



**AGENDA**

**AUDIT AND RISK MANAGEMENT  
COMMITTEE MEETING**

**MONDAY, 26 OCTOBER 2020**

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

- Monday, 26 October 2020 at
- Darwin - Teleconference 0392606160
- 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 - 1 June 2020..... 1*

### **3 GENERAL BUSINESS**

3.1 2019/2020 DRAFT ANNUAL REPORT..... 5

### **4 REPORTS FOR INFORMATION**

*Nil*



**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN  
THE TELECONFERENCE 0392606160 ON MONDAY, 1 JUNE 2020 AT 10:00AM**

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**1 WELCOME & APOLOGIES**

**1.1 Welcome**

The meeting opened at 10:07am.

**1.2 Present**

Chairperson: Brendan Dowd

Committee Members: Sandra Cannon, Mayor Leslie Tungatulum, Deputy Mayor Lynette De Santis and Therese (Wokay) Bourke.

Officers: Valerie Rowland (CEO), Bala Donepudi (CFO), Henrietta Hunter (Executive Assistant to the CEO)

**1.3 Apologies**

Nil

**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 - 3 February 2020***

**RECOMMENDATION**

That the minutes of the Audit and Risk Management Committee on 3 February 2020 as circulated, be confirmed as a true and correct record of that meeting.

***Confidential Audit and Risk Management Committee - 3 February 2020***

**RECOMMENDATION**

That the minutes of the Confidential Audit and Risk Management Committee on 3 February 2020 as circulated, be confirmed as a true and correct record of that meeting.

**3 GENERAL BUSINESS**

**3.1 BUSINESS ARISING FROM PREVIOUS MINUTES**

**RECOMMENDATION:**

Nil

**3.2 RE-TABLING OF ARMC TERMS OF REFERENCE**

This report provides members with the approved Audit and Risk Management Terms of Reference for discussion and action.

#### **12 RESOLUTION**

Moved: Sandra Cannon  
Seconded: Lynette DeSantis

1. That the Committee receive and note this report 233544.
2. That following the review of the Terms of Reference undertaken at the ARMC Meeting, the Committee recommends the Terms of Reference for adoption by Council with the inclusion of a statement describing the operating environment within which the Council conducts its activities.

**CARRIED**

#### **3.3 RE-TABLING OF ARMC ASSESSMENT SURVEY SUMMARY**

Members have requested for the Audit and Risk Management Committee Assessment Survey Summary to be re-table at the next meeting.

#### **13 RESOLUTION**

Moved: Therese (Wokay) Bourke  
Seconded: Leslie Tungatulum

1. That the Committee receive and note this report for information 233619.
2. That the 2020 survey be undertaken by ARMC members and senior staff that support ARMC including the CEO, CFO and Manager Governance and Compliance.
3. That the survey results be presented to ARMC at the meeting scheduled for 26/10/2020.

**CARRIED**

#### **3.4 DRAFT TIRC REGIONAL PLAN AND BUDGET 2020/2021**

#### **14 RESOLUTION**

Moved: Lynette DeSantis  
Seconded: Therese (Wokay) Bourke

That the Committee receive and note this report 233620.

**CARRIED**

#### **3.5 POPULATION OF AUDIT AND RISK MANAGEMENT COMMITTEE WORK PLAN**

This report is put before the committee members for discussions.

#### **15 RESOLUTION**

Moved: Therese (Wokay) Bourke  
Seconded: Sandra Cannon

1. That the Committee receive and note this report for information.
2. That the Work Plan include a statement describing the operating environment within which the Council conducts its activities.
3. That the Work Plan be updated to include the conduct on the 2020 Audit and Risk Management Committee Survey.
4. That the Work Plan be updated to include a status report on Asset Management.

**CARRIED**

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

Nil

#### **5 CONFIDENTIAL ITEMS**

##### **16 RESOLUTION**

Moved: *Leslie Tungatum*

Seconded: *Lynette DeSantis*

That pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider a Confidential matter. Moved to Confidential at 11:17am.

**CARRIED**

At the conclusion of the discussion on the confidential item(s), the meeting was reopened and the decision on the item(s) noted.

##### **20 RESOLUTION**

Moved: *Leslie Tungatum*

Seconded: *Lynette DeSantis*

That the meeting be reopened and the decisions on the confidential items for minute number 17-19 be noted.

**CARRIED**

#### **CONFIDENTIAL ITEM DECISIONS**

##### **5.1 CONFIRMATION OF CONFIDENTIAL AUDIT AND RISK MANAGEMENT COMMITTEE MEETING MINUTES HELD ON 25 OCTOBER 2019 AND 3 FEBRUARY 2020**

*The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.*

##### **5.2 COMPLIANCE REVIEW ACTION REPORT**

*The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential..*

##### **5.3 RISK REGISTER - UPDATE AND RECOMMENDATION**

*The report will be dealt with under Section 65(2) (ci) 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 cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

#### **6 NEXT MEETING**

Monday, 26 October 2020

#### **7 CLOSURE**

The meeting closed at 11:45pm.

**5 NEXT MEETING**

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	3.1
<b>TITLE</b>	2019/2020 Draft Annual Report
<b>REFERENCE</b>	235972
<b>AUTHOR</b>	Valerie Rowland, Chief Executive Officer



This report is provided for Committee members for information on the draft 2019/20 Annual Report. If approved the Annual Report will be finalised and delivered to the Minister, along with the Audited Financial Statements by 15 November 2020 as per the Local Government Act.

**BACKGROUND**

Council is obligated to meet its compliance requirements as per section (199) of the Local Government Act stipulates as follow:

- (1) That a Council must, on or before 15 November in each year, report to the Minister on its work during the financial year ending on the preceding 30 June.
- (2) The report must include a copy of the Council's Audited Financial Statement for the relevant year.
- (3) The report must also contain an assessment of the Council's performance against the objectives stated in the relevant municipal, regional or shire plan (applying indicators of performance set in the plan), and, in the case of a regional council, of the activities of any local authority within the council's area.
- (4) As soon as practicable after the report has been delivered to the Minister, and the NT Grants Commission, the Council must: (a) publish the report on the Council's website: and (b) publish a notice in a newspaper circulating generally in the area informing the public that copies of the report may be downloaded from the council's website or obtained from the council's public office.

A draft 2019/20 Annual Report hard copy will be available electronically and hard copy on the day of the meeting for committee members to review and provide any feedback / comments in readiness for submission to Council for approval.

Committee members to note that every effort is being made to ensure that the Draft TIRC 2019/20 Annual Report is completed and lodged on or before the deadline of 15 November 2020.

2019/20 Financial Statement will be provided at the November meeting following the completion of the audit. The Council's external Auditor will attend the Audit committee meeting to report on the Audit Findings.

**ISSUES/OPTIONS/CONSEQUENCES**

Nil

**RECOMMENDATION:**

**That the Audit and Risk Management Committee notes report number 235972 for information and provide any feedback**

**ATTACHMENTS:**

There are no attachments for this report.