

CITY OF WEST TORRENS



MINUTES
of the
AUDIT GENERAL COMMITTEE

Members: Councillor J Woodward (Presiding Member),
Councillor D Huggett
Independent Members: E Moran, A Rushbrook

of the
CITY OF WEST TORRENS

held via electronic means only with members of the Executive Team present in the Mayor's Reception Room, Civic Centre, 165 Sir Donald Bradman Drive, Hilton, and the Committee Members via online platform

on

TUESDAY, 12 APRIL 2022
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 6.00pm.

1.1 Acknowledgement of Country

At the opening of the Audit General Committee Meeting, the Presiding Member stated:

"West Torrens City Council acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past, present, and emerging.

We recognise and respect their cultural heritage, beliefs and spiritual relationship with the land, sea, waterways and sky.

We acknowledge that they are of continuing importance to the Kurna people living today."

1.2 Evacuation Procedures

The evacuation procedures were taken as read.

1.3 Electronic Platform Meeting

The Presiding Member advised:

"This meeting is being conducted via virtual means and the recording of this meeting will be available for playback via a link on Council's website."

2 PRESENT

Committee Members in attendance via online platform:

Cr J Woodward (Presiding Member)
Councillor: D Huggett (6.02pm)
Independent Members: E Moran, A Rushbrook

Officers in attendance from the Mayor's Reception Room:

Mr T Buss	(Chief Executive Officer)
Mr A Catinari	(Deputy Chief Executive Officer)
Ms P Koritsa	(General Manager Business and Community Services)
Ms L Gilmartin	(Manager Financial Services)
Mr C James	(Manager Information Services)
Mr J Iannone	(Senior Network Administrator)

Officers in attendance via online platform:

Mr P Della	(General Manager Corporate and Regulatory Services)
Ms L Johnson	(Management Lead - LG Reform and Integrity)

3 APOLOGIES

Lateness

Committee Member:

Cr Daniel Huggett (6.02pm)

4 DISCLOSURE STATEMENTS

Nil

5 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of the meeting of the Audit General Committee held on 8 February 2022 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

6 COMMUNICATION BY THE CHAIRPERSON

Nil

6.02pm Cr Daniel Huggett entered the meeting via electronic platform.

7 PRESENTATIONS**7.1 CyberCX Cyber Security Risk Program**

The Manager Information Services, Mr Chris James, and the Senior Network Administrator, Jess Iannone, presented the CyberCX Cyber Security Risk Program.

Agreed Action

The Chief Executive Officer agreed to review the use of the Council email address by employees for private purchases to minimise the likelihood of successful phishing or spear phishing attacks.

8 OUTSTANDING REPORTS/ACTIONS

8.1 Audit General Committee Work Plan Update

This report presented the April 2021 to October 2022 Annual Work Plan Update of the Audit General Committee.

RECOMMENDATION

It is recommended to the Committee that the *Audit General Committee Work Plan Update* report be received.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

8.2 Open Actions Update

This report presented an update on the current status of open actions from previous meetings of the Audit General Committee.

RECOMMENDATION

It is recommended to the Committee that it notes the status of the five (5) actions arising from previous Committee meetings, as detailed in this report.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

8.3 Bi-Annual Internal Audit Recommendations and Actions Progress Report

This report presented the progress status of internal audit recommendations that have been approved for actioning, as at 24 March 2022.

RECOMMENDATION

It is recommended to the Committee that the *Bi-Annual Internal Audit Recommendations and Actions Progress Report* be noted.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9 REPORTS OF THE CHIEF EXECUTIVE OFFICER

9.1 FINANCIAL REPORTING AND SUSTAINABILITY

9.1.1 Financial Reporting

This report listed those finance related reports which were considered by Council between 1 February 2022 and 1 April 2022.

RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.2 INTERNAL CONTROLS AND RISK MANAGEMENT SYSTEMS

9.2.1 2021 - 2022 Mid-Year Strategic Risk Review

This report presented the results of the mid-year strategic risk review for 2021 - 2022.

RECOMMENDATION

It is recommended to the Committee that the *2021 - 2022 Mid-Year Strategic Risk Review* report be noted.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Cr Daniel Huggett

That the recommendation be adopted.

CARRIED

Agreed Action

The Chief Executive Officer agreed to include the risk assessment of increased cost pressures in the 2022/23 Strategic Risk Review.

9.2.2 Internal Financial Controls Monitoring Risk Based Methodology Review

This report presented the City of West Torrens Internal Financial Controls Self-Assessment Methodology to be applied as part of the external audit.

RECOMMENDATION

It is recommended to the Committee that the *Internal Financial Controls Monitoring Risk Based Methodology Review* report be received.

COMMITTEE RESOLUTION

Moved: Ms Elizabeth Moran

Seconded: Mr Alan Rushbrook

That the recommendation be adopted.

CARRIED

Agreed Action

The Manager Financial Services agreed to share the outcomes of the Review at the meeting with Council's External Auditor, BDO, in May 2022.

9.3 INTERNAL AUDIT

9.3.1 2021 - 2022 Internal Audit Program Update

This report presented the 2021 - 2022 Internal Audit Program Update.

RECOMMENDATION

It is recommended to the Committee that the *2021 - 2022 Internal Audit Program Update* report be noted.

COMMITTEE RESOLUTION

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.3.2 VicRoads Information Protection Agreement Audit Report 2021 - 2022

This Report presented the results of the VicRoads Information Protection Agreement Audit 2021 - 2022.

RECOMMENDATION

It is recommended to the Committee that the *VicRoads Information Protection Agreement Audit Report 2021 - 2022* be received.

COMMITTEE RESOLUTION

Moved: Cr Daniel Huggett

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

CARRIED

9.4 EXTERNAL AUDIT

Nil

9.5 COMMITTEE PERFORMANCE AND REPORTING

Nil

10 OTHER BUSINESS

The Manager Financial Services presented an overview of Council's 2022/23 Budget.

11 CONFIDENTIAL

Nil

12 NEXT MEETING

14 June 2022, 6.00pm in the Mayor's Reception Room.

13 MEETING CLOSE

The Presiding Member declared the meeting closed at 7.44pm.