control Type
R1,R3	There is a process in place to ensure there are appropriate approvals prior to the issuing of Credit Cards and limits.	Core
R1,R2	Credit card holders sign a declaration confirming compliance with the Authority policy and procedures prior to the Credit Card being released.	Core
R2	There is a process in place to approve all credit card transactions to ensure compliance with the policies and procedures covering credit card usage.	Core
R2	Cardholders must check their statement to ensure all transactions are correct and identify any transactions of a personal nature which must be reimbursed to the Authority.	Core

PAYROLL

Risks

R1	Payroll expense is inaccurately calculated.
R2	Payroll disbursements are made to incorrect or fictitious employees.
R3	Time and/or attendance data is either invalid, inaccurately recorded or not recorded at all.
R4	Payroll master file does not remain pertinent and/or unauthorised changes are made to the payroll master file.
R5	Voluntary and statutory payroll deductions are inaccurately processed or without authorisation.
R6	Employees termination payments are not in accordance with statutory and enterprise agreements.

RISKS	Control	Control Type
R1	There is a process in place to ensure accurate data entry of payroll source documents.	Core
R1, R3	There is a process to ensure all overtime is verified and approved by relevant appropriate staff.	Core
R1	All calculations for generating payroll payments are verified for accuracy.	Core
R2	The payment for the payroll must be reconciled to a system generated report detailing amount and employee prior to payment.	Core
R2	There is a process to ensure an independent review of proposed payroll payments by authorised staff.	Additional
R3	Relevant staff are required to complete timesheets and/or leave forms, authorise them and have approved by the relevant supervisor.	Core

GENERAL LEDGER

Risks

R1	General Ledger does not contain accurate financial information
R2	Data contained within the General Ledger is permanently lost.

RISKS	Control	Control Type
R1	All journals, including manual entries, identify date posted, narration, author, journal and posting reference.	Core
R1,R2	Access to General Ledger maintenance is restricted to appropriately authorised personnel.	Core
R1	Reconciliation of all balance sheet accounts are completed in accordance with a schedule of review and/or procedure.	Core
R1	All balance sheet reconciliations are reviewed by a person other than the preparer at least annually.	Core
R1	Journal entry access is restricted to appropriately authorised personnel.	Core
R1	There is a process in place to review actual vs budget and significant variances investigated.	Core

9.3: OUTSTANDING RESOLUTIONS REGISTER NOVEMBER 23 – APRIL 24

REPORT AUTHOR: General Manager
ATTACHMENTS: A: Outstanding Resolutions Register

Purpose of the Report

To provide to the Audit & Risk Management Committee (Committee) a register of outstanding resolutions from previous meetings with status updates provided by the General Manager for each resolution. This is an information report only, with no decision required.

Background

The presentation of the Outstanding Resolutions Register to the Committee is considered a good governance practice.

Report

It is intended that the Outstanding Resolutions Register will be presented to the Committee each meeting in order for the Committee to be provided with an update on actions taken with regard to resolutions passed by the Committee.

In compiling the first report all resolutions up to and including the meeting of 12 September 2023 had been actioned. Therefore, this initial report only lists resolutions from the Committee meeting held on 23 November 2023 onward.

The Outstanding Resolutions Register (Attachment A) depicts the status of past resolutions of the Committee for the period 14 November 2023 to 12 April 2024. At this time, as indicated on the attached Register, all current resolutions have been actioned.

RECOMMENDATION

That the Audit & Risk Management Committee receives and notes the Outstanding Resolutions Register as per Attachment A to this report.

