



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

11 JULY 2023

MEMBERS PRESENT

Cr Kylie Grenfell (Chair)
Cr B Brug (Deputy Chair)
Ms P Davies
Mr N Ediriweera
Mr C Johnson

OBSERVERS

Mr A Tickle, Partner, BDO (*via Teams VC*), for item 7.1.1

STAFF

Chief Executive Officer, Mr J Harry
Manager Governance, Mr R Deco
Team Leader Corporate Governance, Mr B Kahland
Internal Auditor & Risk Coordinator, Mr H Rafeeu
Manager Salisbury Water, Mr. B Naumann
Manager Business Systems and Solutions, Ms L Paltridge

The meeting commenced at 6:30pm

The Chairman welcomed the Committee Members, members of the public and staff to the meeting.

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil

The Chairman sought and obtained leave of the meeting to bring forward on the agenda item 7.1.1.

Mr A Tickle joined the meeting via Teams VC at 6:31 pm.

7.1.1 BDO's Interim Management Letter for 2022/2023 Year End Audit.

Moved Ms P Davies
Seconded Mr C Johnson

That Council:

1. Notes the report

CARRIED

Mr A Tickle left the meeting at 6:37 pm.

PRESENTATION OF MINUTES

Moved Cr B Brug
Seconded Ms P Davies

The Minutes of the Audit and Risk Committee Meeting held on 12 April 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

7.0.1 Actions List

Moved Ms P Davies
Seconded Mr N Ediriweera

That Council:

1. Notes the report.

CARRIED
UNANIMOUSLY

7.0.2 Future Reports for the Audit and Risk Committee

Moved Mr C Johnson
Seconded Cr B Brug

That Council:

1. Notes the report.

CARRIED

For Decision

7.1.2 Audit & Risk Committee Annual Work Plan 2023/2024

Moved Cr B Brug
Seconded Mr N Ediriweera

That Council:

1. Approves the updated Audit & Risk Committee Annual Work Plan for the year 2023/2024 as set out in Attachment 1 to this report (Audit & Risk Committee, 11 July 2023, Item No.7.1.2).

CARRIED

7.1.3 3-Year Internal Audit Plan 2022/23-2024/25

Moved Cr B Brug
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, 11 July 2023, Item No.7.1.3) and notes the Administration's undertaking to undertake the Rates Setting Process, Revenue and Debtors Audit on a co-sourced basis following the Audit and Risk Committee's recommendation.
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, 11 July 2023, Item No.7.1.3).
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, 11 July 2023, Item No.7.1.3).

CARRIED

7.1.4 Internal Controls Framework and Audit and Risk Committee section for Annual Report 2022/2023

Moved Cr B Brug
Seconded Ms P Davies

That Council:

1. Approves the proposed inclusions in the annual report relating to the operations and membership of the Audit and Risk Committee for the 2022/2023 financial year as set out in Attachment 1 to this report (Audit and Risk Committee, 11/07/2023, Item 7.1.4), subject to the inclusion of the full life cycle stages and status of internal audits that occurred during the year, and editorial changes as deemed required.

CARRIED

7.1.5 Risk Management and Internal Controls Activities

Moved Ms P Davies
Seconded Mr N Ediriweera

That Council:

1. Notes the update on Risk Management and Internal Control Activities for the 2022/2023 reporting period, as set out in Attachment 1 to this report (Audit & Risk Committee, 11 July 2023, Item No.7.1.5).
2. Adopts the Strategic Risk Register categories and risk descriptions

for the new Strategic Risk Register, considering input and feedback from Audit and Risk Committee, as set out in Attachment 2 to this report (Audit & Risk Committee, 11 July 2023, Item No. 7.13).

3. Notes the current Strategic Risk Register as set out in Attachment 3 to this report (Audit & Risk Committee, 11 July 2023, Item No. 7.13).

CARRIED

For Information

7.2.1 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, 11 July 2023, Item No.7.2.1).
2. Notes the update on the Capital Works Project Audit Pressure Points Action List in Attachment 2 to this report (Audit and Risk Committee, 11 July 2023, Item No.7.2.1).

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

ORDER TO EXCLUDE THE PUBLIC

7.4.1 Cybersecurity Report - Jan-Mar 2023

Moved Cr B Brug
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 7.4.1 (***Cybersecurity Report - Jan-Mar 2023***) except the staff of City of Salisbury, on grounds that:

1. Pursuant to Section 90(2) and 90(3)(b)(i) and (ii) 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
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 *Cybersecurity Report - Jan-Mar 2023* item and discussion at this point in time.

CARRIED

The meeting moved into confidence at 7:33pm

The meeting moved out of confidence at 7:41pm

OTHER BUSINESS

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

ORDER TO EXCLUDE THE PUBLIC

OBI 7.4.2 CEO Update – Legal Matters

Moved Cr B Brug
Seconded Ms P Davies

Pursuant to section 90(2) and 90(3)(a) of the *Local Government Act 1999*, the public be excluded from attendance at the part of the meeting relating to Agenda “CEO Update – Legal Matters” except staff of the City of Salisbury on duty in attendance, to enable the Audit and Risk Committee to consider this item in confidence on the basis that the Audit and Risk Committee considers it necessary and appropriate to act in a meeting closed to the public in order to receive, discuss or consider in confidence information relating to this item as it relates to legal advice and actual legal proceedings (s90(3)(h) and (i) of the *Local Government Act 1999*); and

Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to exclude members of the public.

CARRIED

The meeting moved into confidence at 7:42pm

The meeting moved out of confidence and closed at 8:16pm

CHAIRMAN.....

DATE.....