



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

**12 FEBRUARY 2019**

**MEMBERS PRESENT**

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

**OBSERVERS**

Cr C Buchanan  
Cr N Henningsen  
Cr D Proleta  
Cr J Woodman

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr M Petrovski  
Risk and Governance Program Manager, Ms J Crook  
Internal Auditor and Risk Coordinator, Mr R Constance

The meeting commenced at 6.34pm.

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

**APOLOGIES**

No Apologies were received.

The Chairman welcomed Cr Lisa Braun to the Audit Committee.

**LEAVE OF ABSENCE**

Nil

---

## PRESENTATION OF MINUTES

Moved Mr C Johnson  
Seconded Mr N Ediriweera

The Minutes of the Audit Committee Meeting held on 09 October 2018,  
be taken and read as confirmed.

**CARRIED**  
UNANIMOUSLY

## REPORTS

### *Administration*

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

Moved Ms K Verrall  
Seconded Mr C Johnson

1. The information be received.

**CARRIED**  
UNANIMOUSLY

#### **4.0.2 Actions list**

Moved Cr L Braun  
Seconded Mr N Ediriweera

1. The information be noted.

**CARRIED**  
UNANIMOUSLY

### *Reports*

#### **4.2.1 Segregation of access to business systems**

The Audit Committee requested that an action be placed on the Actions List, that a report be provided to the Audit Committee relating to user access to business systems and detailing the action taken to address the generic administrative accounts finding from the Business Systems and Solutions audit, reported to the Audit Committee in May 2018.

Moved Ms K Verrall  
Seconded Mr N Ediriweera

1. That the information be received and noted.

**CARRIED**  
UNANIMOUSLY

#### 4.2.2 Update on Risk Management and Internal Controls Activities

Moved Mr C Johnson  
Seconded Mr N Ediriweera

1. The information be received.
2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item 4.2.2, Audit Committee, 12/02/2019) be endorsed for approval by Council.
3. The Audit Committee notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 3 to this report (Item 4.2.2, Audit Committee, 12/02/2019).
4. The Audit Committee notes the CEO's remarks regarding Risk 4 on the Strategic Risk Register. The risk will be updated and reported back through Executive.

**CARRIED**  
UNANIMOUSLY

#### 4.2.3 Audit Committee Work Program for 2019

Moved Cr L Braun  
Seconded Mr C Johnson

1. The information be noted.

**CARRIED**  
UNANIMOUSLY

#### 4.2.4 Update on Internal Audit Plan

Members of the Committee noted that the Strategic Reporting Process has been deferred. Due to resourcing constraints and the fact that four other audits relating to Strategic Risk Number 7 are scheduled for 2019, it was considered appropriate to defer the Strategic Reporting Process audit.

The City of Salisbury will take the opportunity to co-source some of its audits in light of resourcing constraints.

Moved Mr N Ediriweera  
Seconded Mr C Johnson

1. That the updates made to the 2017-2019 Internal Audit Plan as set out in Attachment 1 to this report (Item 4.2.4, Audit Committee, 12 February 2019) be endorsed and forwarded to Council for adoption.

**CARRIED**  
UNANIMOUSLY

---

**OTHER BUSINESS**

**KPMG Engagement by the City of Salisbury**

Mr Neil Ediriweera raised the matter of KPMG having been engaged by the City of Salisbury to provide advisory services in relation to the Hub. Mr Ediriweera explained that he had not been involved in the proposal or the process to appoint KPMG, nor did he promote KPMG to the City of Salisbury. He intends to declare a conflict of interest if the Audit Committee should consider Hub related matters in the future.

The meeting closed at 7.36pm.

CHAIRMAN.....

DATE.....