



**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN  
THE WURRUMIYANGA OFFICE ON WEDNESDAY, 14 FEBRUARY 2018 AT 9:00 AM**

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**1 WELCOME & APOLOGIES**

**1.1 Welcome**

The meeting opened at 9:18 am.

The Chairperson Ian Swan welcomed committee members and staff.

**1.2 Present**

Chairperson: Ian Swan.

Committee Members: Sandra Cannon (2<sup>nd</sup> Independent member), Mayor Gawin Tipiloura and Cr Lynette De Santis.

Officers: Marion Scrymgour (CEO), Bruce Mann (Chief Operations Officer), Bala Donepudi (Finance Manager) and Maina Brown (Governance & Compliance Manager).

**1.3 Apologies**

Accepted: Cr Marius (Pirrawayingi) Puruntatameri.

**1.4 Leave of Absence**

Nil

**1.5 Declaration of Interest of Members or Staff**

Nil

**2 CONFIRMATION OF PREVIOUS MINUTES**

***Audit and Risk Management Committee - 20 October 2017***

**1 RESOLUTION**

*Moved: Gawin Tipiloura*

*Seconded: Lynette De Santis*

That the minutes of the Audit and Risk Management Committee on 20 October 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**

That the item 3.1 from the previous minutes be discussed as General Instruction #3 Audit Committes states that the Finance Committee can not be the same as the Audit Committee.

#### **2 RESOLUTION**

*Moved: Lynette De Santis*

*Seconded: Sandra Cannon*

**That the Committee approves:**

**Purpose (page 1 of ToR):**

- 1 to remove the last paragraph on page 1 of the terms of reference:**
  - to assume the role and responsibilities normally assigned to a separate Finance Committee.

**Specific roles and responsibilities:**

**Financial management and reporting (page 4 of ToR)**

- 2 to remove the following four dot points:**
  - to examine and consider the content of periodical reports prepared by the Finance team before presentation to Council in meeting;
  - to seek explanations from the Finance team in respect of these reports and request clarification when needed;
  - to request the Finance team to provide explanations to Council if required where plain language may be necessary; and
  - to make recommendation to Council that interim financial reports be adopted or otherwise.
- 3 amend the last dot point:**
  - by removing the words 'including its expanded role' thus leaving the dot point to read 'for the chair to meet with Council on an annual basis or when requested by Council to report on the activities of the ARMC'.
- 4. Chairperson to prepare another report to Council outlining the changes to the ARMC terms of reference.**

**CARRIED**

#### **3.2 AMENDED ARMC TERMS OF REFERENCE APPROVED BY COUNCIL ON 28 NOVEMBER 2018**

This report is provided to members to discussions and provide any feedback on the ARMC Terms of Reference (ToR).

#### **RECOMMENDATION:**

**This item was dealt with in item 3.1 business arising in previous minutes.**

### 3.3 **ARMC SELF ASSESSMENT SURVEY 2017**

This report is provided to members for discussions and to complete as a group.

#### **3 RESOLUTION**

Moved: Gawin Tipiloura

Seconded: Sandra Cannon

**That the Committee:**

1. agrees and approve for the heading of the self assessment be amended as assessment and changed the date from year ended 30 June to period ending as at 14 Feb 2018;
2. to include ex-officio members, Chief Executive Officer and Chief Operating Officer to participate and complete the assessment survey of this working committee.

**CARRIED**

**Action:**

**Governance & Compliance Manager to email the Assessment Survey to all committee members and ex-officio members.**

**CEO to send Compliance Review report to both Chairperson and Second Independent member. (Completed on Wednesday 14 Feb 2018)**

Cr Gawin Tipiloura left the meeting, the time being 10:35 am.

Cr Gawin Tipiloura returned to the meeting, the time being 10:37 am.

### 3.4 **POPULATION OF AUDIT AND RISK WORK PLAN**

This report is put before the committee members for discussions.

#### **RECOMMENDATION:**

**That the Committee notes and receive this report for information, accepts these discussions and update the Audit and Risk Management Work Plan as required.**

#### **4 REPORTS FOR INFORMATION**

Nil

#### **5 NEXT MEETING**

Monday 4 June 2018 – Winnellie Office.

#### **6 CLOSURE**

The meeting closed at 10:55 pm.

**These Minutes were confirmed at the ARMC Meeting of the Council held on 4 June 2018.**

**Signed: .....**

**Chairperson**