



**MINUTES OF AUDIT COMMITTEE MEETING HELD IN COMMITTEE ROOMS, 12
JAMES STREET, SALISBURY ON**

13 FEBRUARY 2018

MEMBERS PRESENT

Cr G Reynolds (Chairman)
Cr G Caruso
Mr N Ediriweera
Mr C Johnson (Deputy Chairman)
Ms K Verrall

OBSERVERS

Mayor G Aldridge
Cr S White

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Manager Environmental Health and Safety, Mr J Darzanos
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Business Analyst - Internal Audit & Risk, Mr G Kendall

The meeting commenced at 6:37 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

The Committee noted and reiterated its request for a list of actions emanating from each meeting to be provided as part of the Agenda papers for the following meeting.

Moved Ms K Verrall
Seconded Mr N Ediriweera

The Minutes of the Audit Committee Meeting held on 14 November 2017, be taken and read as confirmed.

CARRIED

*Cr G Caruso left the meeting at 6:54 pm.
Cr G Caruso returned to the meeting at 7:04 pm.*

PRESENTATION

Ms C Milton, Manager Strategic Development Projects, presented an update on the Community Hub.

REPORTS

Administration

4.0.1 Future Reports for the Audit Committee of Council

Moved Mr C Johnson
Seconded Ms K Verrall

1. The information be received.

CARRIED

Reports

4.2.1 The Management of Public and Environmental Health Audit - Final Report

Committee members raised several issues with the Manager Environmental Health and Safety as follows:

- Sign off process for new/inexperienced Environmental Health Officers
- Approaches to consistency with proposed enforcement actions
- Assurance of adequate procedures in place for key Environmental Health activities, where frequent changes to IT systems have resulted in the requirement of manual work-arounds
- Confirmation that appropriate electronic records are kept as evidence of correspondence of reporting compliance

Moved Cr G Caruso

Seconded Mr C Johnson

1. That the information be received.
2. That, with regard to finding 2 and the subsequent recommendation in the Management of Public and Environmental Health Audit - Final Report, the Committee is satisfied that the City of Salisbury currently have frameworks in place for ensuring that new/inexperienced Environmental Health Officers are supervised adequately, including supervision and starting on lower risk assignments until they are sufficiently knowledgeable and experienced to undertake assessments independently.

CARRIED

4.2.2 Discussion regarding the Internal Audit Plan for 2019

Moved Ms K Verrall

Seconded Mr N Ediriweera

1. The information be received.
2. A Strategic Risk workshop be placed on the Agenda for the next Audit Committee meeting on 10 April 2018.

CARRIED

4.2.3 Business Systems and Solutions Audit - Update Report

Moved Ms K Verrall

Seconded Mr C Johnson

1. That the information be received.

CARRIED

4.2.4 Internal Audit Plan

Moved Mr C Johnson
Seconded Ms K Verrall

1. The information be received.
2. The Internal Audit Plan, as set out in Attachment 1 to this report (Audit Committee Item 4.2.4, 13/02/2018), be endorsed to Council for adoption.

CARRIED

4.2.5 Update on the Risk Management and Internal Controls Activities for the 2017-18 financial year and outstanding Internal Audit actions.

Moved Mr C Johnson
Seconded Mr N Ediriweera

1. The information be received.

CARRIED

4.2.6 Risk and Governance Program

Moved Ms K Verrall
Seconded Mr N Ediriweera

That the report be received and the Committee note that:

1. The Chief Executive will work with the Manager Governance to identify further opportunities to improve and strengthen Council's risk management and governance processes; and
2. The newly appointed Risk and Governance Program Manager will be responsible for:
 - Designing and implementing a whole-of-organisation program to systemically change/improve our internal decision making processes, promoting a proactive risk management approach, and developing a culture of awareness and encouraging ethical behaviours.
 - Leading the transformation and embedding process of the risk and governance functions of the Division, consistently throughout the organisation.
3. A further report will be provided to the next Audit Committee meeting updating on the progress of the development of the risk management and governance framework.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 9:05 pm.

CHAIRMAN.....

DATE.....