



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

**8 MAY 2018**

**MEMBERS PRESENT**

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

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Ms P Webb  
General Manager City Development, Mr T Sutcliffe  
General Manager City Infrastructure, Mr M van der Pennen  
Manager Governance, Mr M Petrovski  
Risk and Governance Program Manager, Ms J Crook  
Business Analyst - Internal Audit & Risk, Mr G Kendall  
Manager Strategic Development Projects, Ms C Milton  
Manager Business Systems and Solutions, Mr D Bevan

The meeting commenced at 7:36 pm.

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

**APOLOGIES**

An apology was received from Cr G Caruso.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Ms K Verrall  
Seconded Mr C Johnson

The Minutes of the Audit Committee Meeting held on 13 February 2018, be taken and read as confirmed.

**CARRIED**

Moved Mr N Ediriweera  
Seconded Mr C Johnson

The Minutes of the Special Audit Committee Meeting held on 10 April 2018, be taken and read as confirmed.

**CARRIED**

## PRESENTATIONS

### **PRES1 NAWMA Presentation**

The CEO of NAWMA, Mr A Faulkner, gave a presentation on the operations, initiatives and challenges that NAWMA faces in the context of services it provides to the City of Salisbury and other member Councils.

The Chair thanked Mr Faulkner for his attendance.

## REPORTS

### *Administration*

#### **4.0.1 Actions List**

Moved Ms K Verrall  
Seconded Mr N Ediriweera

1. The information be noted.

**CARRIED**

#### **4.0.2 Future Reports for the Audit Committee of Council**

Moved Mr C Johnson  
Seconded Mr N Ediriweera

1. The information be received.

**CARRIED**

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*Reports*

**4.2.1 Strategic Development Projects Audit - Final Report**

Moved Ms K Verrall

Seconded Mr C Johnson

1. That the information be received.
2. That the final report for the Strategic Development Projects Audit as set out in Attachment 1 to this report (Audit Committee 4.2.1, 8/05/2018) be noted, and recommend that Council accept the report and endorse the responses of the Administration contained therein.

**CARRIED**

**4.2.2 Business Systems and Solutions Audit - Final Report**

Moved Mr C Johnson

Seconded Mr N Ediriweera

1. That the information be received.
2. That the final report for the Business Systems and Solutions Audit as set out in Attachment 1 to this report (Audit Committee 4.2.2, 8/05/2018) be noted, and recommend that Council accept the report and endorse the responses of the Administration contained therein.

**CARRIED**

**4.2.3 Strategic Risk Register Workshop**

The Chair, with the consent of the meeting, suspended the meeting procedures at 8:48 pm to enable informal discussion with the Executive Group of Council about the Strategic Risk Register.

Discussion ensued regarding each of the items on the Risk Register.

*Mr C Johnson left the meeting at 9:21 pm.*

*Mr C Johnson returned to the meeting at 9:23 pm.*

At the conclusion of the discussion the meeting procedures were resumed at 9:55 pm.

**BREAK**

In accordance with the Code of Practice for Meeting Procedures, the presiding member provided break to all present. The meeting was suspended at 9:56 pm.

The meeting reconvened at 10:06 pm.

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#### 4.2.4 Draft Unsolicited Proposal Procedure

Moved Ms K Verrall

Seconded Mr C Johnson

1. Note and receive the report
2. Recommend the draft attached Unsolicited Proposal Procedure to Council for consideration and approval.

**CARRIED**

#### 4.2.5 Risk and Governance Program

Moved Mr C Johnson

Seconded Mr N Ediriweera

1. That the report be received.
2. That the intention to provide the Audit Committee with an update on the progress of developing the risk management and governance framework at the 13 November 2018 meeting be noted.

**CARRIED**

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

Moved Ms K Verrall

Seconded Mr C Johnson

1. The information be received.
2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Audit Committee 4.2.6, 8/05/2018) be endorsed for approval by Council.
3. Governance Division give due consideration as to how to address legislative compliance.
4. The Local Government Association Mutual Liability Scheme (LGA MLS) Risk Evaluation Report be presented to the Audit Committee of Council at the meeting on 10 July 2018.

**CARRIED**

**4.2.7 Update on Internal Audit Plan**

Moved Ms K Verrall  
Seconded Mr C Johnson

1. The information be received.
2. The updated Internal Audit Plan, for the period commencing 1 January 2016 up to and including 31 December 2018, as set out in Attachment 1 to this report (Audit Committee, 8/05/2018), be endorsed and forwarded to Council for adoption.
3. The Capital Works Projects Audit – Final Report be presented to the Audit Committee meeting on 10 July 2018 for endorsement, and subsequently to Council for approval.
4. The Internal Audit Plan for 2019 be presented to the Audit Committee meeting on 10 July 2018 for endorsement, and subsequently to Council for adoption.

**CARRIED**

**OTHER BUSINESS**

Nil

The meeting closed at 10:46 pm.

CHAIRMAN.....

DATE.....