



**MINUTES OF THE AUDIT COMMITTEE INFORMAL MEETING HELD IN
THE WINNELLIE BOARDROOM ON TUESDAY, 21 FEBRUARY 2017 AT 11:00AM**

Note: The meeting could not convene as a quorum was not present due to the absence of the 2nd Independent Member. An informal meeting was held.

1 Welcome & Apologies

1.1 Welcome and Introduction

The meeting opened at 11:25 am.

The CEO welcomed the three Councillor members, chairperson and staff.

The Chairperson Ian Swan then took over chairing the meeting.

1.2 Present

Chairperson: Ian Swan

Councillors: Mayor Lynette De Santis, Deputy Mayor Pirrawayingi and John Naden,

Officers: Marion Scrymgour (CEO), Bruce Mann (GM Finance & Compliance) and Maina Brown (Governance & Compliance Manager).

Minutes: Maina Brown (Governance & Compliance Manager).

1.3 Apologies

Nil

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

2 GENERAL BUSINESS

2.1 APPOINTMENT OF EXTERNAL AUDITORS

The Chairman to review tenders and provide feedback to the Council.

2.2 TERMS OF REFERENCE

The meeting reviewed the Terms of Reference and recommended a number of amendments for submission to the next Council meeting to be held on 28 February 2017 for Council approval.

- a) Provisions for the termination of appointments to the Committee be specified in the Terms of Reference;

- b) Although it is desirable for both independent members to be present at meetings it was determined that the Committee could operate effectively provided at least one independent member was present. Recommended that the quorum be 3 including at least 1 independent member; and
- c) Removal of provisions that Meetings and Minutes are always confidential as these are not in compliance with the relevant Legislation.

2.3 SECOND INDEPENDENT MEMBER

Due to unsuccessful attempts made by the GM Finance & Compliance to contact the appointed 2nd Independent Member, the Committee recommends to Council that it terminate the appointment of the current 2nd Independent Member and agrees the process to identify a suitable replacement for approval by the Council at a future Council meeting.

The Audit and Risk Management members also recommended to seek someone with an Organisational Risk background.

2.4 FOLDERS FOR AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS

It was agreed that the Governance & Compliance Manager would create a folder for each Audit and Risk Management Member to initially include the following documents:

- Audit and Risk Management Terms of Reference
- Audit Committees General Instructions Guideline 3
- Local Government Act
- Self assessment

2.5 FINANCE MONTHLY FEEDBACK FROM DHCD

The Independent Chairperson requests to be included on the Department of Housing and Community Development mailing list.

2.6 AUDIT AND RISK MANAGEMENT WORK PLAN

It was suggested by the Independent Chairperson to include the Audit and Risk Management Work Plan in the TIRC Annual Plan.

Action – Maina Brown to send a list of staff names in managerial level, positions and locations.

3 Next Meeting

Tuesday 16 May 2017 at Wurrumiyanga Community.

4 Closure

The meeting closed at 1:30pm.