

**TOWN OF BASSENDEAN**  
**NOTICE OF A MEETING OF THE**  
**AUDIT AND RISK MANAGEMENT COMMITTEE**

Dear Committee Member

A meeting of the Audit and Risk Management Committee of the Town of Bassendean is to be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday, 6 May 2015, commencing at 9.30am.

MR MICHAEL COSTARELLA  
**ACTING CHIEF EXECUTIVE OFFICER**

1 May 2015

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**A G E N D A**

**1.0**                    **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**Acknowledgement of Country**

The Town of Bassendean acknowledges the People of the Nyoongar Nation as the traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

**2.0**                    **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**Apologies**

Ms Michelle Rutherford

### **3.0 DEPUTATIONS**

Mark Harris from LGIS will provide a deputation at the meeting.

### **4.0 CONFIRMATION OF MINUTES**

#### **4.1 Minutes of the Meeting held on 4 February 2015**

##### **OFFICER RECOMMENDATION – ITEM 4.1**

That the minutes of the meeting held on 4 February 2015 be confirmed as a true record.

### **5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

### **6.0 DECLARATIONS OF INTEREST**

### **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

### **8.0 REPORTS**

#### **8.1 Annual Closed Circuit Television (CCTV) Report (Ref: INFT/ACQ/1 - Simon Stewert-Dawkins, Director Operational Services; Sharna Merritt, Senior Ranger)**

##### **APPLICATION**

The purpose of this report is to present the annual reportable statistics for the Town's installed CCTV systems as required in the Closed Circuit Television (CCTV) Management & Operational Manual.

## BACKGROUND

In April 2012 (OCM 10/04/2012), Council adopted the Closed Circuit Television (CCTV) Management & Operational Manual. This document provides for the annual reporting of listed items to keep the Town updated on the effectiveness of CCTV installations throughout Council owned facilities.

The Manual states that *'CCTV Management Practices establish the operational objectives and reporting indicators for CCTV Operations, with a focus on nominated outcomes relevant to camera locations and other defined target areas'*.

Key indicators include the number of requests for footage, the time taken in responding to requests for footage, the number of requests for maintenance and the time taken to repair systems.

This data allows for the Town to quickly identify trends concerning fundamental operations, which may require early intervention or closer monitoring.

This information can then be used to determine if the installation is still necessary or if it has served its purpose in reducing reportable incidents in the area and can be re-installed elsewhere if needed.

## COMMENT

### Customer Service Centre CCTV

This system is running effectively and provides security for front of counter staff when dealing with customers to the Town.

The CCTV System installed at the Customer Service Centre located at 35 Old Perth Road, Bassendean has not received any requests for footage and has not had any maintenance or repair issues during this reporting period.

### Library CCTV

This system is currently operational and captures external footage under the Library, as well as internal footage inside the Library.

The CCTV System installed in the Library located at 46 Old Perth Road, Bassendean, has had one repair issue in this reporting period, resulting in one camera being damaged in a fire under the Library on 10 March 2015, and it is still awaiting replacement. The Library has received 3 requests for footage which was supplied to the requesting officers at the time of request or was collected by the requesting officer at a later date.

#### Youth Services CCTV

The system at the Youth Services continues to be used to deter and as necessary, record evidence of any anti-social or criminal behaviour located in and around the site.

The CCTV system installed at the Bassendean Youth Services located at the corner of West Road and Guildford Road, Bassendean, has received 4 requests for footage and the data was provided either on the day of request or a DVD was made ready for collection at the requesting officers discretion. It has had 2 maintenance issues that resulted in 10 hours of non-operation in the reporting period.

#### Seniors & Disabilities CCTV

The system at this location is running effectively and provides security for the staff at this location and also provides a deterrent against break-ins.

The CCTV System installed at the Seniors and Disabilities Office located at 2 Colstoun Road, Ashfield, has not received any requests for footage nor had any system repair issues during this reporting period.

