



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

21 APRIL 2021

MEMBERS PRESENT

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

OBSERVERS

Nil

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 Financial Services, Ms K George

The meeting commenced at 6:37pm

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

APOLOGIES

Apologies were received from Ms P Davies.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Mr C Johnson

The Minutes of the Audit Committee Meeting held on 09 February 2021, be taken as read and confirmed.

CARRIED

Moved Cr K Grenfell
Seconded Mr N Ediriweera

The Minutes of the Confidential Audit Committee Meeting held on 09 February 2021, be taken as read and confirmed.

CARRIED

REPORTS

Administration

7.0.1 Actions List

Moved Cr K Grenfell
Seconded Mr N Ediriweera

1. The information is noted.

CARRIED

7.0.2 Future Reports for the Audit Committee

Moved Mr N Ediriweera
Seconded Cr K Grenfell

1. The information is received.

CARRIED

7.0.3 Audit Committee training - Meeting Procedures

Moved Cr G Reynolds
Seconded Cr K Grenfell

1. That the City of Salisbury engage Kelledy Jones Lawyers to deliver training in meeting procedures to the Audit Committee at 6:30pm on a date suitable for the Audit Committee Members.

CARRIED

For Decision

7.1.1 Draft 2021/22 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 Council's response to Covid-19 in 2020/21, the expanded capital program of 2020/21 and 2021/22, and expansion in service delivery of \$1.6M for 2021/22, the rate scenario that provides some ability to respond to emerging needs and external impacts, and provides ongoing financial sustainability is:
 - Rate increases of at least CPI+0.6% from 2022/23 onwards, with a one off higher increase in 2021/22 of 2.8% (dependent on what further increase in service levels are determined)

and that this is the basis of the Draft Annual Plan and Long Term Financial Plan for consultation, noting that in years 1 and 2 financial sustainability targets are not met and reflect Councils response to Covid-19.

CARRIED

7.1.2 Risk Management and Internal Controls Activities

Moved Mr N Ediriweera

Seconded Cr K Grenfell

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 (Audit Committee, 21/04/2021, Item No. 7.1.2) is endorsed, noting the action items identified.

CARRIED

Cr K Grenfell left the meeting at 7:35 pm.

Cr K Grenfell returned to the meeting at 7:37 pm.

7.1.3 3 Year Rolling Internal Audit Plan 2021 - 2023

Moved Cr K Grenfell

Seconded Mr N Ediriweera

1. That the updates made to the 2021 - 2023 Internal Audit Plan as set out in Attachment 2 to this report (Audit Committee, 21/04/2021, Item No. 7.1.3) and the accompanying high level

indicative scope for pending audits, as set out in Attachment 1 of this report (Audit Committee, 21/04/2021, Item No. 7.1.3) are endorsed, subject to:

- review and redefinition of Strategic Risk 10;
- reconsideration of the inherent and residual risks ratings for Strategic Risk 5;
- include a new audit on controls relating to the rate setting process; and
- revise the internal audit plan spreadsheet so as to better articulate how internal audits are derived from Council's strategic risks.

CARRIED

7.1.4 Outstanding Actions Arising From Internal Audits

Moved Mr N Ediriweera

Seconded Mr C Johnson

1. Council endorses the update on outstanding actions from completed Internal Audits, as set out in the Dashboard Report on Outstanding Actions from Internal Audits in Attachment 1 and the full Internal Audit Log Actions Register in Attachment 2 to this report (Audit Committee, 21/04/2021, Item No.7.1.4) for Council approval.

CARRIED

Cr K Grenfell left the meeting at 8:14 pm.

Cr K Grenfell returned to the meeting at 8:18 pm.

7.1.5 Internal Audit Report on Complaints Handling Process Audit

Moved Mr N Ediriweera

Seconded Cr K Grenfell

1. That the final audit report for the Complaints Handling Process audit with management comments as set out in Attachment 1 to this report (Audit Committee, 21/04/2021, Item No.7.1.5) is noted and that the responses of the Administration to the Complaints Handling Process Audit Report contained therein is endorsed.

CARRIED

Cr N Ediriweera left the meeting at 8:23 pm.

Cr N Ediriweera returned to the meeting at 8:25 pm.

7.1.6 Emergency Management Plan

Moved Cr K Grenfell

Seconded Mr N Ediriweera

1. That the Emergency Management Plan as drafted and set out in Attachment 1 to this report (Audit Committee, 21 April 2021, Item

No. 7.1.6) be approved.

CARRIED

7.1.7 Audit Committee Performance Self-Assessment

Moved Cr K Grenfell
Seconded Mr N Ediriweera

1. That the outcomes of the City of Salisbury Audit Committee performance self-assessment, including management responses to respondent comments, are accepted and noted.
2. No further action is required in relation to the performance self-assessment.

CARRIED

OTHER BUSINESS

The Chairman informed Committee Members that Mr M Petrovski, Manager Governance had recently resigned his position with the City of Salisbury and that this will be his final Audit Committee meeting. On behalf of members of the Committee, the Chairman thanked him for his support to the Audit Committee, and wished him all the best for his future endeavours.

The meeting closed at 8:51pm.

CHAIRMAN.....

DATE.....