

ALICE SPRINGS TOWN COUNCIL
RISK MANAGEMENT AND AUDIT COMMITTEE MEETING
 MINUTES OF MEETING
 HELD FRIDAY 16 OCTOBER 2020 AT 12:00 NOON
 ARUNTA ROOM, CIVIC CENTRE

1. ATTENDANCE:

PRESENT:

Mr Iain Summers (Chair)(Via Zoom)
 Mayor Damien Ryan
 Deputy Mayor Jacinta Price (Via Zoom) *Joined the meeting 12.15pm*
 Councillor Eli Melky
 Councillor de Brenni

OFFICERS:

Ms Sabine Taylor, Acting CEO/Director Corporate Services
 Ms Kim Sutton, Director Community Development
 Mr Scott Allen, Director Technical Services
 Ms Jodie Summers, Manager Governance
 Mrs Mel Bennett, Manager Finance
 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	25 Aug - 2020	16 Oct - 2020
Iain Summers	✓	✓	✓	✓	✓	✓
Mayor Damien Ryan	✓	✓	✓	✓		✓
Deputy Mayor Jacinta Price						✓
Councillor Matt Paterson	✓	✓	✓	✓		A
Councillor Jamie de Brenni	✓				✓	✓
Councillor Jimmy Cocking	A	A	✓	✓	A	
Councillor Glen Auricht	✓	✓	✓	✓	✓	
Councillor Eli Melky		✓	✓	✓	✓	✓

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

The meeting opened at 12.08 pm

APOLOGIES:

Mr Robert Jennings, Chief Executive Officer
Councillor Matt Paterson

2. CONFLICT OF INTEREST DECLARATION

Nil

3. MINUTES OF THE PREVIOUS MEETING

3.1 UNCONFIRMED Minutes – Risk Management and Audit Committee 25 August 2020

RESOLVED:

The Committee confirmed the minutes of the Risk Management and Audit Committee Open meeting held 25 August 2020 as a true and correct record of the proceedings.

Moved: Councillor de Brenni
Seconded: Councillor Melky

3.2 Business Arising from the Previous Minutes

Councillor Eli Melky Left the Arunta Room at 12.11pm

Councillor Eli Melky returned to the Arunta Room at 12.13pm

ACTION – Officers to go through recording of May Risk Management and Audit meeting to find discussion on Library and top 5 risks and amend minutes accordingly.

ACTION – Officers to circulate minutes prior to being uploaded on the website.

3.2.1 Action Items from Previous Minutes

This report provides an update on outstanding action items from previous minutes.

RECOMMENDATION

That the Risk Management and Audit Committee note and accept this report.

Move: Councillor Melky

Second: Deputy Mayor Price

Committee members enquired on the process of elected a new Chair. There was discussion around who short lists the applicants that then go to Council for endorsement.

ACTION – A selection panel of Elected Members be a part of the process of selecting a new independent chair person.

4. REPORTS FROM OFFICERS

4.1. Risk Management and Audit Committee Terms of Reference

This report provides the Risk Management and Audit Committee with a revised Risk Management and Audit Committee Terms of Reference for endorsement to go to Council for adoption

RECOMMENDATION

That it be a recommendation to Council that:

The revised Risk Management and Audit Committee Terms of Reference be adopted.

There was discussion around the membership in the Draft Terms of Reference. Committee Members did not agree with the suggested Maximum of (five) 5 members which includes two Elected Members and three external members to avoid the perception of undue influence. Concerns were also raised around the termination policy in where the CEO has the power to make a recommendation to Council to terminate a membership.

Director of Technical Services left the Arunta Room - 12.28pm

Director of Technical Services returned - 12.31pm

Councillor Melky raised the concern that the Mayor is considered ex-officio of the Risk Management and Audit Committee, removing one of the Elected Member positions.

A discussion around remuneration fairness was had and it was decided this discussion will be taken to Council.

The committee endorsed the Risk Management and Audit Committee Terms of Reference to be adopted by Council subject to the following amendments:

- **Membership to include three Elected Members and two independent members one of whom is the chair.**
- **Terms of Office – “All applications are to be provided to Council”**
- **Termination of Membership – “Following a process of procedural fairness, a recommendation from the CEO will be made to Council for approval of any termination”**

Moved: Councillor Melky

Second: Councillor de Brenni

ACTION – Terms of Reference to be amended as per:

- membership to include three Elected Members and two independent members one of whom is the chair.
- Terms of Office to include a line; “All applications are to be provided to Council”
- Termination of Membership – “recommendation of the CEO, to Council and upon Council approval if:”

ACTION – The amended Terms of Reference to be forwarded to the Local Government Compliance team for endorsement.

