



**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN
THE TIWI LAND COUNCIL BOARDROOM - 116 REICHARDT RD, WINNELLIE ON
FRIDAY, 17 MAY 2019 AT 10:00AM**

1 WELCOME & APOLOGIES

1.1 Welcome

The meeting opened at 10:23 am.

1.2 Present

Chairperson: Brendan Dowd.

Committee Members: Sandra Cannon (2nd Independent member), Deputy Mayor Lynette De Santis and Cr Therese (Wokay) Bourke.

Officers: Valerie Rowland (Acting Chief Executive Officer), Shane Whitten (Chief Financial Officer), Bala Donepudi (Finance Manager) and Maina Brown (Governance & Compliance Manager).

Guest: Nil

Minuter: Maina Brown (Governance & Compliance manager).

1.3 Apologies

RECOMMENDATION

That an apology be noted for the non-attendance of Councillor Tungatulum.

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 - 11 February 2019

1 RESOLUTION

Moved: Lynette DeSantis

Seconded: Therese (Wokay) Bourke

That the minutes of the Audit and Risk Management Committee held on 11 February 2019 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

2 RESOLUTION

Moved: Sandra Cannon
Seconded: Lynette DeSantis

That the ARMC Survey Summary be included in the agenda for the next meeting.

Action:

Item 3.6 Resolution 7.2

CARRIED

3.2 UPDATE ON SECOND INDEPENDENT MEMBER APPOINTMENT

This report provides members with an update in regards to the recent vacant position as a Second Independent Member on the Audit and Risk Management Committee.

3 RESOLUTION

Moved: Lynette DeSantis
Seconded: Therese (Wokay) Bourke

That the Committee notes this report for information and to be moved into confidential.

CARRIED

3.3 RE-TABLING OF RISK MANAGEMENT POLICY AND ARMC TERMS OF REFERENCE

This report provides members with an approved Risk Management Policy and Audit and Risk Management Terms of Reference for information and discussion.

4 RESOLUTION

Moved: Lynette DeSantis
Seconded: Therese (Wokay) Bourke

1. That the Committee receive and note this report.
2. That the Committee recommend to Council to put in place a Risk Register and engage an independent external consultant to undertake the work.
3. That the Committee request for Finance to review the current Risk Management Policy and advise of the compliance with said policy. In particular, clause 8 regarding performance reporting.
4. The committee will review and choose one item from the terms of reference specific roles and responsibilities section and discuss at each future meetings.
5. That the committee will simplify the description on the roles specific roles and responsibilities.

CARRIED

3.4 UPDATE ON THE IMPLEMENTATION OF THE CASH HANDLING & POLICIES

SC

AND PROCEDURES - RECEIPT

This report provides members on the progress update in regards to one of the 12 compliance items stated on the Management Letter by Merit Partners that was tabled at the last ARMC meeting held on 11 February 2019.

RECOMMENDATION:

That the Committee receive and note this report.

Action
Chief Financial Officer to complete by 30 June 2019.

3.5 POPULATION OF AUDIT AND RISK MANAGEMENT COMMITTEE WORK PLAN

This report is put before the committee members for discussions.

5 RESOLUTION

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

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

CARRIED

4 REPORTS FOR INFORMATION

Nil

5 NEXT MEETING

Monday, 3 June 2019

6 CLOSURE

The meeting closed at 12:11 pm.

These Minutes were confirmed at the ARMC Meeting of the Council held on 3 June 2019.

Signed: *Sandra Cannon*

Acting Chairperson

SC