#### Depot CCTV

The system in this location is newly installed and is running effectively and provides coverage of areas inside the Depot compound.

The CCTV system installed at the Depot Compound located at 69 Scaddan Street, Bassendean, has not received any requests for footage and has not had any maintenance or repair issues in the reporting period.

### Mobile CCTV Trailer

The trailer is designed to be deployed at random locations throughout the Town, where it can be secured and monitored to prevent and deter anti-social and criminal behaviour. The Town has a schedule for deployment that can be adjusted to include any new hotspot locations as necessary and as per the Closed Circuit Television (CCTV) Management & Operational Manual guidelines.

The trailer has received several requests from the WA Police at the Kiara Police Station to be stationed around the Town to assist with evidence gathering activities and Rangers continue to liaise with Kiara Police to prioritise the requested locations and deploy the trailer in line with Management Policies and Practices.

The CCTV trailer has also been used during the last twelve months to monitor Town of Bassendean Assets and Events to deter and prevent damage, theft and gather evidence as required.

There have been 3 maintenance and repair issues with the trailer over the reporting period which resulted in the trailer being unavailable for several weeks within the year.

### STRATEGIC IMPLICATIONS

In February 2013 (OCM – 22/02/13) Council adopted the 2013-2023 Community Strategic Plan which states that the Town will support residents to feel safe in their own homes and in public places and shops in the Town through ranger patrols, community safety education, CCTV where appropriate, and joint activities with WA Police and other agencies.

One strategy used to do this is that Council continue to deploy Close Circuit Television (CCTV) in accordance to legislative requirements and Council's Management and Operational Manual.

In order to meet this objective, the Town needs to continually re-evaluate its current CCTV installations to ensure they are still performing correctly and in accordance with guidelines and accepted practices.

STATUTORY REQUIREMENTS

Closed Circuit Television (CCTV) Management & Operational Manual

FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

OFFICER RECOMMENDATION – ITEM 8.1

That the Audit & Risk Management Committee receives the CCTV Management and Operation Annual report.

**Voting requirements: Simple majority**

**8.2      2014/15 Interim Audit – Macri & Partners (Ref: FINM/AUD1  
Ken Lapham, Manager Corporate Services)**

**APPLICATION**

The purpose of this report is to provide Council, through the Audit and Risk Management Committee, with the Interim Audit Report and provide management comments and information on the remedial action taken.

**BACKGROUND**

In April 2015, Macri & Partners Auditors reviewed:

- ❑ Purchases
- ❑ Payments and Creditors
- ❑ Rate Receipts and Rate Debtors
- ❑ Receipts and Sundry Debtors
- ❑ Payroll
- ❑ Bank Reconciliations
- ❑ General Accounting and IT Controls
- ❑ Registers (Tenders Register and Register of Financial Interests)
- ❑ Investment of Surplus Funds
- ❑ Minutes Review
- ❑ Stores and Depot

**ATTACHMENTS**

**Attachment No. 1:** Interim Report

Interim Audit of systems and processes provides a level of assurance to auditors, the CEO, the Committee and Council in relation to the level of controls that are in place and staff adherence to those controls.

The Audit and Risk Management Committee can recommend that Council receives the Interim Audit Report and note management's comments.

**COMMENT**

In each of the areas covered, the Auditors consider the controls and procedures in place are adequate, however, have raised a number of issues that can be improved.

A summary of the issues identified by the Auditor is included as an attachment to the agenda.

Management comments in response to the issues raised by Macri & Partners have been made. Appropriate action to have the various recommendations implemented will be undertaken.

The Manager Corporate Services recommends that the Interim Audit Report prepared by Marci & Partners be received and that the management's comments be noted.

OFFICER RECOMMENDATION – ITEM 8.2

That the Audit and Risk Management Committee receives the Interim Audit Report for the 2014/15 financial period, from Macri & Partners.

