



**MINUTES OF AUDIT COMMITTEE MEETING HELD IN WITTBER & DR RUBY DAVY  
ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET, SALISBURY ON**

**18 MARCH 2020**

**MEMBERS PRESENT**

Cr G Reynolds (Chairman)  
Mr N Ediriweera  
Mr C Johnson  
Cr K Grenfell

**OBSERVERS**

Mr Tim Muhlhausler, Partner, Galpins

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Acting General Manager City Infrastructure, Mr D Roy  
Manager Governance, Mr M Petrovski  
Risk and Governance Program Manager, Ms J Crook

The meeting commenced at 6:37pm

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

**APOLOGIES**

Apologies were received from Ms K Verrall.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Mr N Ediriweera  
Seconded Mr C Johnson

The Minutes of the Audit Committee Meeting held on 12 November 2019, be taken and read as confirmed.

**CARRIED**

Moved Mr N Ediriweera  
Seconded Mr C Johnson

The Minutes of the Confidential Audit Committee Meeting held on 12 November 2019, be taken and read as confirmed.

**CARRIED**

The Chairman advised members of the Committee that, subject to there being no objection, the meeting would proceed to consider those items on the agenda for which external parties were present for purposes on advising the Committee, namely item numbers 4.2.2, and 4.2.3.

## REPORTS

### *Reports*

#### **4.2.2 Contract Management Audit Report**

Moved Cr K Grenfell  
Seconded Mr C Johnson

1. That the final audit report for the Contract Management audit as set out in Attachment 2 to this report (Item 4.2.2, Audit Committee, 18/03/2020) be noted.
2. That the responses of the Administration to the Contract Management audit as set out in Attachment 3 to this report (Item 4.2.2, Audit Committee, 18/03/2020) be endorsed for Council approval, subject to the management response for recommendation 9 being updated to reflect training and awareness for staff.
3. That the Administration prepare a report for the July 2021 Audit Committee meeting informing the Committee on management's progress on completion of the agreed actions.

**CARRIED**

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#### **4.2.3 Asset Management Audit Report**

Moved Mr C Johnson  
Seconded Mr N Ediriweera

1. That the final audit report for the Asset Management Audit as set out in Attachment 2 to this report (Item 4.2.3, Audit Committee, 18/03/2020) be noted.
2. That the responses of the Administration to the Asset Management audit as set out in Attachment 3 to this report (Item 4.2.3, Audit Committee, 18/03/2020) be reviewed and updated by the Administration, and the auditors be requested to extend the audit to verify the updated responses and a report be provided to the Audit Committee at its August 2020 meeting.

**CARRIED**

*Mr C Johnson left the meeting at 8:04pm.*

*Administration*

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

Moved Cr K Grenfell  
Seconded Mr N Ediriweera

1. The information be received.

**CARRIED**

*Mr C Johnson returned to the meeting at 8:05pm*

#### **4.0.2 Actions List**

Moved Mr N Ediriweera  
Seconded Cr K Grenfell

1. The information be noted.

**CARRIED**

#### **4.0.3 Alternate dates for Audit Committee meetings in 2020**

Moved Cr K Grenfell  
Seconded Mr C Johnson

1. That the information advising that Audit Committee meeting dates have been revised to 15 April and 4 August 2020, be noted.

**CARRIED**

#### **4.0.4 Appointment of Deputy Chairman - Audit Committee**

Moved Mr C Johnson  
Seconded Mr N Ediriweera

1. Kylie Grenfell be appointed as Deputy Chairman of the Audit Committee for the period March 2020 up to and including November 2020.

**CARRIED**

#### **BREAK**

In accordance with the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 8.12 pm.

The meeting reconvened at 8.21 pm.

#### **PRESENTATIONS**

##### **PRES1 Operational Risk Registers presentation**

The Risk and Governance Program Manager, Ms J Crook, gave a presentation on the process behind the development of the business unit based operational risk registers.

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## REPORTS

### *Reports*

#### **4.2.1 Audit Committee Self-Assessment**

Moved Mr C Johnson  
Seconded Cr K Grenfell

1. That the outcomes of the self-assessment questionnaire be accepted and noted.

**CARRIED**

#### **4.2.4 Audit Committee Work Program for 2020**

Moved Cr K Grenfell  
Seconded Mr C Johnson

1. The information be noted.

**CARRIED**

#### **4.2.5 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 4.2.5, Audit Committee, 18/03/2020) 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 6 to this report (Item 4.2.5, Audit Committee, 18/03/2020).

**CARRIED**

#### **4.2.6 Update on Internal Audit Plan**

Moved Mr N Ediriweera  
Seconded Mr C Johnson

1. That the updates made to the 2018 - 2022 Internal Audit Plan as set out in Attachment 1 to this report (Item 4.2.6, Audit Committee, 18/03/2020) be endorsed and forwarded to Council for adoption.
2. That a report be brought back to the Audit Committee on a model for the appointment of contractors for conduct of internal audits.

**CARRIED**

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**OTHER BUSINESS**

**AC-OB1 Strategic Review**

Moved Cr K Grenfell  
Seconded Mr C Johnson

1. That a strategic review of the project management and contract management regarding the Salisbury Community Hub be performed.

**CARRIED**

The meeting closed at 9:33pm.

CHAIRMAN.....

DATE.....