ITEM 9.3 - ATTACHMENT A

Audit and Risk Management Committee Outstanding Resolutions Register - 14 November 2023 to 12 April 2024				
Meeting Date	Item	Topic	Resolution	Status
14/11/2013	9.4	National Competition Policy Statement	Moved Mayor Jones that the National Competition Policy Statement be revised, in line with the East Waste Charter and presented at the February 2024 Board Meeting. Seconded Cr Clutterham	COMPLETED At its meeting of 29 February 2024 the East Waste Board resolved to endorse the revised National Competition Policy Statement, as presented in Attachment A.
21/02/2024	9.1	Financial Report - FY24 Budget Review 2	Moved Mr P Di Iulio that the Audit and Risk Management Committee notes and accepts the end of year FY2024 result associated with the 2023/24 Budget Review Two and recommends to the East Waste Board for endorsement. Seconded Ms L Green	COMPLETED At its meeting of 29 February 2024 the East Waste Board resolved to note and accept the forecasted end of year FY2024 result associated with the 2023/24 Budget Review Two.
21/02/2024	9.2	Draft 2024/25 Annual Plan & Budget	Moved Ms L Green that the Audit and Risk Management Committee:1. Notes and approves the draft 2024/25 Annual Plan for presentation to the East Waste Board.2. The draft 2024/25 Draft Budget Key Assumptions are noted and supported for presentation to the East Waste Board.Seconded Mr P Di Iulio	COMPLETED At its Special Meeting of 21 March 2024 the East Waste Board resolved to: That the East Waste Board, resolves to:1. Endorse the East Waste 2024/25 Annual Plan, as presented in Attachment A, with a revised project list and financials, consistent with Option 5 outlined in the above report and with the Carbon Accounting Project reinstated;2. Adopt the associated draft 2024/25 budget with revised financials, consistent with Option 5 as presented in the above report, plus an additional \$25,000 for the reinstatement of the Carbon Accounting project;3. Authorise the General Manager to distribute to each Member Council for review and comment, the Draft 2024/25 Annual Plan, as presented (and revised) in Attachment A, along with the proposed fees.
21/02/2024	9.3	Risk Management Policy and Strategic Risk Register	1. The East Waste Risk Management Policy, as presented in Attachment A, is endorsed for presentation to the East Waste Board; and, 2. The East Waste Strategic Risk Summary Document, as presented in Attachment B, is noted and endorsed for presentation to the East Waste Board. Seconded Ms L Green	COMPLETED At its meeting of 29 February 2024 the East Waste Board resolved to: 1. Adopt the draft Risk Management Policy, as presented in Attachment A; and 2. Note the East Waste Strategic Risk Summary Document, as presented on page 55 of the agenda to the East Waste Board Meeting held on 29 February 2024.

21/02/2024	9.4	Independent Committee Member Appointment	Moved Ms L Green that the Audit and Risk Management Committee recommends to the East Waste Board to reappoint Ms Sandra Di Blasio as an Independent Member of the Committee for a third consecutive 2 year term, commencing on 1 March 2024 and ceasing on 28 February 2026.	COMPLETED At its Special Meeting of 14 February 2024, the East Waste Board resolved to reappoint Ms Sandra Di Blasio as an Independent Member of the Audit and Risk Management Committee for a two year period commencing on 1 March 2024 and ceasing on 28 February 2026. Ms Di Blasio was advised, in writing, of the appointment on 4 April 2024.
21/02/2024	9.6	Review of Bullying and Harassment Policy	Moved Ms L Green that the Audit and Risk Management Committee notes and recommends the revised draft Bullying and Harassment Policy, as presented in Attachment A, for presentation to the East Waste Board. Seconded Mr P Di Iulio	COMPLETED At its meeting of 29 February 2024 the East Waste Board resolved to adopt the revised Bullying & Harassment Policy, as presented in Attachment A subject to the revision date on the Policy being amended to read February 2024.
21/02/2024	10.1	Confidential External Auditors Contract	Moved Ms L Green that in accordance with Section 91(7) and (9) of the Local Government Act 1999 the East Waste Audit and Risk Management Committee orders that the report, attachment(s), discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board. Seconded Mr P Di Iulio	COMPLETED At its meeting of 29 February 2024 the East Waste Board resolved that in accordance with Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, attachment(s), be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.
21/02/2024	10.2	Confidential East Waste Business Operations Centre Considerations	Moved Mr P Di Iulio that in accordance with Section 91(7) and (9) of the Local Government Act 1999 the East Waste Audit and Risk Management Committee orders that the report, discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board. Seconded Ms L Green	COMPLETED At its meeting of 29 February 2024 the East Waste Board resolved that in accordance with Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

