



WEST ARNHEM

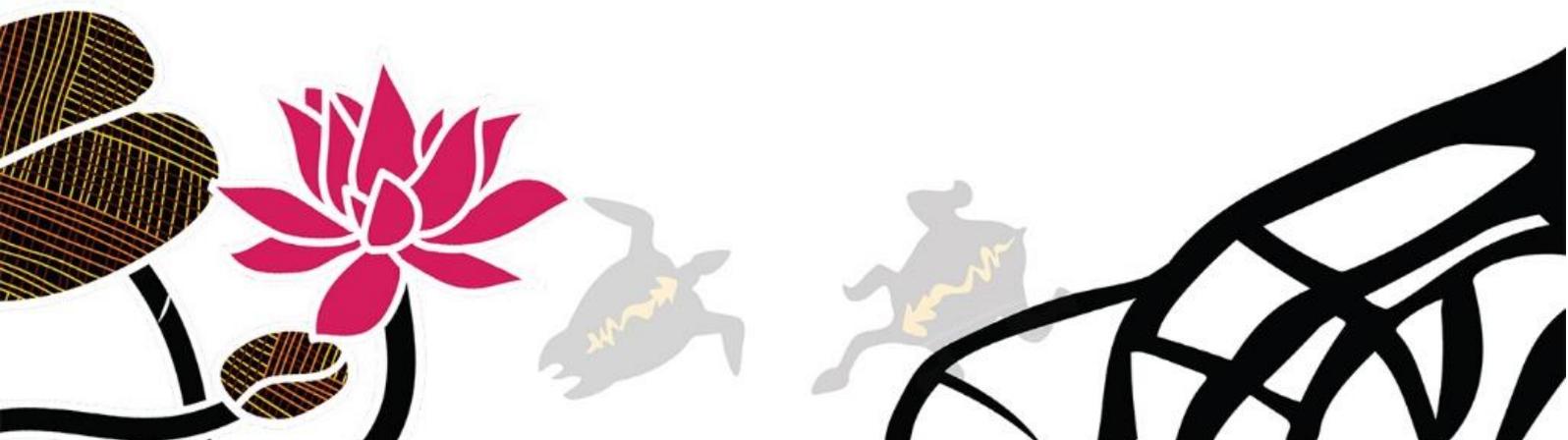


REGIONAL COUNCIL



WEST ARNHEM REGIONAL COUNCIL
RISK MANAGEMENT & AUDIT COMMITTEE MEETING
AGENDA

MONDAY, 21 MARCH 2022



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that an Audit Committee Meeting of the West Arnhem Regional Council will be held in Council Chambers, Jabiru on Monday, 21 March 2022 at 9:00 am.

Kim Sutton
Chief Executive Officer (Acting)

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	The report will be dealt with under section 99(2) of the <i>Local Government Act 2019</i> and clause 51(e) of the <i>Local Government (General) Regulations 2021</i> . It contains information provided to the council on condition that it be kept confidential, and would, if publicly disclosed, be likely to be contrary to the public interest.	
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	The report will be dealt with under section 99(2) of the <i>Local Government Act 2019</i> and clause 51(e) of the <i>Local Government (General) Regulations 2021</i> . It contains information provided to the council on condition that it be kept confidential, and would, if publicly disclosed, be likely to be contrary to the public interest.	
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10 NEXT MEETING

The West Arnhem Regional Council acknowledges and respects the Traditional Owners past and present of the West Arnhem Region.

We also acknowledge the attachment and relationship of Aboriginal people to country.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	992474
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Risk Management and Audit Committee's record, any apologies and requests for leave of absence received from Committee members for the meeting held on 21 February 2022.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Risk Management and Audit Committee notes members apologies and/or requests for leave of absence for the meeting held on 21 March 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	992488
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Risk Management and Audit Committee's record, any members that are absent without notice for the meeting held on 21 March 2022.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Risk Management and Audit Committee notes members absences without notice for the meeting held on 21 March 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	992490
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Risk Management and Audit Committee meeting of 21 March 2022.

BACKGROUND

Not applicable.

COMMENT

The Committee is encouraged to review the agenda and to accept or not accept the agenda.

STATUTORY ENVIRONMENT

Section 92(1) *Local Government Act 2019* is relevant to this matter.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the agenda for the Risk Management and Audit Committee meeting of 21 March 2022 as circulated be accepted.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	992491
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Elected Members are required to disclose an interest in a matter under consideration by Council at a Council or Committee meeting:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

Under disclosure, the Member must abide by the decision of the Committee on whether he/she shall remain in the Chambers and/ or take part in the vote on the issue. The Committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

Staff members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegated authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his/her delegated authority unless the Council expressly directs him/her to do so.

