



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

13 FEBRUARY 2024

MEMBERS PRESENT

Cr K Grenfell (Chair)
Ms P Davies
Mr N Ediriweera
Mr D Powell

OBSERVERS

Ms J Burnham, Partner, Galpins, joined at 7.00pm.

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
Manager Governance, Mr R Deco
Internal Auditor and Risk Coordinator, Mr H Rafeeu
Manager Technology and Digital Solutions, Ms M Collins

The meeting commenced at 6.35pm.

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

A special welcome to Mr D Powell who just started his term as an independent Audit and Risk Committee Member.

APOLOGIES

An apology was received from Cr B Brug.

LEAVE OF ABSENCE

Nil.

The Chairman sought and obtained leave of the meeting to bring forward on the agenda confidential Items 7.4.1 and 7.4.2.

ORDERS TO EXCLUDE THE PUBLIC

7.4.1 Quarterly Cybersecurity Report - 31 December 2023

Moved Ms P Davies

Seconded Mr D Powell

1. The Audit and Risk Committee orders, in consideration of Section 90(2) and 90(3)(e) of the *Local Government Act 1999*, that it is necessary and appropriate to exclude the public for the consideration of Agenda Item 7.4.1 - *Quarterly Cybersecurity Report - 31 December 2023* with the exception of the following persons:

- Chief Executive Officer, Mr J Harry
- Deputy Chief Executive Officer, Mr C Mansueto
- Manager Governance, Mr R Deco
- Internal Auditor & Risk Coordinator, Mr H Rafeeu
- Manager Technology and Digital Solutions, Ms M Collins

on the basis that public discussion and disclosure of the Agenda Item could reasonably be expected to affect the security of the Council.

CARRIED

7.4.2 Report on Lessons Learnt on Cyber Security

Moved Ms P Davies

Seconded Mr D Powell

1. The Audit and Risk Committee orders, in consideration of Section 90(2) and 90(3)(e) of the *Local Government Act 1999*, that it is necessary and appropriate to exclude the public for the consideration of Agenda Item 7.4.2 – *Report on Lessons Learnt on Cyber Security* with the exception of the following persons:

- Chief Executive Officer, Mr J Harry
- Deputy Chief Executive Officer, Mr C Mansueto
- Manager Governance, Mr R Deco
- Internal Auditor & Risk Coordinator, Mr H Rafeeu
- Manager Technology and Digital Solutions, Ms M Collins

on the basis that public discussion and disclosure of the Agenda Item could reasonably be expected to affect the security of the Council.

CARRIED

The meeting moved into confidence at 6.36pm.

The meeting moved out of confidence at 6:52pm.

The Manager Technology and Digital Solutions left the meeting at 6:52pm.

PRESENTATION OF MINUTES

Moved Mr N Ediriweera
Seconded Ms P Davies

The Minutes of the Audit and Risk Committee Meeting held on 14 November 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

7.0.1 Actions List

Moved Mr D Powell
Seconded Mr N Ediriweera

That Council:

1. Notes the report.

CARRIED

For Decision

7.1.1 Audit & Risk Committee Annual Work Plan - 2023/2024 and 2024/2025

Ms J Burnham, Partner, Galpins, entered the meeting.

Moved Mr D Powell
Seconded Mr N Ediriweera

That Council:

1. Approves the updated Audit & Risk Committee Annual Work Plan for the two years 2023/2024 and 2024/2025 as set out in Attachment 1 to this report (Item No. 7.1.1, Audit and Risk Committee, 13 February 2024), with the amendment to bring forward the commencement of Fraud and Corruption Prevention Control Audit to next Financial Year.

CARRIED

7.1.2 3-Year Internal Audit Plan 2023/24-2025/26

Moved Mr N Ediriweera
Seconded Mr D Powell

That Council:

1. Notes the updates made to the 3-year Internal Audit Plan 2023/2024 to 2025/2026 as set out in Attachment 1 to this report (Item No. 7.1.2, Audit and Risk Committee, 13 February 2024), with the amendment to bring forward the commencement of Fraud and Corruption Prevention Control Audit to next Financial Year.

CARRIED

7.1.3 Internal Audit Report on Strategic Reporting Process

Moved Ms P Davies
Seconded Mr D Powell

That Council:

1. Notes the final audit report with management comments for the strategic reporting process audit as set out in attachment 1 to this report (Item No. 7.1.3, Audit and Risk Committee, 13 February 2024).