**Voting requirement: Simple majority**

**8.3 Review of updated Risk Profiles - Local Government Insurance Services (Ref: GOVR/LREGLIA/3, Michael Costarella, Director Corporate Services)**

**APPLICATION**

The Committee is requested to consider updates to the Risk Profiles in relation to;

1. Business & Community Disruption
2. Failure of IT &/or communication systems and infrastructure.
3. Inadequate asset sustainability practices

**ATTACHMENTS**

- Attachment No. 2:** Business Continuity Plan.  
**Attachment No. 3:** Business Continuity Guidelines.  
**Attachment No. 4:** Current Risk Profiles (3) as detailed above (amendment only)

**BACKGROUND**

Council adopted Policy 6.17 - Risk Management Policy and Guidelines, attached to the Audit and Risk Management Committee Agenda of 8 October 2014.

On 15 February 2015, a report was provided and endorsed by this Committee on the appropriateness and effectiveness of risk management for the Town. That report also highlighted the identified areas of risk, the adequacy of controls in place and treatment options that were under consideration or planned for implementation.

This update is provided to the Committee to provide assurance that relevant and appropriate actions have been taken to mitigate known deficiencies in controls and that ongoing risk management is effective.

**STRATEGIC IMPLICATIONS**

**Leadership & Governance**

|                                 |  |
|---------------------------------|--|
| Improve capability and capacity | <ul style="list-style-type: none"><li>• Ensure financial sustainability</li><li>• Monitor and enhance organisational performance and service delivery</li><li>• Review and develop the workforce to meet changing needs</li><li>• Review and implement asset management plans</li><li>• Review risk management plans</li></ul> |
|---------------------------------|--|

## COMMENT

It was previously highlighted that there were three (3) main areas that required additional work to ensure that there are adequate controls in place.

These are :

- Development of a Business Continuity Plan (BCP)  
*This has been completed with the assistance of Mr Mark Harris, Senior Risk Consultant with the Local Government Insurance Services. The BCP has since been adopted at an operational level, which has improved the overall risk position. It has also been identified that this position will continue to improve once an exercise regime is initiated. The first Business Continuity Exercise is now planned to occur within the next 12 months and will incorporate both physical and IT based recovery plans. These are expected to highlight gaps in the planning process with the view to constant improvement.*
- Information Technology Disaster Recovery Plan  
*A copy of the procedures were provided to the Auditor and a discussion was held with the LGIS consultant, and whilst it was considered satisfactory, it required further details to elaborate the technical information and the processes needed in the event of a IT disaster. Whilst this was originally due for completion earlier in the year, the activities to ensure IT resiliency in the lead up to the proposed reform, reduced the Town's ability to focus on this single task. It should be noted, that whilst the documented IT Disaster Recovery Plan was not completed, the associated risks were being mitigated through data and application resiliency measures as mentioned above. As reform is no longer occurring, the IT Senior Officer will complete the Town's IT Disaster Recovery Plan by the end of May 2015.*
- Municipal Inventory Register - *The review of the completion of the MI was to be completed by May 2015 to ensure that the programme was wrapped prior to the Town's amalgamation with the City of Bayswater. The timeline for this project has now been extended to August 2015.*

## STATUTORY REQUIREMENTS

### Local Government (Audit) Regulations 1996 CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

## OFFICER RECOMMENDATION — ITEM 8.3

That Council:

1. Endorse the updates to the Risk Profiles for:
  - a) Business & Community Disruption
  - b) Failure of IT &/or communication systems and infrastructure.
  - c) Inadequate asset sustainability practices
2. Endorses the Business Continuity Plan for the 2015 year attached to the Audit and Risk Management Committee Agenda of 6 May 2015.
3. Requests a further update on risk matters be presented to the next Audit and Risk Management meeting to be held 14 October 2015.

**Voting requirements: Simple Majority**

**9.0                    MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**10.0                   ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

**11.0                   CONFIDENTIAL BUSINESS**

**12.0                   CLOSURE**

The next meeting will be on Wednesday 14 October 2015, commencing at 9.30am.