

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 in the Mayor's Reception Room, Civic Centre  
165 Sir Donald Bradman Drive, Hilton

on

**TUESDAY, 9 AUGUST 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.

## Index

<b>1</b>	<b>Meeting Opened</b> .....	<b>1</b>
	1.1 Acknowledgement of Country	
	1.2 Evacuation Procedures	
	1.3 Meeting Livestream	
<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>2</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>2</b>
<b>6</b>	<b>Communication by the Chairperson</b> .....	<b>2</b>
<b>7</b>	<b>Presentations</b> .....	<b>2</b>
	7.1 CyberCX Report.....	2
<b>8</b>	<b>Outstanding Reports/Actions</b> .....	<b>3</b>
	8.1 Audit General Committee Work Plan Update .....	3
	8.2 Open Actions Update .....	4
<b>9</b>	<b>Reports of the Chief Executive Officer</b> .....	<b>4</b>
	<b>9.1 Financial Reporting and Sustainability</b> .....	<b>4</b>
	9.1.1 Financial Reporting .....	4
	<b>9.2 Internal Controls and Risk Management Systems</b> .....	<b>5</b>
	<b>9.3 Internal Audit</b> .....	<b>5</b>
	9.3.1 2021 - 2022 Internal Audit Program Update .....	5
	<b>9.4 External Audit</b> .....	<b>5</b>
	<b>9.5 Committee Performance and Reporting</b> .....	<b>5</b>
<b>10</b>	<b>Other Business</b> .....	<b>5</b>
<b>11</b>	<b>Confidential</b> .....	<b>5</b>
<b>12</b>	<b>Next Meeting</b> .....	<b>5</b>
<b>13</b>	<b>Meeting Close</b> .....	<b>5</b>

## 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 Meeting Livestream

The Presiding Member advised:

*"This meeting is being audio livestreamed for the benefit of members of the public who wish to listen to proceedings and the recording of this meeting will be available for playback via a link on Council's website."*

## 2 PRESENT

### Committee Members:

Cr J Woodward (Presiding Member)  
Independent Members: E Moran, A Rushbrook

### Officers:

Ms P Koritsa (General Manager Business and Community Services)  
Ms L Gilmartin (General Manager Corporate and Regulatory Services - Acting)  
Ms L Johnson (Management Lead - LG Reform and Integrity)

### In attendance:

Mr C James (Manager Information Services)  
Mr J Iannone (Senior Network Administrator)

## 3 APOLOGIES

### Apologies

#### Officers:

Mr T Buss (Chief Executive Officer)  
Mr A Catinari (Deputy Chief Executive Officer)  
Mr P Della (General Manager Corporate and Regulatory Services)

### Absent

#### Committee Member:

Cr Daniel Huggett

#### **4 DISCLOSURE STATEMENTS**

Nil

#### **5 CONFIRMATION OF MINUTES**

##### **RECOMMENDATION**

That the Minutes of the meeting of the Audit General Committee held on 14 June 2022 be confirmed as a true and correct record.

##### **COMMITTEE RESOLUTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

**CARRIED**

#### **6 COMMUNICATION BY THE CHAIRPERSON**

Nil

#### **7 PRESENTATIONS**

##### **7.1 CyberCX Report**

At its 12 April 2022 meeting, the Manager Information Services, Chris James, and the Senior Network Administrator, Jess Iannone, provided a presentation on the CyberCX Cyber Security Risk Program to the Audit General Committee (Committee).

The Manager Information Services and the Senior Network Administrator were invited to present a further update on the CyberCX Cyber Security Risk Program to the Committee.

Mr James and Mr Iannone presented an update on the Cyber CX Cyber Security Risk Program - Essential 8 to the Committee.

##### Agreed Actions

Mr Chris James agreed to present a timeframe report to the next meeting of the Audit General Committee with regard to the progress of the CyberCX Cyber Security Program - Essential 8.

Mr James also agreed to provide the Committee with a copy of the Cyber CX Cyber Security Risk Program - Essential 8 findings.

## **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.

#### **MOTION**

Moved: Mr Alan Rushbrook

Seconded: Ms Elizabeth Moran

That the recommendation be adopted.

The Independent Member, Mr Alan Rushbrook, proposed that the wording of the recommendation be amended to allow for additional items to be included within the Audit General Committee Work Plan as follows:

#### **AMENDMENT**

Moved: Mr Alan Rushbrook

That the *Audit General Committee Work Plan Update* report be received and that the Audit General Committee Work Plan be updated to include:

1. Review of Draft Annual Business Plan and Budget;
2. Review of financial policy reviews;
3. Review of budget reviews;
4. Review of results of review of internal financial controls; and
5. Review of External Auditors management reports.

Discussion took place in regard to the amendment proposed by Mr Rushbrook. The Presiding Member suggested that the meeting be suspended for a period of five minutes to allow for further discussion in regard to the appropriate meeting procedures.

#### **MOTION**

Moved: Mr Alan Rushbrook

Seconded Ms Elizabeth Moran

That in accordance with Division 2 (Prescribed Procedures) of Council's Code of Practice for Procedures at Meetings, proceedings be suspended temporarily to allow informal discussion on the item.

**CARRIED**

### **6.25pm Short term suspension of proceedings commenced.**

The Presiding Member advised that the period of short-term suspension of proceedings, be ended.

### **6.30pm Short term suspension of proceedings ended.**

The Presiding Member sought a seconder for the amendment moved by Mr Alan Rushbrook, however the amendment lapsed for want of a seconder.

The original motion as moved by Mr Alan Rushbrook and seconded by Ms Elizabeth Moran that the *Audit General Committee Work Plan Update* report be received, was Put and Carried and on becoming the motion was **CARRIED**

### Agreed Action

That the Administration present a report to the Audit General Committee on the proposal from Mr Rushbrook to include the following actions in the Audit General Committee Work Plan:

1. Review of Draft Annual Business Plan and Budget;
2. Review of financial policy reviews;
3. Review of budget reviews;
4. Review of results of review of internal financial controls; and
5. Review of External Auditors management reports.

## **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: Mr Alan Rushbrook

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 2 June and 1 August 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**

Nil

**9.3 Internal Audit****9.3.1 2021 - 2022 Internal Audit Program Update**

This report presented the final 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**

That the recommendation be adopted.

**9.4 External Audit**

Nil

**9.5 Committee Performance and Reporting**

Nil

**10 OTHER BUSINESS**

Nil

**11 CONFIDENTIAL**

Nil

**12 NEXT MEETING**

11 October 2022, 6.00pm in the Mayor's Reception Room.

**13 MEETING CLOSE**

The Presiding Member declared the meeting closed at 6.45pm.