



**MINUTES OF AUDIT AND RISK COMMITTEE MEETING HELD IN WITTBBER & DR
RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,**

34 CHURCH STREET, SALISBURY ON

13 AUGUST 2024

MEMBERS PRESENT

Cr Kylie Grenfell (Chairman)
Cr B Brug (Deputy Chairman)
Ms P Davies (*via Teams video conference*)
Mr N Ediriweera
Mr D Powell

CONSULTANT

Ms C Garrett (UHY Haines Norton - For Item 7.1.1 only) (*via Teams video conference*)

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto (*via Teams video conference*)
Manager Governance, Mr R Deco
Audit and Risk Manager, Ms S Kinsella
Manager Finance & Procurement Services, Ms K George
Manager City Shaping, Mr L Lopez Digon
Manager Technology & Digital Solutions, Ms M Collins
Senior Strategic Planner, Mr D Tian

The meeting commenced at 6.36pm.

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

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Mr D Powell
Seconded Mr N Ediriweera

The Minutes of the Audit and Risk Committee Meeting held on 09 April 2024, be taken as read and confirmed.

CARRIED
Unanimously

REPORTS

For Decision

7.1.1 Internal Audit Report - Rates Setting and Revenue Process

Moved Cr B Brug
Seconded Ms P Davies

That Council:

1. Notes the final internal audit report with management comments for the Rate Setting and Revenue Process internal audit as set out in attachment 1 to this report (Item no. 7.1.1, Audit and Risk Committee, 13 August 2024).

CARRIED

7.1.2 City Plan 2040 - Engagement Report & Recommendations

Moved Mr D Powell
Seconded Ms P Davies

That Council:

1. Notes that, in accordance with the *Local Government Act 1999* Section 126(4)(b), the Audit and Risk Committee has reviewed the City Plan 2040 as outlined in this report (Attachment 1, Item No. 7.1.2, Audit and Risk Committee, 13 August 2024), and that it has been prepared for Council's approval and adoption.
2. Notes that the final design will be undertaken after the Council's deliberations and recommendations, under delegation to the Chief Executive Officer.

CARRIED

The Chairman sought leave of the meeting to bring forward Item 7.2.1 Climate Change Risk Assessment and confidential Item 7.4.1 Quarterly Cybersecurity Report. Leave was granted.

For Information

7.2.1 Climate Change Risk Assessment

Moved Mr N Ediriweera
Seconded Cr B Brug

That the Audit and Risk Committee:

1. Notes the report.

CARRIED

ORDERS TO EXCLUDE THE PUBLIC

7.4.1 Quarterly Cybersecurity Report - 30 June 2024

Moved Mr D Powell
Seconded Mr N Ediriweera

The Audit and Risk Committee orders,

1. Pursuant to Section 90(2) and (3)(b)(ii) and (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 – 30 June 2024* 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
 - Auditor & Risk Manager, Ms S Kinsella
 - Manager Technology and Digital Solutions, Ms M Collins

On the basis, that public discussion and disclosure of the Agenda Item 7.4.1 could reasonably be expected to affect the security of the Council.

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.
 - non-disclosure of the matter and discussions of this item in confidence would protect confidential information.
2. Accordingly, on this basis, the principle that Committee meetings should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

CARRIED

The meeting moved into confidence at 7:29pm.

The meeting moved out of confidence at 7:40pm.

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

Moved Ms P Davies
Seconded Mr N Ediriweera

That Council:

1. Approves the updated Audit & Risk Committee Annual Work Plan 2024/2025 as set out in Attachment 1 to this report (Item No. 7.1.3, Audit & Risk Committee, 13 August 2024).

CARRIED

7.1.4 3-Year Internal Audit Plan

Moved Ms P Davies
Seconded Mr D Powell

That Council:

1. Approves the updates made to the 3-year Internal Audit Plan 2024 to 2027 as set out in Attachment 1 to this report (Item no. 7.1.4, Audit and Risk Committee, 13 August 2024).

CARRIED

7.1.5 Risk Management and Internal Control Activities

Moved Cr B Brug
Seconded Mr D Powell

That Council:

1. Notes the updates on Risk Management and Internal Control Activities detailed for 2024/2025, as set out in this report (Item No.7.1.5, Audit and Risk Committee, 13 August 2024).

CARRIED

7.1.6 Policy Review - Enterprise Risk Management Policy

Moved Ms P Davies
Seconded Cr B Brug

That Council:

1. Adopts the revised Enterprise Risk Management Policy as set out in Attachment 1 to this report (Item no. 7.1.6, Audit and Risk Committee, 13 August 2024).

CARRIED

7.1.7 **Audit and Risk Committee Annual Report 2023/2024**

Moved Mr N Ediriweera
Seconded Mr D Powell

That the Audit and Risk Committee in accordance with its statutory functions:

1. Approves the Audit and Risk Committee annual report for the 2023/2024 financial year as set out in Attachment 1 to this report (Item No, 7.1.7, Audit and Risk Committee, 13 August 2024).
2. Notes the report from the Chief Executive Officer on the Council's Internal Audit process, in accordance with Section 99(1)(ib) of the *Local Government Act 1999* as set out in Attachment 2 to this report (Item No. 7.1.7, Audit and Risk Committee, 13 August 2024).

CARRIED

For Information

7.2.2 **Outstanding Actions Arising from Internal Audits**

Moved Mr N Ediriweera
Seconded Ms P Davies

That Council:

1. Notes the report and the Internal Audit - Action Register in Attachment 1 to this report (Item No.7.2.2, Audit and Risk Committee, 13 August 2024).

CARRIED

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)

ORDERS TO EXCLUDE THE PUBLIC

QWON1 Litigation Update

Moved Ms P Davies

Seconded Mr N Ediriweera

The Audit and Risk Committee orders

1. Pursuant to Section 90 (3)(h) and (i) of the *Local Government Act 1999*, the committee orders that the public be excluded from the meeting for the consideration Item QWON1 Litigation Update with the exception of the following persons:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager Governance
- Audit and Risk Manager

to enable the Committee to consider Item QWON1 in confidence on the basis the Committee considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Agenda Item QWON1:

- Legal advice and actual litigation

Being, information relating to legal advice and 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. Accordingly, on this basis, the principle that committee meetings should be conducted in a place open to the public have been outweighed by the need to keep the information or matter confidential.

CARRIED

The meeting moved into confidence at 8:09pm.

The meeting closed at 8.22pm.