

# OPEN SECTION

RMAC8/1

## CITY OF DARWIN

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 26 AUGUST 2016 COMMENCING AT 9.00 AM.

PRESENT: Mr Iain Summers (Chairman); Member R Elix; Member M Palmer; Mr Craig Spencer.

OFFICERS: Chief Executive Officer, Mr Brendan Dowd; General Manager Corporate Services, Dr Diana Leeder; Team Coordinator Risk Audit & Safety, Mr Tony Simons; Finance Manager, Mr Miles Craighead; Executive Assistant Corporate Services, Ms Jessica Eves.

APOLOGY: Member G J Haslett.



### \*\*\* INDEX \*\*\*

### PAGE

1.	MEETING DECLARED OPEN .....	3
2.	APOLOGIES AND LEAVE OF ABSENCE .....	3
3.	ELECTRONIC MEETING ATTENDANCE .....	3
4.	DECLARATION OF INTEREST OF MEMBERS AND STAFF .....	3
5.	CONFIDENTIAL ITEMS .....	4
6.	WITHDRAWAL OF ITEMS FOR DISCUSSION .....	4
7.	CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING	
	• Friday, 27 May 2016.....	4



## OPEN SECTION

RMAC8/2

<b>8.</b>	<b>BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT &amp; AUDIT COMMITTEE MEETING</b>	
8.1	Business Arising .....	4
<b>9.</b>	<b>DEPUTATIONS AND BRIEFINGS.....</b>	<b>4</b>
<b>10.</b>	<b>OFFICERS REPORTS</b>	
10.1	Asset Management Policy & Procedure Review – Finance .....	5
10.2	Interim Audit and Audit Plan For The Year Ended 30 June 2016 .....	5
10.3	Risk Management Framework.....	6
10.4	Audit Report on Internal Audit Program .....	7
10.5	Tree Risk Management - Coroner's Recommendations .....	7
<b>11.</b>	<b>INFORMATION ITEMS</b>	
11.1	Outstanding Audit Issues Register .....	8
<b>12.</b>	<b>GENERAL BUSINESS.....</b>	<b>8</b>
<b>13.</b>	<b>CLOSURE OF MEETING.....</b>	<b>8</b>



# OPEN SECTION

RMAC8/3

## Risk Management & Audit Committee Meeting – Friday, 26 August 2016

### 1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9.04a.m.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

#### 2.1 Apologies

(Elix/Palmer)

THAT the apology from Member G J Haslett be received.

DECISION NO.21\4740 (26/08/16)

Carried

#### 2.2 Leave of Absence Granted

Nil

### 3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

Nil

### 4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

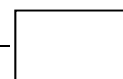
Common No. 2752228

#### 4.1 Declaration of Interest by Members

Nil

#### 4.2 Declaration of Interest by Staff

Nil



# OPEN SECTION

RMAC8/4

## Risk Management & Audit Committee Meeting – Friday, 26 August 2016

### 5. **CONFIDENTIAL ITEMS**

Common No. 1944604

Nil

### 6. **WITHDRAWAL OF ITEMS FOR DISCUSSION**

(Palmer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority that all Information Items and Officers Reports to the Risk Management & Audit Committee Meeting held on Friday, 26 August 2016 be received and considered individually.

DECISION NO.21\4741 (26/08/16)

Carried

### 7. **CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING**

(Palmer/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 27 May 2016, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\4742 (26/08/16)

Carried

### 8. **BUSINESS ARISING FROM THE MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING**

#### 8.1 **Business Arising**

Nil

### 9. **DEPUTATIONS AND BRIEFINGS**

Nil



# OPEN SECTION

RMAC8/5

## Risk Management & Audit Committee Meeting – Friday, 26 August 2016

### 10. OFFICERS REPORTS

#### 10.1 Asset Management Policy & Procedure Review - Finance

Report No. 16A0096 MC:je (26/08/16) Common No. 2078949

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0096 MC:je entitled Asset Management Policy & Procedure Review - Finance, be received and noted.
- B. THAT the Outstanding Risk Register 145.2 be transferred to the completed actions on the Completed Audit Risk Register.