STATUTORY ENVIRONMENT

Sections 114 (Elected Members) *Local Government Act 2019*.

Section 179 (staff members) *Local Government Act 2019*.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Committee receives and records declarations of interest for the meeting held on 21 March 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	7.1
Title:	Confirmation of Previous Risk Management and Audit Committee Minutes - 27 October 2021
File Reference:	992494
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 27 October 2021 Risk Management and Audit Committee meeting are submitted to the Committee for confirmation that the minutes are a true and correct record of the meeting.

BACKGROUND

Not applicable.

COMMENT

The minutes as submitted and confirmation of the minutes must comply with section 101 of the *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the minutes of the 27 October 2021 Risk Management and Audit Committee meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2021.10.27 Risk Management and Audit Committee Minutes.pdf



Minutes of the West Arnhem Regional Council Risk Management and Audit Committee Meeting
 Wednesday, 27 October 2021 at 10:30 am
 Council Chambers, Jabiru

Chairperson Carolyn Eagle declared the meeting open at 10:34 am, welcomed all in attendance and acknowledged the Traditional Owners.

COMMITTEE MEMBERS PRESENT

Chairperson	Carolyn Eagle
Committee Member	Mayor Matthew Ryan
Committee Member	Deputy Mayor Elizabeth Williams
Committee Member	Councillor James Woods (video conference)
Committee Member	Councillor Jacqueline Phillips (video conference)

STAFF PRESENT

Chief Executive Officer	Daniel Findley
Chief Corporate Officer	David Glover
Chief Operating Officer	Chris Kelly
Governance and Risk Advisor	Doreen Alusa
Finance Manager	Andrew Shaw

VISITORS PRESENT

Nexia Edwards Marshall NT	Noel Clifford
Nexia Edwards Marshall NT	Vikram Sandhu

Minute note: The Chair congratulated the councillors on their election, and welcomed the newly elected and returning members to the Risk Management and Audit Committee.

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Committee considered apologies and leave of absence.

The Risk Management and Audit Committee noted members apologies from Councillor Catherine Ralph for the meeting held on 27 October 2021.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Committee considered absences without notice.

The Risk Management and Audit Committee noted that Councillor Gabby Gumurdul was absent without notice for the meeting held on 27 October 2021.

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Committee considered acceptance of the agenda.

**ACM30/2021 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Chairperson Carolyn Eagle**

The agenda for the Risk Management and Audit Committee meeting of 27 October 2021 as circulated was accepted.

CARRIED

DECLARATION OF INTEREST OF MEMBERS OR STAFF**6.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF**

The Committee considered the disclosure of interest of members or staff.

The Committee received no declarations of interest for the meeting held on 27 October 2021.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES - 27 JULY 2021**

The Committee considered the confirmation of previous Risk Management and Audit Committee minutes for the meeting held on 27 July 2021.

**ACM31/2021 RESOLVED:
On the motion of Mayor Matthew Ryan
Seconded Chairperson Carolyn Eagle**

The minutes of the 27 July 2021 Risk Management and Audit Committee meeting were adopted as a true and correct record of the meeting.

CARRIED

GENERAL ITEMS

8.1 APPOINTMENT OF RISK MANAGEMENT AND AUDIT COMMITTEE MEMBERS

The Committee considered the appointment of Risk Management and Audit Committee Members.

The Committee noted the appointment of the following members to the Risk Management and Audit Committee for the Fifth Council's term in office:

1. Ms Carolyn Eagle (Independent Chair)
2. Mayor Mathew Ryan
3. Deputy Mayor Elizabeth Williams
4. Councillor Gabby Gumurdul
5. Councillor James Woods
6. Councillor Catherine Ralph
7. Councillor Jacqueline Phillips

8.2 WORK HEALTH AND SAFETY (WHS) MANAGEMENT SYSTEM UPDATE

The Committee considered a report on the WHS management system update.

The Committee noted the report.

Minute note: The Chairperson commended the administration for its comprehensive reporting on work health and safety.

8.3 INTERNAL AUDIT OF THE MANAGEMENT AND MAINTENANCE OF SWIMMING POOLS - TRACKING REGISTER UPDATE

The Committee considered the internal audit of the management and maintenance of swimming pools tracking register update.