CARRIED
UNANIMOUSLY

Ms J Burnham, Partner, Galpins, left the meeting at 7.35pm.

7.1.4 Risk Management and Internal Control Activities

Moved Ms P Davies
Seconded Mr D Powell

That Council:

1. Notes the update on Risk Management and Internal Control Activities Annual Plan for 2023/2024, as set out in Attachment 1 to this report (Item No. 7.1.4, Audit and Risk Committee, 13 February 2024).
2. Notes the new Strategic Risk Register as included in Attachment 2 to this report (Item No. 7.1.4, Audit and Risk Committee, 13 February 2024), taking into consideration that, given the ongoing nature of the review of the risk register, a further updated register will be presented to the next Audit and Risk Committee.

CARRIED
UNANIMOUSLY

7.1.5 Audit & Risk Committee Performance Self-Assessment

Moved Chair K Grenfell
Seconded Ms P Davies

That Council:

1. Approves the self-assessment survey questions, as set out in Attachment 1 to this report (Item No. 7.1.5, Audit and Risk Committee, 13 February 2024) for issuance to members of the Audit and Risk Committee in the position as at 31 December 2023, for completion following the February 2024 Council meeting, with results to be collated and presented at the next Audit and Risk Committee meeting.

CARRIED

For Information

7.2.1 Outstanding Actions Arising from Internal Audits

Moved Mr N Ediriweera
Seconded Ms P Davies

That Council:

1. Notes the update in this report and the full Internal Audit Log Actions Register in Attachment 1 to this report (Item No. 7.2.1, Audit and Risk Committee, 13 February 2024).
2. Notes the update on the Detailed Action List for Audit Log Action # 35 in Attachment 2 to this report (Item No. 7.2.1, Audit and Risk Committee, 13 February 2024).
3. Notes the update on the Capital Works Project Audit Pressure Points Action List in Attachment 3 to this report (Item No. 7.2.1, Audit and Risk Committee, 13 February 2024).

CARRIED
UNANIMOUSLY

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

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

A&R-MWN1- Acknowledgement of Service

Moved Chair K Grenfell
Seconded Ms P Davies

That Council:

1. Congratulates Hussain (Rafy) Rafeeu on securing a promotion as head of internal audit in the health sector; and
2. Thanks him for his contribution to the City of Salisbury and wishes him the very best for his future career.

CARRIED
UNANIMOUSLY

ORDERS TO EXCLUDE THE PUBLIC

7.4.3 Litigation Update – TTEG Claim

Moved Mr D Powell
Seconded Mr N Ediriweera

1. The Audit and Risk Committee orders, in consideration of Section 90(2) and 90(3)(h) and (i) of the *Local Government Act 1999*, that it is necessary and appropriate to exclude the public for the consideration of Agenda Item 7.4.3 – *Litigation Update – TTEG Claim* with the exception of the following persons:
 - Chief Executive Officer, Mr J Harry
 - Deputy Chief Executive Officer, Mr C Mansueto
 - Manager Governance, Mr R Deco
 - Internal Auditor & Risk Coordinator, Mr H Rafeeu

on the basis that:

- public discussion and disclosure of the Agenda Item 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.

CARRIED

The meeting moved into confidence at 8.04pm.

The meeting moved out of confidence at 8.15pm.

A&R-OB1 CEO Update on Strategic Reporting Audit Recommendation 1 related to Resourcing

Moved Chair K Grenfell
Seconded Mr N Ediriweera

1. The Audit and Risk Committee orders, in consideration of Section 90(2) and 90(3)(a) and (b)(i) and (ii) of the *Local Government Act 1999*, that it is necessary and appropriate to exclude the public for the consideration of Agenda Item A&R-OB1 - *CEO Update on Strategic Reporting Audit Recommendation 1 related to Resourcing* with the exception of the following persons:

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

on the basis that:

- it relates to personal affairs; and
- 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. In weighing up the factors related to disclosure,
- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

On that basis the public's interest is best served by not disclosing the *Agenda Item A&R-OB1 - CEO Update on Strategic Reporting Audit Recommendation 1 related to Resourcing* item and discussion at this point in time.

CARRIED

The meeting moved into confidence at 8.16pm.

The meeting moved out of confidence and closed at 8.35pm.

CHAIRMAN.....

DATE.....