

# OPEN SECTION

RMAC08/1

## CITY OF DARWIN

MINUTES OF THE RISK MANAGEMENT & AUDIT COMMITTEE HELD IN MEETING ROOM 1, CIVIC CENTRE, HARRY CHAN AVENUE ON FRIDAY, 28 AUGUST 2015 COMMENCING AT 9.02 AM.

PRESENT: Mr Iain Summers (Chairman); Member G Haslett; Member S J Niblock; 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 Misha Peck.

*Miles Craighead was in attendance until 10:04 a.m*

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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

### 1. MEETING DECLARED OPEN

The Chairman declared the meeting open at 9:02 a.m.

*The Chairman welcomed Alderman Haslett as the new Elected Member on the Committee.*

### 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

Nil

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

Nil

### 5. CONFIDENTIAL ITEMS

Nil

### 6. WITHDRAWAL OF ITEMS FOR DISCUSSION

(Spencer/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, 28 August 2015 be received and considered individually.

DECISION NO.21\3683

(28/08/15)

Carried



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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

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

(Niblock/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve that the minutes of the previous Risk Management & Audit Committee Meeting held on Friday, 27 March 2015, tabled by the Chairman, be received and confirmed as a true and correct record of the proceedings of that meeting.

DECISION NO.21\3684

(28/08/15)

Carried

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

#### **8.1 Interim Audit and Audit Plan for Year Ended 30 June 2015 – Interim Audit Letter**

Common No. 2527584

At the May 2015 Committee meeting, Chairman Iain Summers requested that the letter from Merit Partners regarding the Audit Plan for the year ended 30 June 2015, be tabled for the Committee to receive and note.

The Committee requested that the Management reconfirm that the requirements for the audit deliverables are in line with the original contract specifications.

The Committee requested that the auditors be advised that the Committee's preference is for them to comment on the Management Discussion and Analysis prepared by management, rather than prepare their own analysis comments.

The Committee requested that the auditors be advised that while it reviews the terms of engagement of the auditors and provides advice to Council and the CEO, it does not approve those terms of reference, and that it does not have a role in providing any assertions in relation to fraud, and to non-compliance with laws and regulations.

The Committee discussed some of the auditor's highlighted topics, including street lighting ownership, rates in advance treatment and residual asset values.

ACTION: COORDINATOR RISK



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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

### 9. OFFICERS REPORTS

#### 9.1 Risk Management Framework

Report No. 15A0103 TS:mp (28/08/15) Common No. 2363571

(Spencer/Niblock)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 15A0103 TS:mp entitled Risk Management Framework, be received and noted.
- B. THAT Management provide an update on Risk No. 16 (extreme residual risk) and Risk No. 20 (high residual risk) in the Corporate Services department risk register at the October 2015 meeting.

DECISION NO.21\3685

(28/08/15)

Carried

ACTION: COORDINATOR RISK

#### 9.2 Risk Management & Audit Committee Performance

Report No.15A0104 TS:mp (28/08/15) Common No. 3021961

(Niblock/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 15A0104 TS:mp entitled Risk Management & Audit Committee Performance, be received and noted.
- B. THAT the Committee noted the low response rate from the performance review.
- C. THAT the Chairman Iain Summers and Member Craig Spencer present to Council on the activities of the Audit Committee on 10 November 2015.

DECISION NO.21\3686

(28/08/15)

Carried

ACTION: COMMITTEE ADMINISTRATOR  
NOTE: COORDINATOR RISK



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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

### **9.3 Internal Audit Program**

Report No.15A0105 TS:mp (28/08/15) Common No. 1536877

(Spencer/Niblock)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 15A0105 TS:mp entitled Internal Audit Program, be received and noted.
- B. THAT the Committee note that the Internal Audit Program 2015/16/17 has been reviewed and approved by COG and the financial sustainability has been added to the audit program.

THAT an update report be provided to the October 2015 RMAC meeting identifying the allocation of audit topics to particular financial years and to cross-reference individual audit topics to the relevant absolute and residual risks and controls.

DECISION NO.21\3687

(28/08/15)

Carried

ACTION: COORDINATOR RISK

### **9.4 Outstanding Audit Issue No. 144 – Implementation of Council Decisions**

Report No.15TC0064 MB:ph (28/08/15) Common No. 3035180

(Haslett/Niblock)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

- A. THAT Report Number 15TC0064 MB:ph entitled Outstanding Audit Issue No. 144 - Implementation of Council Decisions, be received and noted.
- B. THAT Outstanding Audit Issue No. 144 - Implementation of Council Decisions be amended to completed status.

DECISION NO.21\3688

(28/08/15)

Carried

ACTION: EA TO GM CORP



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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

### **9.5 Outstanding Audit Issue No.143 – Update August 2015**

Report No.15TC0100 SG:nj (28/08/15) Common No. 2110829

(Haslett/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:

- A. THAT Report Number 15TC0100 SG:nj entitled Outstanding Audit Issue No.143 - Update August 2015, be received and noted.
- B. THAT Outstanding Audit Issue No. 143, Section 3.3 and 3.4 be moved to the Completed Audit Issues Register.
- C. THAT Outstanding Audit Issue No. 143, Sections 3.5, 3.6, 3.7 and 3.8 have an amended completion date to December 2015.

DECISION NO.21\3689

(28/08/15)

Carried

ACTION: EA TO GM CORP  
NOTE: MANAGER CLIMATE CHANGE

## **10. INFORMATION ITEMS**

### **10.1 Review of Outstanding Audit Issues Register**

Common No. 422690

(Niblock/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

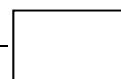
- A. THAT the Outstanding Audit Issues Register, Common Number 422690, be received and noted.
- B. THAT the Committee requested that a progress report on Outstanding Audit Issue 140 entitled Strategic Performance Framework be presented to the October 2015 RMAC Meeting.

DECISION NO.21\3690

(28/08/15)

Carried

ACTION: COORDINATOR RISK



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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

### **10.2 Business Papers and Record of Meeting – RMAC Meeting held 29 May 2015 (without quorum)**

(Niblock/Spencer)

COMMITTEE'S DECISION

THAT the business papers pertaining to the Risk Management & Audit Committee meeting held 29 May 2015, be received and noted.

DECISION NO.21\3691

(28/08/15)

Carried

### **11. GENERAL BUSINESS**

#### **11.1 Presentation on CSA/Risk Management System**

Common No. 3205865

*Pascal Marrot-Castellat from Control Track was in attendance from 10:04 a.m to 10:54 a.m*

(Haslett/Spencer)

COMMITTEE'S DECISION

THAT the Committee resolve under delegated authority:-

A. THAT the presentation by Pascal from Control Track, be received and noted.

B. THAT an update be presented to the Committee at the first meeting of 2016.

DECISION NO.21\3692

(28/08/15)

Carried

ACTION: COORDINATOR RISK





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## Risk Management & Audit Committee Meeting – Friday, 28 August 2015

The meeting closed at 11:46 a.m.

**MR IAIN SUMMERS (CHAIRMAN) –  
RISK MANAGEMENT & AUDIT  
COMMITTEE MEETING – FRIDAY,  
28 AUGUST 2015**

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**Confirmed On:** **Friday, 30 October 2015**

**Chairman:** \_\_\_\_\_