ACM32/2021 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Jacqueline Phillips

The Committee:

1. Noted the update provided regarding the internal audit of the operation of Council's swimming pool in Jabiru; and
2. Approved the removal of the following completed items:
 - a. Replacement of the hair and lint strainer baskets for each pump.
 - b. Anti-oxidizing treatment for each pump.

CARRIED

8.4 UPDATE ON GENERAL ACTION ITEMS

The Committee considered an update on the general action items list.

ACM33/2021 RESOLVED:

On the motion of Chairperson Carolyn Eagle
Seconded Councillor James Woods

The Committee reviewed the list, and noted that the Strategic Internal Audit Plan was being updated and will be presented at the first Committee meeting in 2022.

CARRIED

8.5 REVIEW OF RISK MANAGEMENT AND AUDIT COMMITTEE CHARTER AND TERMS OF REFERENCE

The Committee considered the review of the Risk Management and Audit Committee Charter and Terms of Reference.

ACM34/2021 RESOLVED:

**On the motion of Mayor Matthew Ryan
Seconded Deputy Mayor Elizabeth Williams**

The Committee:

1. Reviewed and adopted the updated Risk Management and Audit Committee Charter (Version 27.10.2021) and the Risk Management and Audit Committee Terms of Reference (Version 27.10.2021), and
2. Noted that the documents can be presented to Council for approval after some minor amendments have been made.

CARRIED

Minute note: The Committee noted that a workshop providing an overview of the Risk Management and Audit Committee Charter and Terms of Reference will be organized for all Committee members.

8.6 RECRUITMENT OF AN INDEPENDENT MEMBER FOR THE RISK MANAGEMENT AND AUDIT COMMITTEE

The Committee considered a report on the recruitment of an Independent Member for the Risk Management and Audit Committee.

ACM35/2021 RESOLVED:

**On the motion of Deputy Mayor Elizabeth Williams
Seconded Mayor Matthew Ryan**

The Committee:

1. Noted the report;
2. Appointed the following to the selection panel for the recruitment of an Independent Member for the Risk Management and Audit Committee:
 - i. Chairperson Carolyn Eagle
 - ii. Mayor Matthew Ryan
 - iii. Deputy Mayor Elizabeth Williams
 - iv. Councillor Jacqueline Phillips
 - v. Mr David Glover

CARRIED

8.7 OVERVIEW OF STRATEGIC AND OPERATIONAL RISK REGISTER

The Committee considered a report on the overview of West Arnhem Regional Council's (WARC's) Strategic and Operational Risk Register.

The Committee:

1. Noted and discussed WARC's Strategic and Operational Risk Register; and
2. Noted that the Chairperson and management will discuss options for reporting risk management to members of the Committee.

8.8 RISK MANAGEMENT AND AUDIT COMMITTEE MEETING DATES - 2022

The Committee considered Risk Management and Audit Committee meeting dates for 2022.

The Committee noted the 2022 meeting dates.

PROCEDURAL MOTIONS**10.1 CLOSURE TO THE PUBLIC FOR THE DISCUSSION OF CONFIDENTIAL ITEMS**

The Committee considered the closure of the meeting to the public for the discussion of confidential items.

ACM36/2021 RESOLVED:

On the motion of Mayor Matthew Ryan
Seconded Chairperson Carolyn Eagle

That the Committee approves the closure of the meeting to the public as confidential items are about to be discussed. The meeting is closed in accordance with clause 51(c) of the *Local Government (General) Regulations 2021* as the matters to be discussed include information that, if publicly disclosed, would be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or (ii) prejudice the maintenance or administration of the law; or (iii) prejudice the security of the council, its members or staff; or (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

CARRIED

Minute note: The meeting adjourned for morning tea at 11:18 am and resumed at 11:30 am.

Minute note: The Mayor left the meeting at 11:18 am and re-joined the meeting at 11:35 am.

EXCLUSION OF THE PUBLIC

The information is classed as confidential under Section 99(2) of the *Local Government Act 2019* and clause 52 of the *Local Government (Administration) Regulations 2021*.

RE-ADMITTANCE OF THE PUBLIC**CONFIDENTIAL ITEMS****4.3 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**

The Committee considered the disclosure of confidential resolutions and re-admittance of the public.

ACM39/2021 RESOLVED:

On the motion of Mayor Matthew Ryan
Seconded Deputy Mayor Elizabeth Williams

The Committee opened the meeting to the public after the discussion of confidential items, and approved to disclose selected resolutions from the confidential section of this meeting in the non-confidential meeting minutes.

