



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

10 JULY 2018

MEMBERS PRESENT

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

OBSERVERS

Director, Assurance and Advisory, Bentleys, Mr D Papa (*until 6:55 pm*)

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Manager Business Systems and Solutions, Mr D Bevan
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook

The meeting commenced at 6:35 pm.

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

APOLOGIES

An apology was received from Mr C Johnson.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mr N Ediriweera
Seconded Ms K Verrall

The Minutes of the Audit Committee Meeting held on 08 May 2018, be
taken and read as confirmed.

CARRIED

REPORTS

Administration

4.0.1 Future Reports for the Audit Committee of Council

Moved Ms K Verrall
Seconded Mr N Ediriweera

1. The information be received.

CARRIED

4.0.2 Actions list

Moved Cr G Caruso
Seconded Mr N Ediriweera

1. The information be noted.

CARRIED

Reports

4.2.1 Bentley's Interim Report on Audit Findings

Mr David Papa, Director Assurance and Advisory at Bentleys, Council's external auditors, was in attendance to present the findings of the interim audit. Mr Papa responded to questions from the Committee.

Moved Ms K Verrall
Seconded Cr G Caruso

1. The information be received.

CARRIED

4.2.2 Annual Report 2017/2018 - Internal Controls Framework and Audit Committee sections

Moved Ms K Verrall
Seconded Mr N Ediriweera

1. That the proposed inclusions in the annual report relating to the operations and membership of the Audit Committee of Council for the 2017/18 financial year be noted, including feedback from members.

CARRIED

4.2.3 Audit Committee Self-Assessment Questionnaire and Process

The Audit Committee acknowledged that the next self-assessment questionnaire should be completed following the November 2019 meeting to allow the next Audit Committee a full year following the Elections in November 2018 before performing the assessment.

Moved Cr G Caruso

Seconded Mr N Ediriweera

1. The self-assessment questionnaire, as set out in Attachment 1 to this report (Item No. 4.2.3, Audit Committee, 10/07/2018) be issued to members of the Audit Committee for completion after the July 2018 meeting, and to cover the period from 1 January 2017 to 30 June 2018, with results to be collated and presented at the next Audit Committee meeting.

CARRIED

4.2.4 Internal Audit Plan

Moved Ms K Verrall

Seconded Mr N Ediriweera

That:

1. the updates made to the 2016-2018 Internal Audit Plan be noted.
2. the 2017-2019 Internal Audit Plan, as set out in Attachment 1 to this report (Item No. 4.2.4, Audit Committee, 10 July 2018), be endorsed and adopted.

CARRIED

4.2.5 Update on the Risk Management and Internal Controls Activities for the 2017/18 financial year and outstanding Internal Audit actions. Schedule of Risk Management and Internal Controls Activities for the 2018/2019 financial year.

Moved Ms K Verrall

Seconded Mr N Ediriweera

1. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item No. 4.2.5, Audit Committee, 10/07/2018) be endorsed for approval by Council.
2. The schedule of Risk Management and Internal Controls Activities 2018/2019, as set out in Attachment 2 to this report (Item No. 4.2.5, Audit Committee, 10/07/2018), be endorsed.

CARRIED

OTHER BUSINESS

Nil

CONFIDENTIAL ITEMS

4.4.1 Business Systems and Solutions Audit - Cyber security

Moved Cr G Caruso
Seconded Mr N Ediriweera

1. *Pursuant to Section 90(2) and (3)(e) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect information with respect to Council's security.*

*On that basis the public's interest is best served by not disclosing the **Business Systems and Solutions Audit - Cyber security** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 7:46 pm.

The meeting moved out of confidence at 8:26 pm.

The meeting closed at 8:27 pm.

CHAIRMAN.....

DATE.....