



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

**15 FEBRUARY 2023**

**MEMBERS PRESENT**

Cr K Grenfell (Chair)  
Cr B Brug (Deputy Chair)  
Ms P Davies  
Mr N Ediriweera joined at 6:31pm  
Mr C Johnson

**OBSERVERS**

Nil

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr R Deco  
Manager Business Systems and Solutions, Ms L Paltridge  
Team Leader Corporate Governance, Mr B Kahland  
Internal Auditor & Risk Coordinator, Mr H Rafeeu

The meeting commenced at 6:30pm

The Chairman welcomed the Members, Public and Staff to the meeting.

**APOLOGIES**

Nil.

**LEAVE OF ABSENCE**

Nil

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The Chairman sought and obtained leave of the meeting to bring forward on the agenda confidential item 7.4.1

## **ORDER TO EXCLUDE THE PUBLIC**

### **7.4.1 Quarterly Cybersecurity Report (Verbal Update)**

Moved Ms P Davies  
Seconded Cr B Brug

Pursuant to section 90(2) and 90(3)(b) of the Local Government Act 1999 the Audit and Risk Committee orders that, the public be excluded from attendance at this meeting in relation to Agenda Item 7.4.1 (Quarterly Cybersecurity Report – Verbal Update) except the staff of City of Salisbury, on grounds that:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) and (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 information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
  - information the disclosure of which would, on balance, be contrary to the public interest; and
  - matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person.
2. The disclosure of this information would, on balance, be contrary to the public interest because the public interest in the Council preserving its commercial sensitivity of information discussed between Administration and Audit & Risk Committee would be compromised by disclosure of the information.

On that basis the public's interest is best served by not disclosing the Quarterly Cybersecurity Report – Verbal Update item and discussion at this point in time.

**CARRIED**

The meeting moved into confidence at 6:32pm

The meeting moved out of confidence at 7:15pm to proceed with the remaining items of business.

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## PRESENTATION OF MINUTES

Moved Mr C Johnson  
Seconded Ms P Davies

The Minutes of the Audit and Risk Committee Meeting held on 08 November 2022, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **7.0.1 Actions List**

Moved Ms P Davies  
Seconded Mr C Johnson

That Council:

1. Notes the report.

**CARRIED**

#### **7.0.2 Future Reports for the Audit and Risk Committee**

Moved Cr B Brug  
Seconded Mr C Johnson

That Council:

1. Notes the report.

**CARRIED**

### *For Decision*

#### **7.1.1 Audit & Risk Committee Annual Work Plan 2022/2023**

Moved Cr B Brug  
Seconded Ms P Davies

That Council:

1. Approves the updated Audit & Risk Committee Annual Work Plan for the year 2022/2023 as set out in Attachment 1 to this report (Audit & Risk Committee, 15 February 2023, Item No.7.1.1).

**CARRIED**

**7.1.2 3-Year Internal Audit Plan 2022/23-2024/25**

Moved Mr C Johnson  
Seconded Ms P Davies

That Council:

1. Notes the updates made to the 3-year Internal Audit Plan 2022/2023 to 2024/2025 as set out in Attachment 1 to this report (Audit and Risk Committee, 15 February 2023, Item No. ).
2. Notes the mapping of internal audits to the current identified risks in the strategic risk register as set out in Attachment 2 of this report (Audit and Risk Committee, 15 February 2023, Item No.7.1.2).
3. Notes the accompanying high-level indicative draft scope for pending audits as set out in Attachment 3 of this report (Audit and Risk Committee, 15 February 2023, Item No.7.1.2).

**CARRIED**

**7.1.3 Internal Audit Report on Fleet Heavy Vehicle, High Value and Portable Assets**

Moved Mr C Johnson  
Seconded Cr B Brug

That Council:

1. Notes the final audit report for the Fleet, Heavy Vehicle, High Value and Portable assets audit with management comments as set out in Attachment 1 to this report (Audit and Risk Committee, 15 February 2023, Item No.7.1.3).

**CARRIED**  
UNANIMOUSLY

**7.1.4 Audit & Risk Committee Performance Self-Assessment**

Moved Ms P Davies  
Seconded Mr C Johnson

That Council:

1. Approves the self-assessment survey questions, as set out in Attachment 1 to this report (Audit and Risk Committee, 15/02/2023, Item No. 7.1.4) for issuance to members of the Audit and Risk Committee for completion following the February 2023 Council meeting, with results to be collated and presented at the next Audit and Risk Committee meeting, with the inclusion in the survey questions of a response tick box for “N/A” and an additional question to seek verbatim comments on the Audit and Risk Committee’s expectations of the Audit and Risk Committee.

**CARRIED**

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### 7.1.5 Revised Internal Audit Charter

Moved Cr B Brug  
Seconded Mr C Johnson

That Council:

1. Approves the Internal Audit Charter as set out in Attachment 1 to this report (Audit and Risk Committee, 15 February 2023) for Council adoption, subject to the inclusion of an additional review trigger in the event of statutory changes.

**CARRIED**  
UNANIMOUSLY

*For Information*

### 7.2.1 Enterprise Resource Planning (ERP) Solutions Project (Verbal Update)

Moved Cr B Brug  
Seconded Ms P Davies

That Council:

1. Notes a verbal update was provided by the General Manager Business Excellence to the Audit and Risk Committee on the ERP project, its procurement process and funding
2. Requests Administration bring back a 6-monthly confidential ERP project review report to the Audit and Risk Committee

**CARRIED**

### 7.2.2 Outstanding Actions Arising from Internal Audits

Moved Mr C Johnson  
Seconded Mr N Ediriweera

That Council:

1. Notes the update in this report and the full Internal Audit Log Actions Register in Attachment 1 to this report (Audit and Risk Committee, 15 February 2023, Item No.7.2.2).

**CARRIED**

**ORDER TO EXCLUDE THE PUBLIC**

**7.4.2 Litigation Update**

Moved Ms P Davies  
Seconded Mr C Johnson

Pursuant to section 90(2) and 90(3)(b) of the Local Government Act 1999 the Audit and Risk Committee orders that, the public be excluded from attendance at this meeting in relation to Agenda Item 7.4.2 (Litigation Update) except the staff of City of Salisbury, on grounds that:

1. Pursuant to Section 90(2) and (3)(h) and (i) 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 legal advice; and
  - information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council.
2. The disclosure of this information would, on balance, be contrary to the public interest because the public interest in the Council preserving its commercial sensitivity of information discussed between Administration and Audit & Risk Committee would be compromised by disclosure of the information.

On that basis the public's interest is best served by not disclosing the Litigation Update item and discussion at this point in time.

**CARRIED**

The meeting moved into confidence at 9.02 pm.  
The meeting moved out of confidence at 9.24 pm.

**QUESTIONS ON NOTICE**

*There were no Questions on Notice.*

**MOTIONS ON NOTICE**

*There were no Motions on Notice.*

**OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

Nil

The meeting closed at 9.24 pm.

CHAIRMAN.....

DATE.....