CARRIED

1.1 CONFIRMATION OF PREVIOUS MINUTES - CONFIDENTIAL RISK MANAGEMENT AND AUDIT COMMITTEE MEETING HELD ON 27 JULY 2021

The Committee considered the confirmation of previous confidential Risk Management and Audit Committee meeting minutes for the meeting held on 27 July 2021.

ACM37/2021 RESOLVED:

**On the motion of Mayor Matthew Ryan
Seconded Chairperson Carolyn Eagle**

That the confidential minutes of the 27 July 2021 Risk Management and Audit Committee meeting are confirmed as a true and correct record of the meeting.

CARRIED

2.2 DRAFT FINANCIAL STATEMENTS 2020-2021, DRAFT ANALYSIS, AND DRAFT NEXIA EDWARDS MARSHALL NT AUDIT COMPLETION REPORT

The Committee considered the draft Financial Statements 2020-2021, Draft Analysis, and Draft Nexia Edwards Marshall NT Audit Completion Report.

ACM38/2021 RESOLVED:

**On the motion of Chairperson Carolyn Eagle
Seconded Mayor Matthew Ryan**

The Committee:

- 1. Noted the analysis of the Financial Statements for 2020-2021;**
- 2. Noted the draft external audit completion report based on the presentation and assurance provided by the external auditor and Nexia Edwards Marshall's proposed unmodified opinion; and**
- 3. Recommended to Council that the Financial Statements were ready for inclusion in the 2020-2021 Annual Report for presentation to the Minister.**

CARRIED

Minute note: Council staff left the meeting at 11:51 am.

NEXT MEETING

The next meeting is scheduled to be held on Tuesday, 29 March 2022 at 10:00 am.

MEETING DECLARED CLOSED

Chairperson Carolyn Eagle declared the meeting closed at 12:10 pm.

This page and the preceding pages are the minutes of the Risk Management and Audit Committee meeting held on Wednesday, 27 October 2021.

Chairperson

Date Confirmed

West Arnhem Regional Council

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Audit Committee
Wednesday, 27 October 2021

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	8.1
Title:	Update on General Action Items
File Reference:	992497
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is submitted for the Committee to consider the progress on outstanding resolutions from Risk Management and Audit Committee meetings.

BACKGROUND

This report is a standard report submitted to the Committee to note the actions taken with respect to Risk Management and Audit Committee resolutions. The items included on the action items list emanate from resolutions that were passed during the Risk Management and Audit Committee meeting held on 27 October 2021.

POLICY IMPLICATIONS

As per the Risk Management and Audit Committee's Charter, the Committee is responsible for monitoring and evaluating management's responsiveness to matters raised during the course of its meetings.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

In fulfilling its responsibilities, the Committee is mindful of Council's Objectives detailed in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

Systems and processes that support the effective and efficient use of financial and human resources.

Objective 2.6

The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Committee reviews the list, and approves to remove completed item from the list.

ATTACHMENTS

- 1 Risk and Audit Committee Action Items List - Ongoing.pdf

Risk Management and Audit Committee Action Items List - Ongoing

Date Of Meeting	Resolution Number	Action Required	Status	Comment	Action Officer/Team
26 May 2021	ACM12/2021	<p>STRATEGIC INTERNAL AUDIT PLAN</p> <p>The Committee:</p> <ol style="list-style-type: none"> Noted the updates made, and after discussion with management about alternative review procedures being available, endorsed the removal of the following auditable areas from the plan: <ul style="list-style-type: none"> Planning and reporting (item 2.4); Strong governance and leadership (item 1.4); and Storage and retrieval of records (item 2.3). Requested that an updated Plan for 2021-22 and 2022-23 be prepared for the Committee's next meeting on 27 July 2021 to include priority areas of significant existing controls. 	In Progress	<p>20 July 2021 A report on this item, including the updated Strategic Internal Audit Plan 2021-2022 has been prepared for this meeting. The 2022-2023 Plan will be prepared for a subsequent meeting after the election of new Council members.</p> <p>19 October 2021 Management is on track to update the Strategic Internal Audit Plan as per the Committee's request, and will provide a report at the first Risk Management and Audit Committee meeting in 2022.</p> <p>10 March 2022 Two year audit plan topics included in March meeting report. The strategic internal audit plan 2022-23 is to be updated once the regional plan pillars, Goals, Strategies and Measures document becomes final at April 2022 OCM, and subsequent May 2022 Local Authority meetings.</p>	Chief Corporate Officer
	ACM24/2021	<p>The Committee:</p> <ol style="list-style-type: none"> Noted the updates to the Strategic Internal Audit Plan and the revised Audit Review timelines for 2021/22; and Requested that the subsequent 2-year audit plan topics be provided at the Committee's first meeting in 2022. 			

