

OPEN SECTION

RMAC03/1

Risk Management & Audit Committee Meeting – Friday, 31 March 2017

CITY OF DARWIN

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 31 MARCH 2017 COMMENCING AT 9.00 AM.

PRESENT: Mr Iain Summers (Chair); Member G J Haslett; 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 Julie Gordon.

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1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9:05 a.m.

2. APOLOGIES AND LEAVE OF ABSENCE

Common No. 2695036

2.1 Apologies

Nil

2.2 Leave of Absence Granted

Nil

3. ELECTRONIC MEETING ATTENDANCE

Common No. 2221528

3.1 Electronic Meeting Attendance Granted

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



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5. **CONFIDENTIAL ITEMS** Common No. 1944604

5.1 **Closure to the Public for Confidential Items**

(Spencer/Haslett)

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>
C17.1	8(c)(i)	information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person

DECISION NO.21\5295 (31/03/17) Carried

5.2 **Moving Open Items into Confidential**

Nil

5.3 **Moving Confidential Items into Open**

Nil

6. **WITHDRAWAL OF ITEMS FOR DISCUSSION**

(Spencer/Haslett)

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, 31 March 2017 be received and considered individually.

DECISION NO.21\5296 (31/03/17) Carried



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

(Spencer/Summers)

COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 28 October 2016, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

THAT the Open Executive Summary dated 28 October 2016 as tabled was noted.

DECISION NO.21\5297

(31/03/17)

Carried

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

8.1 Business Arising

Matters were transferred as required to the Outstanding Audit Issues register, as required.

9. DEPUTATIONS AND BRIEFINGS

Nil



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10. OFFICERS REPORTS

10.1 Workplace Health & Safety Committee – Progress Report

Report No. 17A0030 TS:jg (31/03/17) Common No. 3490322

(Spencer/Haslett)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17A0030 TS:jg entitled Workplace Health & Safety Committee – Progress Report, be received and noted.
- B. THAT outstanding audit issues numbered: 3.2.6.1, 3.2.6.2 and 3.4.6.9 be transferred to the Completed Audit Issues Register.
- C. THAT a final report on the implementation of the Contractor Management Standard (issues 3.4.1.2 and 3.4.6.7) be presented at the July 2017 Risk Management & Audit Committee Meeting.

DECISION NO.21\5298 (31/03/17)

Carried

ACTION: TEAM LEADER,
RISK AUDIT & SAFETY
ACTION: EA CORP
NOTE: GM CORP

10.2 Outstanding Audit Issues – Fines and Infringements Audit

Report No. 17A0038 TS:jg (31/03/17) Common No. 3304380

(Spencer/Haslett)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17A0038 TS:jg entitled Outstanding Audit Issues – Fines and Infringements Audit, be received and noted.
- B. THAT Outstanding Audit Issues numbered 4.1 and 4.2 be transferred to the Completed Audit Issues Register.

DECISION NO.21\5299 (31/03/17)

Carried

ACTION: EA CORP



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10.3 Provision of Auditing Services

Report No. 17A0003 MC:jg (31/03/17) Common No. 1784009

(Palmer/Spencer)

COMMITTEE'S DECISION

THAT it be a recommendation to Council:-

- A. THAT Report Number 17A0003 MC:jg entitled Provision of Auditing Services, be received and noted.
- B. THAT the current instrument of appointment of Auditor be extended to the maximum term of five years to cover the period 1 July 2016 to 30 June 2017.

DECISION NO.21\5300 (31/03/17)

Carried

ACTION: MANAGER FINANCE
NOTE: GM CORP

Member M Palmer joined the meeting at 9.35am.

Procedural Motion – Adjournment of the meeting at 9.40am in Accordance with By-Law 163(d)

(Spencer/Haslett)

- A. THAT in accordance with By-Law 163(d), the meeting be adjourned to enable the Committee to move to the Confidential Section of the meeting to consider Item C17.1.
- B. THAT at the conclusion of the Confidential Section of the meeting, the Open Section of the meeting be resumed.

Carried

Procedural Motion – Resumption of the meeting at 10.30am in Accordance with By-Law 163(d)

(Spencer/Haslett)

THAT the Open section be resumed at 10.30am.

Carried



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10.4 Risk Management Framework

Report No. 17A0010 TS:jg (31/03/17) Common No. 2363571

(Spencer/Palmer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 17A0010 TS:jg entitled Risk Management Framework, be received and noted.
- B. THAT the internal audit program for 2017/18 be provided to the May 2017 Risk Management and Audit Committee.
- C. THAT a report be provided to the May 2018 Risk Management and Audit Committee Meeting on the implementation and status of new mitigations for identified risks, outcomes from CSA process, and the internal audit program.

DECISION NO.21\5304 (31/03/17)

ACTION: TEAM LEADER
RISK AUDIT & SAFETY
NOTE: GM CORP

11. INFORMATION ITEMS

11.1 Outstanding Audit Issues Register

Common No. 422690

*The Outstanding Audit Issues Register is **Attachment A**.*

(Palmer/Haslett)

COMMITTEE'S DECISION

THAT the Outstanding Audit Issues Register be received and noted.

DECISION NO.21\5305 (31/03/17)

Carried

NOTE: GM CORP

12. GENERAL BUSINESS

Nil



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13 CLOSURE OF MEETING

(Palmer/Spencer)

The Open Section of the meeting closed at 11.40 am

Carried

**IAIN SUMMERS (CHAIR) – OPEN
RISK MANAGEMENT & AUDIT
COMMITTEE MEETING – FRIDAY,
31 MARCH 2017**

Confirmed On: *Friday, 26 May 2017*

Chairman: _____