9.4: ANNUAL REPORTING CALENDAR

REPORT AUTHOR: Coordinator Finance & Strategic Projects

ATTACHMENTS: A: Annual Reporting Calendar

Purpose of the Report

To provide the Committee with an update of the progress of East Waste’s key reporting requirements via the Annual Reporting Calendar.

Background

At the May 2023 Board Meeting, The Board resolved:

9.3 ANNUAL REPORTING CALENDAR

Moved Cr Allanson that the Board endorses the East Waste Annual Reporting Calendar, as presented in Attachment A, as a base document for tracking the key legislative and governance reporting requirements.

Seconded Mayor Holmes-Ross

Carried

Report

The attached Annual Reporting Calendar (refer Attachment A) provides a snapshot update of the progress of East Waste’s key legislative and governance reporting requirements for the calendar year.

The annual review of East Waste’s Asset Management Plans were initially scheduled to be presented to the April meetings, however Administration is undertaking a significant review of these documents in conjunction with the upcoming review of the Long Term Financial Plan, and now intends to present both documents to the June meetings in 2024. In addition, following the recent appointment of Galpins as East Waste’s External Auditing firm, the interim Audit has now been scheduled to take place in May 2024, with the Interim Audit Report intended to be presented to the June meetings as per usual. The External Audit Workplan included in this Agenda.

This is a standing item on the Agenda.





Recommendation

That the Committee notes the East Waste *Annual Reporting Calendar*, as presented in Attachment A.

ITEM 9.4 - ATTACHMENT A

**East Waste Annual Reporting Calendar
Board and Audit & Risk Management Committee
2024**

	Feb	Apr/May	Jun	Sep	Nov
Audit & Risk Management Committee Meeting	Feb 21	Apr 23	Jun 19	Sep 17	Nov 13
Board Meeting	Feb 29	May 2	Jun 27	Sep 26	Nov 21

	Item previously presented/endorsed
	Item included in current meeting Agenda
	Item deferred to a future meeting
	Item not presented this calendar year

Meeting		Financial	Feb	Apr/May	Jun	Sep	Nov	Notes
B	A&R	Budget Review 2	✓					
B	A&R	Draft Annual Plan & Budget Assumptions	✓					
	A&R	Review of Proposed External Audit Work Plan		✓				
B	A&R	Review of Asset Management Plan		•				To be presented in June in conjunction with LTFP review.
B	A&R	Budget Review 3		✓				
B	A&R	Long Term Financial Plan Review						
B	A&R	Interim Audit Report						Interim audit now scheduled for May.
B	A&R	Annual Plan and Budget Endorsement						
B		Review of Confidential Orders						
B	A&R	Draft Audited Financial Statements & Meeting with Auditor						
B	A&R	Regulation 10 Financial Report						
B	A&R	Draft Annual Report for Endorsement						
B	A&R	Budget Review 1						
B	A&R	Treasury Management Performance Report						
Governance								
B	A&R	Board & Committee Appointments	✓					
B		Annual Education Summary Report						
B		Lodgment of RPD, Primary, and Ordinary Returns						
B		General Manager Performance Review						
B	A&R	Policy Review Schedule						
B	A&R	Audit & Risk Management Committee Performance Evaluation						
B		Board Performance Evaluation						
B	A&R	Proposed Meeting Schedule for Proceeding Year						
Risk								
B	A&R	Strategic Risk Register Review	✓					Presented at February 2024 meeting, next Annual Review to occur in April 2025.