Risk Management and Audit Committee Action Items List - Ongoing

Date Of Meeting	Resolution Number	Action Required	Status	Comment	Action Officer/Team
27 October 2021	ACM34/2021	<p>CHARTER AND TERMS OF REFERENCE REVIEW</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Reviewed and adopted the updated Risk Management and Audit Committee Charter (Version 27.10.2021) and the Risk Management and Audit Committee Terms of Reference (Version 27.10.2021), and 2. Noted that the documents can be presented to Council for approval after some minor amendments have been made. 	In Progress	<p>11 March 2022</p> <p>The administration has submitted drafts of the documents to the Chair of the Risk Management and Audit Committee and is waiting for feedback.</p>	Governance and Risk Advisor
27 October 2021	ACM35/2021	<p>RECRUITMENT OF INDEPENDENT MEMBER</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the report; 2. Appointed the following to the selection panel for the recruitment of an Independent Member for the Risk Management and Audit Committee: <ol style="list-style-type: none"> i. Chairperson Carolyn Eagle ii. Mayor Matthew Ryan iii. Deputy Mayor Elizabeth Williams iv. Councillor Jacqueline Phillips v. Mr David Glover 	In Progress	<p>11 March 2022</p> <p>An update report on the recruitment of an independent member is included in the agenda for the March 2022 meeting.</p>	Governance and Risk Advisor

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	8.2
Title:	Update Report: Recruitment of an Independent Member for the Risk Management and Audit Committee
File Reference:	992508
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide the Risk Management and Audit Committee with an update on the recruitment of an Independent Member for the Committee.

BACKGROUND

During its first meeting held on 22 September 2021, the Fifth West Arnhem Regional Council approved the recruitment of an Independent Member for the Risk Management and Audit Committee. The administration received four applications after advertising for the position in October 2021. Unfortunately, there were no suitable applications from individuals residing in the Northern Territory (NT). At this time, it is preferable for the Independent Member of the Committee to live in the NT because the Independent Chair of the Committee is from interstate.

Moving forward, the position will be re-advertised, and include a condition that the Independent Member should live in the NT. The Terms of Reference for the Committee, which is currently under review, will include a provision that at any given time, either the Independent Chair or Independent member should be an NT resident.

COMMENT

Section 86 of the *Local Government Act 2019* requires Council to create and maintain an Audit Committee to monitor Council's compliance with financial and accounting regulations and standards, as well as any other matters related to the integrity of Council's internal risk controls.

The Committee functions as an advisory committee that provides recommendations to Council and the Chief Executive Officer (CEO). In doing so, the Committee assists in the governance of the West Arnhem Regional Council, and the exercising of due care and diligence in relation to:

1. Monitoring and overseeing Council's audit function which includes:
 - a. The development of audit programs;
 - b. The conducting of internal audits;
 - c. The review of audit outcomes; and
 - d. Assessing how audit recommendations have been implemented.
2. Advising Council about the appointment of external auditors, reviewing the auditor's recommendations about Council's key risk and compliance issues, and providing feedback about the auditor's performance.
3. Reviewing and if appropriate, recommending that Council approves financial statements (in conjunction with the auditor's report).
4. Monitoring changes in accounting and reporting requirements.
5. Reviewing compliance and legislative requirements, contracts, standards and best practice guidelines.

6. Monitoring and making recommendations on the adequacy of Council’s risk management framework, internal policies, as well as Council’s practices and procedures for managing risk.

STATUTORY ENVIRONMENT

Part 5.3 of the *Local Government Act 2019*

POLICY IMPLICATIONS

The Risk management and Audit Committee Terms of Reference is relevant to this matter.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

In considering this report, Council is fulfilling its obligations and meeting the objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council’s decision-making processes.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

<p>RECOMMENDATION That the Committee:</p> <ul style="list-style-type: none"> • Notes and discusses the report; • Notes that the position of Independent Member will be re-advertised and include the selection criteria that applicants should reside in the NT; and • Approves the revision of the Committee’s Terms of Reference to include the provision that at least one of the Committee’s Independent Members should reside in the NT at the time of their appointment and membership on the Committee.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	8.3
Title:	WHS Management System Update
File Reference:	996519
Author:	Linda Veugen-Yong, Work Health and Safety Coordinator

SUMMARY

This report summarises the improvement and corrective actions undertaken by the West Arnhem Regional Council's (WARC's) Work Health Safety (WHS) Management System, during the 5-month reporting period between October 2021 and February 2022.

