

OPEN SECTION

RMAC03/1

CITY OF DARWIN

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 18 MARCH 2016 COMMENCING AT 9.00 AM.

PRESENT: Mr Iain Summers (Chairman); Member R M Knox; Member S J Niblock.

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; Committee Administrator, Mrs Penny Hart.

APOLOGY: Member G J Haslett; Member K J Worden; Mr Craig Spencer.

GUESTS: Mr David Howie from KPMG was in attendance from 9.23 am to brief the Committee on the Investments Internal Audit Report.

*** 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	4
5.	CONFIDENTIAL ITEMS	4
6.	WITHDRAWAL OF ITEMS FOR DISCUSSION	5
7.	CONFIRMATION OF MINUTES PERTAINING TO THE PREVIOUS RISK MANAGEMENT & AUDIT COMMITTEE MEETING	
	• Friday, 30 October 2015.....	5



OPEN SECTION

RMAC03/2

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

8.1	Business Arising	5
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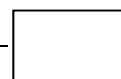
9. OFFICERS REPORTS

9.1	Investments Internal Audit Report	6
9.2	Internal Audit Program.....	7
9.3	Risk Management Framework.....	7
9.4	Outstanding Audit Issue No. 140 - Strategic Performance Framework - Progress Report 3	8
9.5	Outstanding Audit Issue No. 143 - Environmental Management System Assessment - Final Report	9

10. INFORMATION ITEMS

10.1	Review of Outstanding Audit Issues Register.....	10
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11. GENERAL BUSINESS..... 10



OPEN SECTION

RMAC03/3

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9.00 am.

2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

2.1 Apologies

(Niblock/Knox)

- A. THAT the apology from Member G J Haslett be received.
- B. THAT the apology from Member K J Worden be received.
- C. THAT the apology from Mr Craig Spencer be received.

DECISION NO.21\4213 (18/03/16)

Carried

2.2 Leave of Absence Granted

Nil

3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

Nil



OPEN SECTION

RMAC03/4

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

4. DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 Declaration of Interest by Members

Nil

4.2 Declaration of Interest by Staff

Nil

5. CONFIDENTIAL ITEMS

5.1 Closure to the Public for Confidential Items

Common No. 1944604

(Knox/Niblock)

COMMITTEE'S DECISION

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 the following Items:-

<u>Item</u>	<u>Regulation</u>	<u>Reason</u>
C15.1	8(c)(iv)	information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person

DECISION NO.21\4214 (18/03/16)

Carried

5.2 Moving Open Items Into Confidential

Common No. 1944604

Nil

5.3 Moving Confidential Items Into Open

Common No. 1944604

Nil



OPEN SECTION

RMAC03/5

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

6. WITHDRAWAL OF ITEMS FOR DISCUSSION

(Knox/Niblock)

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, 18 March 2016 be received and considered individually.

DECISION NO.21\4215 (18/03/16)

Carried

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

(Niblock/Knox)

COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 30 October 2015, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\4216 (18/03/16)

Carried

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

8.1 Business Arising

Nil



OPEN SECTION

RMAC03/6

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

9. OFFICERS REPORTS

9.1 Investments Internal Audit Report

Report No. 16A0032 MC:mp (18/03/16) Common No. 3236868

(Knox/Niblock)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0032 MC:mp entitled Investments Internal Audit Report, be received and noted.
- B. THAT the following agreed management actions be added to the Outstanding Audit Issues register:
- Ensure the officer executing the transaction is independent of the officer receiving the investment confirmation. The officer receiving the investment confirmation should execute appropriate verification procedures to validate that the transaction was appropriate.
 - Conduct a review of the Investment procedures and include in the document future review dates and last approval date.
 - Put in place access controls and spreadsheet protection over the Cash Flow and Investment Workbook.
 - The review cycle for Policy No. 024 - Investment Policy be updated to correspond with the Local Government Investment Guidelines with an annual period of review.
 - Remove specific mention of the TIO as an acceptable approved instrument issuer from the investing policy.
- C. THAT the Committee recommends that at the next annual review of Policy No. 024 - Investment Policy that consideration be given to:
- better informing the investment terms with reference to the Long Term Financial Plan.
 - obtaining independent licenced financial advice about investment options, within the capacity available from the government guidelines.

