AGENDA

AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

TUESDAY, 15 AUGUST 2017

Notice is given that the next Audit and Risk Management Committee Meeting of Tiwi Islands Regional Council will be held on:

- Tuesday, 15 August 2017 at
- Wurrumiyanga Office
- Commencing at 9:00 AM

Your attendance at the meeting will be appreciated.

Marion Scrymgour
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

1.1 WELCOME
FORMAL WELCOME FOR SANDRA CANNON

1.2 PRESENT

1.3 APOLOGIES

1.4 LEAVE OF ABSENCE

1.5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

2 CONFIRMATION OF PREVIOUS MINUTES

Audit and Risk Management Committee - 16 May 2017

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES 3

3.2 ADOPTED TIRC 2017/18 PLAN AND BUDGET 7

3.3 POPULATION OF AUDIT AND RISK WORK PLAN 8

4 REPORTS FOR INFORMATION

Nil

5 NEXT MEETING

TBA

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	Business Arising from Previous Minutes
REFERENCE	206514
AUTHOR	Maina Brown, Governance & Compliance Manager

BACKGROUND

This is the section of the meeting where any business arising from previous meetings is dealt with.

Attached are the draft minutes from the Audit & Risk Management Committee Meeting held on 16 May 2017 for Committee members to read and provide any comments.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Committee accepts these discussions and report.

ATTACHMENTS:

1 2017_05_16_ARMC_Meeting_Minutes_Draft.pdf

TIWI ISLANDS Regional Council

MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN THE WURRUMIYANGA OFFICE ON TUESDAY, 16 MAY 2017 AT 10:00AM

1 WELCOME & APOLOGIES

1.1 Welcome

The meeting opened at 10:11am.

At this point of the meeting a one minute silence was held in respect of a recent death in the Pirlangimpi Community (10:12am).

1.2 Present

Chairperson: Ian Swan.

Committee Members: Lynette De Santis, Pirrawayingi Puruntatameri and John Naden.

Officers: Marion Scrymgour (CEO), Bruce Mann (Finance Manager), Maina Brown (Governance & Compliance Manager) and David Astalosh (Administration Project Officer Generalist) (1:45pm).

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

One (1) staff member declared their conflict of interests.

CEO Marion Scrymgour – Item 8.2

2 CONFIRMATION OF PREVIOUS MINUTES

Audit and Risk Management Committee - 21 February 2017

1 **RESOLUTION**

Moved: *Lynette DeSantis*
Seconded: *John Naden*

That the minutes of the Audit and Risk Management Committee held on 21 February 2017 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

RECOMMENDATION:

That the Committee accepts these discussions and report.

Actions:

1. **Committee has nominated a suitable candidate to fill the 2nd Independent Member position and recommended to Council for approval.**
2. **Governance & Compliance Manager to print and add Accounting Regulation to each members reference folders.**
3. **Governance & Compliance Manager to set up a blank Audit and Risk Management Work Plan sheet and send out to all members.**

3.2 AUDITED FINANCIAL STATEMENT FOR THE YEAR ENDED 30 JUNE 2016

2 **RESOLUTION**
Moved: *John Naden*
Seconded: *Lynette De Santis*

That the Committee agrees and recommends to Council to apply to the Department of Housing & Community Development to extend the term of appointment of the current external auditors, Merit Partners, for a period of 12 months to complete the 16/17 Financial Audit.

CARRIED

At this point of the meeting a break was called for lunch12:13pm.

The meeting recommended at 12:47pm.

Cr Pirrawayingi Puruntatameri left the meeting at 12:00 PM

3.3 REVIEW OF TERMS OF REFERENCE

RECOMMENDATION:

That the Committee notes this report for information.

3.4 POPULATION OF THE WORK PROGRAM

RECOMMENDATION:

That the Committee notes this report for information.

Action:

Governance & Compliance Manager to set up a blank Audit and Risk Management Work Plan sheet and send out to all members.

3.5 MERIT QUOTE 2017/18 AUDIT AND TERMS

3 **RESOLUTION**
Moved: *Lynette De Santis*
Seconded: *John Naden*

That the Committee recommends that Council apply to the Department to extend the term of appointment of the current external auditors, Merit Partners, for a period of 12 months to complete the 16/17 Financial Audit.

CARRIED

3.6 TIRC 2017/18 REGIONAL PLAN AND BUDGET

RECOMMENDATION:

That the Committee notes the status of the TIRC 2017/18 Regional Plan for information.

Action:

Service levels to include Councillors Portfolio.
Managers to work with Councillors and their portfolio.

3.7 ROLES & RESPONSIBILLITIES AND JARGON LANGUAGE

RECOMMENDATION:

That the Committee notes this report for information.