ACTION - Officers to investigate Procedural Fairness guidelines and incorporate them in the Code of Conduct or another relevant policy.

5. GENERAL BUSINESS

6. NEXT MEETING: **Monday 2nd November 2020**

RESOLVED:

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

Moved: Councillor Melky

Seconded: Councillor de Brenni

The meeting adjourned at 1pm to be reconvened on 2 November at 10am.

CONTINUATION OF MEETING HELD ON 16 OCTOBER 2020

ALICE SPRINGS TOWN COUNCIL
RISK MANAGEMENT AND AUDIT COMMITTEE MEETING
 MINUTES OF MEETING
 HELD MONDAY 2 NOVEMBER 2020 AT 12:00 NOON
 ARUNTA ROOM, CIVIC CENTRE

1. ATTENDANCE:**PRESENT:**

Mr Iain Summers (Chair)(Via Zoom)
 Mayor Damien Ryan
 Deputy Mayor Jacinta Price
 Councillor Eli Melky
 Councillor de Brenni
 Councillor Matt Paterson

OFFICERS:

Mr Robert Jennings, Chief Executive Officer
 Ms Sabine Taylor, Director Corporate Services
 Mr Scott Allen, Director Technical Services
 Ms Jodie Summers, Manager Governance
 Ms Natasha Taylor, Risk and Compliance Officer
 Mrs Mel Bennett, Manager Finance
 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	25 Aug - 2020	16 Oct - 2020	2 Nov - 2020
Iain Summers	✓	✓	✓	✓	✓	✓	✓
Mayor Damien Ryan	✓	✓	✓	✓		✓	✓
Deputy Mayor Jacinta Price						✓	✓
Councillor Matt Paterson	✓	✓	✓	✓		A	✓
Councillor Jamie de Brenni	✓				✓	✓	✓
Councillor Jimmy Cocking	A	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 10.02 am

1. APOLOGIES:

Nil

2. CONFLICT OF INTEREST DECLARATION

Nil

3. MINUTES OF THE PREVIOUS MEETING

4. REPORTS FROM OFFICERS

4.1. Risk Management and Audit Committee Terms of Reference

This report provides a revised Risk Management and Audit Committee (RMAC) Terms of Reference for endorsement to go to Council.

RECOMMENDATION

That it be a recommendation to Council that:

The revised Risk Management and Audit Committee Terms of Reference, with the feedback provided from this meeting, be adopted.

Moved: Councillor de Brenni

Second: Mayor Damien Ryan

ACTION – CEO Robert Jennings would like the Comments removed from attachment A – General Instruction No.3 requirements and recommendations, the comments which commence with *“In meetings of the RMAC, members have...”* and concludes with *“...RMAC member responsibilities at times.”*

ACTION – Officers to investigate Council’s description of an ex-officio position and amend the General Instruction to state the Mayor and Deputy Mayor are voting members of the committee.

Councillor Paterson left the Arunta Room – 10.16am

Councillor Paterson returned – 10.18am

ACTION – Amend membership to state that *“the CEO will attend all meetings and Directors will be invited to attend”* and move this sentence to the **Attendance** subheading

ACTION – Amend Membership Requirements to state:

- one (1) external member of the Committee is **preferred** to be a member of CPA Australia (CPA) or Chartered Accountants Australia and New Zealand (CAANZ), or can demonstrate significant financial experience in the absence of those qualifications
- one (1) external member of the Committee **preferred** to have formal Risk Management qualifications, or can demonstrate significant experience in risk management and/or governance

ACTION – Amend attendance by stating – *“Should a member be unable to attend a Committee meeting; an apology is to be provided to the CEO prior to the scheduled meeting time.*

Relevant Council officers may attend Committee meetings in an administrative capacity.”

ACTION – Officers to change the remuneration for external members to C1.

ACTION – Officers to ensure the RMAC budget allows for external members to attend meetings in person.

5. GENERAL BUSINESS

Iain has stated that he would be happy to be involved in the induction process of the new Chair.

6. NEXT MEETING: TBA

RESOLVED:

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

Moved: Deputy Mayor Price

Seconded: Councillor Paterson

The meeting adjourned at 10.43am

Confirmed on: _____

CHAIRPERSON _____