DECISION NO.21\4217 (18/03/16)

Carried

ACTION: CCORDINATOR RISK
NOTE: GM CORP, EA TO GM CORP



OPEN SECTION

RMAC03/7

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

9.2 Internal Audit Program

Report No. 16A0035 TS:mp (18/03/16) Common No. 1536877

(Knox/Niblock)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0035 TS:mp entitled Internal Audit Program, be received and noted.
- B. THAT the committee requests that any amendments to the original terms of reference be identified for the committee when the audit report is presented.

DECISION NO.21\4218 (18/03/16)

Carried

NOTE: COORDINATOR RISK, GM CORP

9.3 Risk Management Framework

Report No. 16A0034 TS:mp (18/03/16) Common No. 2363571

(Niblock/Knox)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16A0034 TS:mp entitled Risk Management Framework, be received and noted.
- B. THAT the Committee note that the next review of the Risk Register will be presented at the August 2016 meeting.

DECISION NO.21\4219 (18/03/16)

Carried

ACTION: COORDINATOR RISK
NOTE: GM CORP



OPEN SECTION

RMAC03/8

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

9.4 Outstanding Audit Issue No. 140 - Strategic Performance Framework - Progress Report 3

Report No. 16TC0021 SJ:ph (18/03/16) Common No. 1230662

(Niblock/Knox)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework - Progress Report 3, be received and noted.
- B. THAT the Outstanding Audit Issue Register be updated by replacement of existing outstanding actions with those in **Attachment A** to Report Number 16TC0021 SJ:ph entitled Outstanding Audit Issue No. 140 - Strategic Performance Framework Audit - Progress Report 3.

DECISION NO.21\4220 (18/03/16)

Carried

ACTION: MGR STRATEGY & OUTCOMES
NOTE: EXEC MGR, EA TO GM CORP



OPEN SECTION

RMAC03/9

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

9.5 Outstanding Audit Issue No. 143 - Environmental Management System Assessment - Final Report

Report No. 16TC0018 SG:nj (18/03/16) Common No. 2110829

The Committee noted that this report and the original recommendations were withdrawn.

(Niblock/Knox)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT the verbal advice on Outstanding Audit Issue No. 143 - Environmental Management System Assessment - Final Report, be received and noted.
- B. THAT a further report on the completion of the Outstanding Audit Issue No.143, sections 3.5, 3.6, 3.7 and 3.8 be provided to the May 2016 Risk Management & Audit Committee meeting.
- C. THAT the Outstanding Audit Issues Register be amended to reflect a completion date of May 2016.

DECISION NO.21\4221 (18/03/16)

Carried

ACTION: MGR CLIMATE CHANGE
NOTE: EXEC MGR



OPEN SECTION

RMAC03/10

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

10. INFORMATION ITEMS

10.1 Review of Outstanding Audit Issues Register (18/03/16) Common No. 422690

(Knox/Niblock)

COMMITTEE'S DECISION

- A. THAT the Outstanding Audit Issues Register be received and noted.
- B. THAT the finalisation of Outstanding Audit Issues No. 122 - Review of Fraud Management be reported on at the May 2016 meeting.
- C. THAT a status report on Outstanding Audit Issues No. 145 - Asset Management Audit be provided to the May 2016 meeting.

DECISION NO.21\4222 (18/03/16)

Carried

ACTION Part B: GM CORP
ACTION: Part C: MGR TECHNICAL
NOTE: EA TO GM CORP

11. GENERAL BUSINESS

Nil

The meeting moved to the Confidential Section at 10.49 am.



OPEN SECTION

RMAC03/11

Risk Management & Audit Committee Meeting – Friday, 18 March 2016

**MR IAIN SUMMERS (CHAIRMAN)
– RISK MANAGEMENT & AUDIT
COMMITTEE MEETING – FRIDAY,
18 MARCH 2016**

Confirmed On: *Friday, 27 May 2015*

Chairman: _____