4 REPORTS FOR INFORMATION

Nil

5 NEXT MEETING

TBA

6 CLOSURE

The meeting closed at 2:13pm.

GENERAL BUSINESS

ITEM NUMBER	3.2
TITLE	Adopted TIRC 2017/18 Plan and Budget
REFERENCE	206516
AUTHOR	Maina Brown, Governance & Compliance Manager

This report is put before the committee for information.

BACKGROUND

At its Council meeting held on 27 July 2017 at Wurrumiyanga, members adopted its Council Plan and Budget for the 2017/18 financial year.

Following the 29 June Ordinary Council Meeting the plan and budget were advertised in the NT News on 3 July 2017 and available on the council website. The 21 day public consultation period ended on 24 July 2017.

The plan has been updated to include feedback received during the public consultation.

A hard copy of the 2017/18 Council Plan and Budget will be tabled on the day.

ISSUES/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

RECOMMENDATION:

That the Committee notes this report for information.

ATTACHMENTS:
There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	3.3
TITLE	Population of Audit and Risk Work Plan
REFERENCE	206740
AUTHOR	Maina Brown, Governance & Compliance Manager

This report is put before the committee members for discussions.

BACKGROUND

Chairperson will discuss further with members and what it is required to achieve this work plan as an ongoing document and to be included in the TIRC Annual Plan.

Below items are for discussions:

1. Asset management
2. Long term financial management plan
3. Draft audited financial for consideration for our next meeting for annual and merit would like to attend.

Attached Audit and Risk Management Work Plan are included in each member's document reference folder.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Chairperson suggested to hold the next Audit & Risk Management Committee meeting in mid October 2017.

RECOMMENDATION:

That the Committee accepts these discussions and report.

ATTACHMENTS:

1 Audit and Risk Committee Work Plan 17-18.pdf

TIWI ISLANDS Regional Council

Audit & Risk Management Committee – Work Plan/Program 2017 – 2018

Activity			Timeframe		Responsible Officer	Current Status / Outcomes / benefits Achieved	Date Completed	Follow-up Action
			Last Completed	Next Due				
1 Meetings								
	1.1	Terms of Reference	Feb 2017	Feb 2018		Reviewed by Audit Committee, February 2017 and recommended changes.	28 Feb 17	
	1.2	Meetings Conducted	21 Feb 17 – Information meeting 16 May 17			Meetings schedule satisfied legislative requirements	 May 2017	Corporate Calendar for 2017 adopted by Council. Audit & Risk Management Committee meetings: 21 February 2017 16 May 2017 ? August 2017 ? November 2017 All meetings are scheduled for Tuesdays.
2 Audit and Risk Management Committee Membership								
	2.1	Membership						
	2.1.1	Council Members - Mayor Lynette De Santis (Milikapiti Ward) - Deputy Mayor Pirrawayingi (Pirlangimpi Ward)	 31 Mar 16 31 Mar 16			1 representative from each ward	March 2016	Review in August 2017 to correspond with the next Council Elections.

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		- Cr John Naden (Bathurst Island Ward)	31 Mar 16					
	2.1.2	Independent Members - Ian Swan - Sandra Cannon	 26 Oct 16 18 May 17	 Oct 2018 18 May 17		Period of two years appointment as per Council's resolution	June or Aug 2017 - TBC	Review in 2018 or 2019 – TBC
	2.1.3	Membership Endorsed by Council	23 March 2016	Aug 2018			18 May 2017	Review in 2017 to correspond with the next Council Election
3 Financial Reporting								
	3.1	Draft Annual Financial Statements	Nov 2016	Nov 2017		Annual Financial Statements to be adopted by Council in November 2017	21 April 17	Review in Nov 2017
	3.2	Draft Annual Business Plan & Budget	June 2016	May 2017		Draft Annual Business Plan & Budget 2017/18 adopted for consultation by Council at its meeting on 29 June 2017	June 2017	Review in May 2018
	3.3	Adoption of Annual Business Plan & Budget	Aug 2016	July 2017		Annual Business Plan & budget 2017/18 adopted by Council July 2017	July 2017	Review in July 2017
	3.4	Long Term Financial Plan Reviewed						Reviewed document to be considered by Council as soon as practical after adoption of Annual Business Plan each year.
	3.5	Asset Management Plan Review						
	3.6	Review of Investments						
4 External Auditor								
	4.1	Select Tender				Merit Partners 3 year		Review in 2018

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						term and Council has extended for the next 12 months to completed 2016/17 Financial Audit		
	4.2	Interim Financial Audit						
	4.3	Financial Audit				Annual Financial Statements		
	4.4	Auditor to meet with Committee						
5 Risk Management								
6 Internal Audit								
7 Other Business								
8 Legislative Compliance Audit								

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