



**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD IN
THE WINNELLIE TIRC OFFICE ON MONDAY, 5 NOVEMBER 2018 AT 10:00 AM**

1 WELCOME & APOLOGIES

1.1 Welcome

The meeting opened at 10.00am

1.2 Present

Chairperson: Brendan Dowd.

Committee Members: Sandra Cannon (2nd Independent member), Mayor Gawin Tipiloura and Cr Lynette De Santis and Cr Marius (Pirrawayingi) Puruntatameri.

Officers: Marion Scrymgour (CEO), Bala Donepudi (Finance Manager), Mark Blackburn (Management Consultant), Shane Whitten (CFO).

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 - 6 June 2018

RECOMMENDATION

That the minutes of the Audit and Risk Management Committee held on 26 October 2018 as circulated, be confirmed as a true and correct record of that meeting.

3 GENERAL BUSINESS

3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

General discussion regarding whether some of the items there should be a verbatim outline of what was discussed. General consensus that in discussion if the item being discussed required a verbatim outline then the Chairperson would make the call on that.

RECOMMENDATION:

- 1. That the Committee accepts these discussions and note the report;**
- 2. That the agenda and all information is provided for approval to the Chairperson prior to the ARMC meeting;**

3. Once approved, the Agenda and information to be circulated 1 week in advance to all Members of the ARMC.

3.2 POPULATION OF AUDIT AND RISK WORK PLAN

This report is put before the committee members for discussions.

RECOMMENDATION:

1. That the Committee notes and receive this report for information, accepts these discussions and note the work that has been undertaken and will update the Audit and Risk Management Work Plan as required.
2. That CEO sends to the chairperson of the ARMC the meeting dates for 2019.

3.3 AUDIT AND RISK MANAGEMENT COMMITTEE SURVEY SUMMARY

The collated ARMC assessment was prepared by me following receipt of completed survey forms from five (5) ARMC members and executive staff.

RECOMMENDATION:

1. That the Committee reviews the ARMC assessment survey and provide direction at the next meeting or to the Chairperson of the ARMC as to the distribution and the implementation;
2. That the CEO circulate all contact details to the chairperson and all members ARMC.

3.4 ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

RECOMMENDATION:

1. That the Committee reviewed and the advice to the Council on the Final Audited Financial statements for the year ended 30 June 2018;
2. That in all future EOFY meetings of the ARMC – the committee seeks the presentation of the Audit report to be presented to them by the Independent Auditors.

3.5 MANAGEMENT REPRESENTATION LETTER

To provide advice to the Audit Committee on the findings and recommendations arising from the final 2016-17 audit conducted by Merit Partners and the proposed response and actions by management to address the audit recommendations.

The Finance Manager went through the Management responses to the Audit observations.

RECOMMENDATION:

1. That the Committee receives and note the audit management representation letter and the outline from the Finance Manager and the CFO as to management responses to the Auditors;

2. The ARMC members again requested that in future the presentation should be done by the Auditors rather than staff.

3.6 TIRC AUDIT AND RISK MANAGEMENT COMMITTEE

RECOMMENDATION:

That the Committee noted the Terms of Reference as tabled.

3.7 ORGANISATIONAL REVIEW

Mark Blackburn – Consultant presented the Committee with an overview of his report on the organisational review update for members information.

RECOMMENDATION:

That the Committee receive and note this report for information.

3.8 RISK MANAGEMENT POLICY

Risk Management policy tabled to all members with an approved Fraud Protection Policy as approved by the council for ARMC information.

RECOMMENDATION:

That the Committee receive and note this report for information.

3.9 APPROVED FRAUD PROTECTION POLICY

The Fraud protection policy as approved by the Council tabled for information.

1 RESOLUTION

Moved: Marius (Pirrawayingi) Puruntatameri

Seconded: Gawin Tipiloura

1. **That the Committee receive and note this report for information;**
2. **That a circular motion/minute is provided for any information circulated for ARMC Members out of session.**

CARRIED

4 REPORTS FOR INFORMATION

Nil

5 NEXT MEETING

TBA

6 CLOSURE

The meeting closed at 12:30 pm.

