



**MINUTES OF AUDIT COMMITTEE MEETING HELD IN LITTLE PARA
CONFERENCE ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET,
SALISBURY ON**

15 APRIL 2020

MEMBERS PRESENT

Cr G Reynolds (Chairman)
Mr N Ediriweera (*via videoconference*)
Mr C Johnson (*via videoconference*)
Ms K Verrall (*via videoconference*)
Cr K Grenfell (Deputy Chairman)

OBSERVERS

Ms Tania Occhiuto, Senior Manager Advisory, BDO (*via videoconference*)

STAFF

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

The meeting commenced at 6:42pm

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

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Mr C Johnson

The Minutes of the Audit Committee Meeting held on 18 March 2020,
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 Cr K Grenfell

1. The information is received.

CARRIED

4.0.2 Actions List

Moved Cr K Grenfell
Seconded Mr C Johnson

1. The information is noted.

CARRIED

Reports

4.2.1 Food Safety Audit Report

Ms Tania Occhiuto, Senior Manager Advisory, BDO, provided the Committee with an outline of the Food Safety Audit Report and respond to questions of Members.

General Manager, Mr T Sutcliffe will speak with Manager Environmental Health & Safety, Mr J Darzanos about amending completion checklists to include registration of official business correspondence in Data Works.

Moved Cr K Grenfell
Seconded Ms K Verrall

1. That the final audit report for the Food Safety audit as set out in Attachment 2 to this report (Item 4.2.1, Audit Committee, 15/04/2020) is noted and that the responses of the Administration to the Food Safety Audit contained therein is endorsed.

CARRIED

Ms Occhiuto left the meeting

4.2.2 Draft 2020/21 Annual Plan and Budget

Moved Cr K Grenfell
Seconded Mr C Johnson

1. The information be received
2. Council notes that the Audit Committee have reviewed the Council's Annual Plan and Long Term Financial Plan in accordance with S126(4)(ab) Local Government Act 1999 and has provided part 3 for consideration.
3. Recognising the response that Council are wanting to take in relation to COVID-19 and the impact that will have on key financial indicators, Council endorses consideration of the following measures are taken:
 - Revision of the Financial Sustainability targets from 40% to 70%.
 - Rate increases of more than CPI+0.6% from 2021/22 onwards
 - Ongoing Service/ Cost Reductions/ Income Gains/ Potential Income Losses yet to be identified, of at least \$2.4M, are incorporated into 2020/21

and that these measures are incorporated into the Draft Annual Plan and Long Term Financial Plan for consultation, in a combination that results in financial sustainability targets being met over the 10 year period of the long term financial plan.

CARRIED

4.2.3 Risk Management and Internal Controls Activities

The revised date in Item 2 in the Business Systems and Solutions outstanding actions arising out of completed internal audits is to be updated to 31 May 2020.

Moved Mr C Johnson
Seconded Ms K Verrall

1. The information is received.
2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 15/04/2020) is endorsed.
3. Council notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 2 to this report (Item 4.2.3, Audit Committee, 15/04/2020).

CARRIED

4.2.4 Update on Internal Audit Plan

Moved Cr K Grenfell
Seconded Ms K Verrall

1. That the updates made to the 2018 - 2022 Internal Audit Plan as set out in Attachment 1 to this report (Item 4.2.4, Audit Committee, 15/04/2020) are endorsed.

CARRIED

OTHER BUSINESS

Nil

CONFIDENTIAL ITEMS

4.4.1 Cyber Security Improvement Program

Moved Cr K Grenfell
Seconded Ms K Verrall

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 this item at this time will protect information contained within the report which provides an assessment of the vulnerability of the City of Salisbury to a cyber-attack. This information would be of significant benefit to a third party attempting to access City of Salisbury business systems and solutions and the data held within them.*

*On that basis the public's interest is best served by not disclosing the **Cyber Security Improvement Program** 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 8:11pm

The meeting moved out of confidence and closed at 8:29pm

CHAIRMAN.....

DATE.....