



AGENDA

**AUDIT AND RISK MANAGEMENT
COMMITTEE MEETING**

MONDAY, 3 FEBRUARY 2020

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

- Monday, 3 February 2020 at
- LGANT Office - Parap
- Commencing at 10:00AM

Your attendance at the meeting will be appreciated.

Valerie Rowland
Chief Executive Officer

AGENDA

1 WELCOME & APOLOGIES

- 1.1 WELCOME
- 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 - 25 October 2019..... 1

3 GENERAL BUSINESS

- 3.1 BUSINESS ARISING FROM PREVIOUS MINUTES 4
- 3.2 STRATEGIC RISK PROFILE 8

4 REPORTS FOR INFORMATION

Nil

5 CONFIDENTIAL ITEMS

- 5.1 COMPLIANCE REVIEW

The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person (Discuss the progress of senior officer in the portfolio of Infrastructure.).



**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN
THE TIWI LAND COUNCIL BOARDROOM ON FRIDAY, 25 OCTOBER 2019 AT
10:00AM**

1 WELCOME & APOLOGIES

1.1 Welcome

The meeting opened at 10:15am

1.2 Present

Chairperson: Brendan Dowd

Committee Members: Sandra Cannon, Mayor Leslie Tungutalum, Councillor Theresa Bourke and Deputy Lynette DeSantis (via teleconference link-up)

Officers: Valerie Rowland (CEO), Shane Whitten (CFO), Bala Donepudi (Finance Manager) and Claire Scrymgour (Acting Governance and Compliance)

Visitors: David Howie (KPMG), MunLi Chee (Merit Partners) and Adam White (Merit Partners)

1.3 Apologies

Nil

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

2 CONFIRMATION OF PREVIOUS MINUTES

Audit and Risk Management Committee - 3 June 2019

1 RESOLUTION

Moved: Sandra Cannon

Seconded: Therese (Wokay) Bourke

That the minutes of the Audit and Risk Management Committee on 3 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Audit and Risk Management Committee - 3 June 2019

RECOMMENDATION

That the minutes of the Confidential Audit and Risk Management Committee on 3 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

2 RESOLUTION

Moved: *Therese (Wokay) Bourke*

Seconded: *Sandra Cannon*

That Action item/s:

1. Governance to include Item 3.1 Terms of Reference, to next Committee meeting being held February 2020
2. Governance to include Item 3.2 ARMC Assessment Survey Summary, to next Committee meeting being held February 2020

CARRIED

3.2 STRATEGIC RISK PROFILE 2018/19

RECOMMENDATION:

That the Committee:

1. **Notes the Risk Profile Briefing Pack (Attachment 1)**

Action item/s:

1. CEO to organise date and time for Strategic workshop for Council and Senior Management Staff, to include Chairperson of ARMC Brendan Dowd

3.3 - 3.5 ITEMS MOVED TO CONFIDENTIAL

3 RESOLUTION

Moved: *Leslie Tungatum*

Seconded: *Therese (Wokay) Bourke*

The Committee move Items as listed to Confidential as per section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) regulations 2008:

- Item 3.3 - Annual Report and Draft Audited Financial Statements
- Item 3.4 - Auditor Management Response Letter
- Item 3.5 - Auditors Report

CARRIED

4 REPORTS FOR INFORMATION

Nil

5 NEXT MEETING

TBC February 2020

6 CLOSURES

Break was called from 10:40am – 10:52am

Meeting closed for confidential 11:30am – 11:52am

The ARMC meeting closed at 12:30pm

6 NEXT MEETING

Monday, 1 June 2020

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	Business Arising from Previous Minutes
REFERENCE	230778
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 25 October 2019 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 2019_10_25_ARMC_Draft_Minutes.pdf



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1.2 Present

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Officers: Valerie Rowland (CEO), Shane Whitten (CFO), Bala Donepudi (Finance Manager) and Claire Scrymgour (Acting Governance and Compliance)

Visitors: David Howie (KPMG), MunLi Chee (Merit Partners) and Adam White (Merit Partners)

1.3 Apologies

Nil

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

2 CONFIRMATION OF PREVIOUS MINUTES

Audit and Risk Management Committee - 3 June 2019

1 RESOLUTION

Moved: Sandra Cannon

Seconded: Therese (Wokay) Bourke

That the minutes of the Audit and Risk Management Committee on 3 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

Confidential Audit and Risk Management Committee - 3 June 2019

RECOMMENDATION

That the minutes of the Confidential Audit and Risk Management Committee on 3 June 2019 as circulated, be confirmed as a true and correct record of that meeting.

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

2 RESOLUTION

Moved: *Therese (Wokay) Bourke*
 Seconded: *Sandra Cannon*

That Action item/s:

1. Governance to include Item 3.1 Terms of Reference, to next Committee meeting being held February 2020
2. Governance to include Item 3.2 ARMC Assessment Survey Summary, to next Committee meeting being held February 2020

CARRIED

3.2 STRATEGIC RISK PROFILE 2018/19

RECOMMENDATION:

That the Committee:

1. Notes the Risk Profile Briefing Pack (Attachment 1)

Action item/s:

1. CEO to organise date and time for Strategic workshop for Council and Senior Management Staff, to include Chairperson of ARMC Brendan Dowd

3.3 - 3.5 ITEMS MOVED TO CONFIDENTIAL

3 RESOLUTION

Moved: *Leslie Tungatum*
 Seconded: *Therese (Wokay) Bourke*

The Committee move Items as listed to Confidential as per section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) regulations 2008:

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- Item 3.4 - Auditor Management Response Letter
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TBC February 2020

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GENERAL BUSINESS

ITEM NUMBER	3.2
TITLE	Strategic Risk Profile
REFERENCE	230812
AUTHOR	Bala Donepudi, Chief Financial Officer



To provide an update to the committee about the Preparation of the Risk Register

BACKGROUND

A workshop was conducted was organized on 23 January 2020 to discuss about the Councils risk register. David Howie could not make it to the workshop .The senior management went ahead with schedule.

There is another workshop planned to take place 27th February 2020 .The workshop will be led by David Howie .The chairman of the audit committee Brendan Dowd has been invited to the workshop.

Hard copies of the Risk Register will be provided to Members as part of the presentation to be tabled on the day for further discussions with Members.

ISSUES/OPTIONS/CONSEQUENCES**CONSULTATION & TIMING**

David Howie, Consultant cancelled workshop due to ill health.

RECOMMENDATION:

That the Committee

1. Accepts the discussion and updated Risk Profile Pack Reference No 230812.

ATTACHMENTS:

There are no attachments for this report.