



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

13 JULY 2021

MEMBERS PRESENT

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

OBSERVERS

Mr. Matthew Brunato, Manager Audit & Assurance, Bentleys
Mr. Tim Muhlhausler, Partner, Galpins

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Manager Governance, Mr R Deco
Internal Auditor & Risk Coordinator, Mr H Rafeeu

The meeting commenced at 6:33

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 09 June 2021, be taken as read and confirmed.

CARRIED

The Minutes of the Confidential Audit Committee Meeting held on 09 June 2021 will be presented at the Audit Committee meeting scheduled on 12 October 2021.

REPORTS

Administration

7.0.1 Actions List

Moved Mr C Johnson
Seconded Cr K Grenfell

1. The information is noted.

CARRIED

7.0.2 Future Reports for the Audit Committee

Moved Cr K Grenfell
Seconded Mr C Johnson

1. The information is received.

CARRIED

For Decision

7.1.1 Bentley's Interim Report on Audit Findings

Moved Ms P Davies
Seconded Mr C Johnson

1. The information be received.

CARRIED

7.1.2 Internal Audit Report on Events Incident Management Framework Audit

Moved Mr C Johnson
Seconded Cr K Grenfell

1. That the final audit report for the Event Incident Management Framework audit with management comments as set out in Attachment 1 to this report (Audit Committee, 13/07/2021, Item No.7.1.2) is noted and that the responses of the Administration to the Event Incident Management Framework Audit Report contained therein are endorsed.

CARRIED

7.1.3 Audit Committee Annual Work Plan 2021/2022

Moved Mr C Johnson
Seconded Cr K Grenfell

1. That the Audit Committee Annual Work Plan for 2021/2022 as set out in section 2.6 of this report (Audit Committee, 13/07/2021, Item No. 7.1.3) is adopted.

CARRIED

Cr K Grenfell left the meeting at 6:55 pm.

Cr K Grenfell returned to the meeting at 6:57 pm.

7.1.4 Annual Report 2020/2021 - Internal Controls Framework and Audit Committee sections

Moved Mr C Johnson
Seconded Ms P Davies

1. That the proposed inclusions in the annual report relating to the operations and membership of the Audit Committee for the 2020/2021 financial year as set out in Attachment 1 to this report (Item 7.1.4 Audit Committee, 13/07/2021) be approved, incorporating following amendments, in addition to editorial changes:
 - correct Neil Ediriweera's title from Director to Partner.
 - correct the commencement year of Paula Davies from 2020 to 2021.

CARRIED

7.1.5 Risk Management and Internal Controls Activities

Moved Mr C Johnson
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 (Audit Committee, 13/07/2021, Item No. 7.1.5) is endorsed.

CARRIED

Cr K Grenfell left the meeting at 7:01 pm.

Cr K Grenfell returned to the meeting at 7:31pm.

7.1.6 3-Year Internal Audit Plan 2021/22-2023/24

Moved Mr C Johnson
Seconded Cr K Grenfell

1. That the updates made to the 3 year Internal Audit Plan 2021/22 to 2023/2024 as set out in Attachment 2 to this report (Audit Committee, 13/07/2021, Item No.7.1.6) and the accompanying high level indicative scope for pending audits as set out in Attachment 3 of this report (Audit Committee, 13/07/2021, Item No. 7.1.6), are endorsed.

CARRIED

7.1.7 Outstanding Actions Arising From Internal Audits

Moved Cr K Grenfell
Seconded Ms P Davies

1. That the Audit Committee endorses the update in this report and the full Internal Audit Log Actions Register in Attachment 1 to this report (Audit Committee, 13/07/2021, Item No.7.1.7) for Council approval.

CARRIED

7.1.8 Asset Policy Review

Moved Mr N Ediriweera
Seconded Ms P Davies

1. That the information be received.
2. That the Audit Committee recommends the Asset Depreciation Policy, as set out in Attachment 1 to this report (Audit Committee 13/07/2021 Item No. 7.1.8), to Council for adoption.

CARRIED

OTHER BUSINESS

Formal Recognition of the Internal Auditor & Risk Coordinator

The CEO made a formal recognition of the high quality of work performed by the Internal Auditor & Risk Coordinator to bring the Audit Committee reporting to an outstanding level allowing Audit Committee for better informed decision making.

The meeting closed at 7:58pm.

CHAIRMAN.....

DATE.....