

ALICE SPRINGS TOWN COUNCIL
RISK MANAGEMENT AND AUDIT COMMITTEE MEETING
 MINUTES OF MEETING
 HELD FRIDAY 29 MAY 2020 AT 12:00 NOON
 VIA ZOOM, CIVIC CENTRE

1. ATTENDANCE:

PRESENT:

Mr Iain Summers (Chair)
 Mayor Damien Ryan
 Deputy Mayor Matt Paterson
 Councillor Glen Auricht (arrived 12.20pm)
 Councillor Eli Melky (arrived at 12.18pm)
 Councillor Jimmy Cocking

OFFICERS:

Mr Robert Jennings, Chief Executive Officer
 Ms Sabine Taylor, Director Corporate Services
 Mr Scott Allen, Director Technical Services
 Ms Jodie Summers, Manager Governance
 Mrs Natasha Taylor, Risk and Compliance Officer
 Ms Brooke Lang, Executive Assistant (Minutes)

13th Alice Springs Town Council RISK MANAGEMENT & AUDIT COMMITTEE	29 Jul - 2019	4 Oct - 2019	13 Mar-2020	29 May 2020
Iain Summers	✓	✓	✓	✓
Mayor Damien Ryan	✓	✓	✓	✓
Deputy Mayor Matt Paterson	✓	✓	✓	✓
Councillor Jamie de Brenni	✓			
Councillor Jimmy Cocking	A	A	✓	✓
Councillor Glen Auricht	✓	✓	✓	✓
Councillor Eli Melky		✓	✓	✓

✓	Attended
✓ Proxy	Proxy attended in place of committee member
A	Apology received
--	No attendance and no apology recorded
	Not a committee member

The meeting opened at 12:05

APOLOGIES:

Nil

2. CONFLICT OF INTEREST DECLARATION

Nil

3. MINUTES OF THE PREVIOUS MEETING**3.1 UNCONFIRMED Minutes – Risk Management and Audit Committee 13 March 2020****RESOLVED:**

The Committee confirmed the minutes of the Risk Management and Audit Committee Open meeting held 13 March 2020 as a true and correct record of the proceedings.

Moved: Mayor Ryan
Seconded: Councillor Cocking

3.2 Business Arising from the Previous Minutes

Moved – Mayor Ryan
Second – Councillor Cocking

3.2.1 RMAC Meeting Action Items

There was no discussion on this agenda item.

3.2.2 Local Government Act 2019 deferral

There was no discussion on this agenda item.

3.2.3 RMAC Terms of Reference

The Chair expressed concerns regarding membership qualification requirements and term of office being too long. The Chair would also like Council to maintain control over termination of membership rather than the CEO make that determination.

Director Taylor asked members to provide feedback, Officers will then use this and canvas audit committees of the other NT Councils to inform changes to the draft Terms of Reference.

Councillor Melky entered the meeting 12:18pm

Councillor Auricht entered the meeting 12:20pm

Mayor Ryan questioned the financial reimbursement of Independent Committee members. He would like clarification on where that budget line will come from. He suggested that the second and third point under **Term of Office** clash together with each other and need to be reworded.

Councillor Cocking would prefer a 2-year appointment then review at the end of term.

Director Taylor advised that there will be a transition period from when the Terms of Reference are passed through Council to implementation.

ACTION: Director of Corporate Service to seek further feedback from the committee members in relation to the Terms of Reference to develop another draft to be presented at the next Risk Management and Audit committee meeting on 29 July 2020.

RECOMMENDATION

That it be a recommendation to the Committee:

That the Committee endorse the revised 2020 Risk Management and Audit Committee Terms of Reference.

Moved:

Seconded:

DEFERRED

This recommendation has been deferred as more work is need on the Terms of Reference.

4. **RISK MANAGEMENT**

4.1. ASTC COVID-19 response update

No comments.

4.2. ASTC Risk Acceptance Criteria

Director Taylor advised that risk is managed by the area in which it occurs so the responsible officer or Manager of that area is accountable for managing that risk. There are certain levels of risk that can not be accepted by the person that is managing it.

Following a suggestion by the Chair that all identified risks should be included in the Enterprise Risk Register, Director Taylor recommended that any risk acceptance signed by a Director, CEO or Council be reported to this committee.

Mayor Ryan left the room – 12:53pm

Mayor Ryan re-entered the room – 12:54pm

ACTION: In the new Risk Acceptance Criteria, the RCO to replace the slash (/) with the word “and” in the “Responsibility” column.

RECOMMENDATION

That it be a recommendation to Council:

That Council adopt the revised Appendix A - Risk Acceptance Criteria of the ASTC Risk Management Framework.

Moved: Councillor Cocking

Seconded: Councillor Paterson

5. **AUDIT**

5.1. FY20 External Audit Engagement letter and Audit Plan

The Chair asked if the External Audit Engagement letter has been signed by the CEO. Director Taylor took the question on notice.

Director Taylor advised the committee that a Secure File Transfer Protocol will be implemented to protect against any cyber security risks in the process of sharing information with the auditors during the audit process.

Director Taylor advised that council will go out to tender for new auditors and we will not be renewing Merit Partners.

ACTION: The RCO will provide a briefing paper outlining the process of appointing a new auditor.

RECOMMENDATION

That it be a recommendation to the Committee:

That the Committee endorse the External Audit Plan for the year ending 30 June 2020 and that management accept the terms and conditions of the External Audit Engagement letter.

Moved: Councillor Cocking
Seconded: Councillor Auricht

6. **NEXT MEETING: Wednesday 1st July 2020**

RESOLVED:

That the Risk Management and Audit Committee meeting stands adjourned and resumes in the Confidential Section.

Moved: Mayor Ryan
Seconded: Councillor Cocking

The meeting adjourned at 1.11pm

Confirmed on: _____

CHAIRPERSON _____
Iain Summers