

**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN
THE WINNELLIE TIRC OFFICE
ON MONDAY, 11 FEBRUARY 2019 AT 10:00 AM**

1 WELCOME & APOLOGIES

1.1 Welcome

The meeting opened at 10:12 am.

1.2 Present

Chairperson: Brendan Dowd.

Committee Members: Sandra Cannon (2nd Independent member), Mayor Gawin Tipiloura and Cr Lynette De Santis (10:42am).

Visiting Councillor: Therese (Wokay) Bourke.

Officers: Marion Scrymgour (CEO), Shane Whitten (CFO), Bala Donepudi (Finance Manager), Maina Brown (Governance & Compliance Manager) and Kesara Scrymgour (Governance Support Officer).

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 - 5 November 2018

1 RESOLUTION

Moved: Sandra Cannon

Seconded: Gawin Tipiloura

That the minutes of the Audit and Risk Management Committee held on 5 November 2018 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES HELD ON

2 RESOLUTION

Moved: *Sandra Cannon*

Seconded: *Gawin Tipiloura*

That the Committee accepts these discussions and report.

Item 3.1 – Business arising from previous minutes held on 6 June 2018

Action:

Governance and Compliance Manager to send agenda out to all ARMC committee members one week in advance.

Item 3.3 – ARMC Survey Summary

Action:

Re-table the ARMC assessment survey and report at the next ARMC committee meeting to be held in May 2019 with a date to be confirmed.

Item 3.6 – ARMC Terms of Reference

It was suggested by the Chairperson that all ARMC members and staff to reflect back on the Terms of Reference to guide and reflect what the requirements are of the ARMC committee.

CARRIED

3.2 RESIGNATION OF AN ELECTED MEMBER - PIRLANGIMPI WARD

This report is to notify the Audit and Risk Management Committee (ARMC) members regarding the recent resignation of an elected member of Pirlangimpi Ward.

3 RESOLUTION

Moved: *Gawin Tipiloura*

Seconded: *Sandra Cannon*

That the Committee:

1. **Receive and note this report for information.**
2. **Note the nomination of Therese (Wokay) Bourke as the Pirlangimpi Ward representative on the Audit and Risk Management Committee up until their end of term or resigns from the position.**

CARRIED

3.3 TIRC MANAGEMENT LETTER 2018

This report is written to provide an update to the Risk and Audit Committee on progress to address the 12 issues raised by Merit Partners in their Management Letter from the audit of the 2018 financial statements.

4 RESOLUTION

Moved: *Gawin Tipiloura*

Seconded: *Sandra Cannon*

That the Committee:

1. **Receive and note this report for information.**



2. Request for Item 3 cash handling and Item 4 Policies and Procedures – Receipts that an update be provided at the next ARMC meeting.
3. Invite the External Auditors to attend the next ARMC meeting to be held in June 2019.
4. Recommend that the Chief Financial Officer forward the 2018 Audit Report outcome to the external auditor.

CARRIED

Action:

CEO to forward the Federal Governance (Acquittal Outcome) and Northern Territory Government correspondence regarding additional untied funding and also the Dept of Housing and Community Development correspondence of discontinuation of department feedback on TIRC finance reports to Brendan Down and Sandra Cannon for information.

Management Accountant to liaise with the three office coordinators as part of the implementation of the Cash Handling & Policies and Procedures – receipts. Timeframe to be completed by 31 March 2019.

3.4 REVISED BUDGET 2018/19

This report is to provide Council members with an update on financial performance for the half year ended 31 December 2018, and to provide some guidance on Council's expected financial performance for the year ended 30 June 2019.

5 RESOLUTION

Moved: *Lynette DeSantis*

Seconded: *Gawin Tipiloura*

That the Committee receive and note this report for information.

CARRIED

At this point of the meeting a break was called at 11:45 am.

The meeting recommenced at 11:57 am.

3.5 RISK MANAGEMENT POLICY

This report provides members with an approved Risk Management Policy for information and discussion.

6 RESOLUTION

Moved: *Gawin Tipiloura*

Seconded: *Sandra Cannon*

That the Committee:

1. Receive and note this report for information.
2. Allocates time to reflect the content of the Risk Management Policy and ARMC Terms of Reference at the next ARMC meeting.

CARRIED



3.6 POPULATION OF AUDIT AND RISK WORK PLAN

This report is put before the committee members for discussions.

7 RESOLUTION

Moved: Lynette DeSantis

Seconded: Gawin Tipiloura

That the Committee:

1. Notes and receive this report for information, accepts these discussions and update the Audit and Risk Management Work Plan as required.
2. Request that staff review the ARMC Terms Of Reference and extract the items that are required to be part of the ARMC Work Plan.
3. Recommend the ARMC Second Independent member's tenure to be tabled at the next Ordinary Council meeting to be held on 20 February 2019.

CARRIED

4 REPORTS FOR INFORMATION

Nil

5 NEXT MEETING

May 2019 date to be confirmed.

6 CLOSURE

The meeting closed at 12:34 pm.

These Minutes were confirmed at the ARMC Meeting of the Council held on 17 May 2019.

Signed: 

Chairperson

