

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

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 (2nd 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 Committee 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: Gavin 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)

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