DECISION NO.21\4743 (26/08/16)

Carried

ACTION: EA to GM CORP  
NOTE: GM CORP

#### 10.2 Interim Audit and Audit Plan For The Year Ended 30 June 2016

Report No. 16A0098 MC:je (26/08/16) Common No. 2251082

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0098 MC:je entitled Interim Audit and Audit Plan For The Year Ended 30 June 2016, be received and noted.
- B. THAT the committee congratulate the finance team that the auditors identified satisfaction with accounting systems and procedures and that there are no matters to be reported.

DECISION NO.21\4744 (26/08/16)

Carried

ACTION: MANGER FINANCE  
NOTE: GM CORP



## OPEN SECTION

RMAC8/6

### Risk Management & Audit Committee Meeting – Friday, 26 August 2016

#### **10.3 Risk Management Framework**

Report No. 16A0100 TS:je (26/08/16) Common No. 2363571

(Palmer/Elix)

#### COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0100 TS:je entitled Risk Management Framework, be received and noted.
- B. THAT the Control Self-assessment Internal Audit will be deferred while waiting for the review of the process.
- C. THAT a report on the operational risks that were identified as remaining high or extreme be provided to the March 2017 meeting with an assessment as to whether those risks can be lowered.
- D. THAT the operational risk register has been aligned with the 2016/17 Municipal Plan.
- E. THAT the majority of assessments are at medium and low residual risks which indicate that management has systems and procedures in place to deliver the Municipal Plan objectives.

DECISION NO.21\4745 (26/08/16)

Carried

ACTION: COORDINATOR RISK  
NOTE: GM CORP



# OPEN SECTION

RMAC8/7

## Risk Management & Audit Committee Meeting – Friday, 26 August 2016

### **10.4 Audit Report on Internal Audit Program**

Report No.16A0101 TS:je (26/08/16) Common No. 1536877

(Spencer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0101 TS:je entitled Audit Report on Internal Audit Program, be received and noted.
- B. THAT the committee note that Internal Audit Program for 2016/17 remains on track.

DECISION NO.21\4746 (26/08/16)

Carried

NOTE: GM CORP  
NOTE: COORDINATOR RISK

### **10.5 Tree Risk Management - Coroner's Recommendations**

Report No. 16A0102 DL:je (26/08/16) Common No. 2809737

(Palmer/Elix)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0102 DL:je entitled Tree Risk Management - Coroner's Recommendations, be received and noted.
- B. THAT the actions associated with the Coroner's recommendations following the inquest into the death of Mr William Brown have been added to the Operational Risk Register.

DECISION NO.21\4747 (26/08/16)

Carried

ACTION: COORDINATOR RISK



# OPEN SECTION

RMAC8/8

## Risk Management & Audit Committee Meeting – Friday, 26 August 2016

### 11. INFORMATION ITEMS

#### 11.1 Outstanding Audit Issues Register (26/08/16) Common No. 422690

(Elix/Palmer)

#### COMMITTEE'S DECISION

- A. THAT the Outstanding Audit Issues Register be received and noted.
- B. THAT an example of the new quarterly performance reporting against the Municipal Plan be presented to the March 2017 meeting.
- C. THAT completion dates for audit actions 146 Investments Audit and 147 Financial Statements Audit be provided to the March 2017 meeting.

DECISION NO.21\4748 (26/08/16)

Carried

ACTION: PART B MANAGER STRATEGY & OUTCOMES  
ACTION: PART C MANAGER FINANCE  
NOTE: GM CORP

### 12. GENERAL BUSINESS

Nil

### 13. CLOSURE OF MEETING

(Elix/Palmer)

The meeting closed at 11:16am.

Carried





# OPEN SECTION

RMAC8/9

Risk Management & Audit Committee Meeting – Friday, 26 August 2016

**IAIN SUMMERS (CHAIR) – RISK  
MANAGEMENT & AUDIT  
COMMITTEE MEETING – FRIDAY,  
26 AUGUST 2016**

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**Confirmed On:** **Friday, 28 October 2016**

**Chairman:**

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