



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

10 NOVEMBER 2020

MEMBERS PRESENT

Cr G Reynolds (Chairman)
Cr K Grenfell (Deputy Chairperson)
Mr N Ediriweera (*via video conference*)
Mr C Johnson

OBSERVERS

Ms Corinne Garrett, Manager Internal Audit, UHY Haines Norton,
Chartered Accountants
Mr William McCance, Senior Environmental Engineer, BlueSphere
Environmental Pty Ltd (*via video conference*)

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 & Risk Coordinator, Mr H Rafeeu
Manager Salisbury Water, Mr B Naumann
Acting General Manager City Infrastructure, Mr Jarred Collins

The meeting commenced at 6:34pm.

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

APOLOGIES

Apologies were received from Ms K Verrall.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Mr C Johnson

The Minutes of the Audit Committee Meeting held on 13 October 2020,
be taken as read and confirmed.

CARRIED

REPORTS

Administration

4.0.1 Actions List

Moved Mr C Johnson
Seconded Cr K Grenfell

The information is noted.

CARRIED

4.0.2 Future Reports for the Audit Committee

Moved Cr K Grenfell
Seconded Mr C Johnson

The information be received.

CARRIED

4.0.3 Proposed Audit Committee meeting schedule for 2021

Moved Cr K Grenfell
Seconded Mr C Johnson

That the information be received.

CARRIED

Reports

Consideration of items 4.2.3 and 4.2.4 were brought forward in the agenda.

4.2.3 Management of Contaminated Sites Audit Report

Blue Sphere Environmental Pty Ltd representative, William McCance, Senior Environmental Engineer, presented the audit report and provided the Audit Committee an opportunity to ask questions in regard to the audit.

Moved Cr K Grenfell

Seconded Mr C Johnson

That the final audit report for the Management of Contaminated Sites Audit as set out in Attachment 2 to this report (Item 4.2.3, Audit Committee, 10/11/2020) is noted and that the responses of the Administration to the Management of Contaminated Sites Audit contained therein is endorsed.

CARRIED

4.2.4 Purchase Card Audit

UHY Haines Norton Chartered Accountants representative, Corinne Garrett, Manager Internal Audit, presented the audit report and provided the Audit Committee an opportunity to ask questions in regard to the audit.

Moved Mr C Johnson

Seconded Mr N Ediriweera

That the final audit report for the Purchasing Card Audit as set out in Attachment 1 to this report (Item 4.2.4, Audit Committee, 10/11/2020) is noted and that the responses of the Administration to the Purchasing Card Audit contained therein is endorsed.

CARRIED

4.2.1 Emergency Management Policy

Moved Mr C Johnson

Seconded Cr K Grenfell

The Audit Committee supports the Emergency Management Policy as drafted and set out in Attachment 2 to this report (Item 4.2.1, Audit Committee, 10/11/2020) for further consideration of the Resources and Governance Committee in November 2020, with recognition of the Audit Committee comments being incorporated into the report to the Resources and Governance Committee.

CARRIED

4.2.2 Revised Internal Audit Charter

Moved Mr C Johnson
Seconded Cr K Grenfell

The Internal Audit Charter as set out in Attachment 1 to this report (Item, 4.2.2, Audit Committee, 10/11/2020) is approved.

CARRIED

4.2.5 Risk Management and Internal Controls Activities

Moved Cr K Grenfell
Seconded Mr N Ediriweera

1. The information is received.
2. The Update on Risk Management and Internal Controls Activities for 2020/2021, as set out in Attachment 1 to this report (Item 4.2.5, Audit Committee, 10/11/2020) is endorsed.
3. Council notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 2 to this report (Item 4.2.5, Audit Committee, 10/11/2020).

CARRIED

4.2.6 Update on Internal Audit Plan

Moved Mr C Johnson
Seconded Cr K Grenfell

That the updates made to the 2019 - 2023 Internal Audit Plan as set out in Attachment 1 to this report (Item 4.2.6, Audit Committee, 10/11/2020) are endorsed, noting the Committee's comments.

CARRIED

OTHER BUSINESS

The Chairman thanked Ms Kristyn Verrall for her service to the Audit Committee.

The meeting closed at 8:30pm.

CHAIRMAN.....

DATE.....