The report highlights the key focus areas that were supported by the proactive management and implementation of WARC's WHS Management System (WHSMS) in identifying potential threats and the efforts that have been followed to continually raise staff awareness of WHS policies and procedures. As the Person Conducting a Business or Undertaking, WARC takes seriously its responsibility as Primary Duty of Care.

BACKGROUND

Organisations with mature WHS cultures adopt a proactive approach to their system of WHS management (or WHS cycle). They do this by seeking to identify hazards that pose a risk to health and safety before they lead to injury or illness, via a risk register. Informed cultures capture a range of WHS performance information to support decisions that lead to improved management and mitigation of those risks.

The West Arnhem Regional Council, with ongoing support from SafeWork Australia and NT WorkSafe, has been focused on providing a WHS Management System that is proactive and operates in line with prescribed legislation as it moves from an emerging to a maturing WHS culture. This report provides an update on the following critical WHS issues that underpin a maturing WHS culture:

- a) consultative and communication measures that have been developed with staff,
- b) the types of hazards and risks that have been identified,
- c) the WHS programs and training that have been rolled out to date,
- d) a future focus on training and risk management activities,
- e) improvements in our incident reporting, and
- f) our current WorkCover status as a reflection of the effectiveness of our overall WHS Management systems.

COMMENT

WHS Management System progress and achievements for the above period include:

RISK PROFILE – Ongoing Issues

- a) Training and hazard management programs that are still undergoing corrective actions and are due to be completed in the near future:
 - i. **HIGH Priority:** Jabiru Sewerage Treatment Pond – Site safety, risk assessment, and Safe Work Method statement.
 - ii. **HIGH Priority:** Liquefied Chlorine Gas – Transport, storages and handing – completion of risk assessment and action for control of hazards.
 - iii. **HIGH Priority:** Chemical Register and SDS collection to 100% completion.

- iv. **HIGH Priority:** Improving consultation and communication on projects across WARC.
- v. **HIGH Priority:** Improving the identification of risks and working together on their control.
- vi. **MEDIUM Priority:** Training employees on their WHS obligations.
- vii. **MEDIUM Priority:** Training WHS Contact Officers to improve safety awareness and support their professional development.
- viii. **MEDIUM Priority:** Safe Work Instruction development, Round 2.
- ix. **MEDIUM Priority:** WHS procedures – completion of remaining 10%.

WHS Position - Hazard Identification & Risk Control

- a) The WHS Coordinator visited Maningrida in October 2021 continuing with the “Let’s Talk – Hazards” sessions, and met with the Community Works Team in Jabiru in January 2022. The aim of the visits was to work with the field teams to identify hazards, the current controls in place and any opportunities to improve on those controls, to reduce any risks. Areas for improvement that were identified through this consultative process will form the basis of future-focused WHS training activities.
- b) Asbestos specialists were contracted to remediate disturbed (Non-Friable) asbestos, which resulted following an unlawful break-in at the Maningrida Office in February 2022. The People & Capability team assisted in alerting staff to the dangers and supported the team on the ground, working closely with the Building Supervisor.
- c) Safe Work Method Statements (SWMS) have been developed for two of our major infrastructures:
 - i. Aerodrome Maintenance – Consulted and completed and released to staff in December 2021
 - ii. Jabiru Sewerage Pond – Initial consultation and drafting January 2021 – a site audit and further consultation required.
- d) Emergency Management Plan – In finalisation phase, currently sitting with the Manager People & Capability to review (March 15, 2022).
- e) WHS Management Plan – finalised and released in November 2022.
- f) Working in hot conditions – Further resources have been developed including posters, a toolbox talk and an informational email, which was sent to supervisors of outdoor workers following an incident when an employee suffered from heat stress and collapsed (January 2022).
- g) WHS has added 8 new toolbox talk topics to the resource library for staff use. New topics include:
 - i. When did you last hydrate?
 - ii. Hand safety
 - iii. Safe people develop good habits
 - iv. Hurry up – Can hurt
 - v. Eye Safety in your workplace
 - vi. Housekeeping for safety in the worksite
 - vii. When am I at risk in the workplace
 - viii. Working in hot conditions
- h) Firearms – support was given to manage weapons in Councils possession. The decision was made to surrender the firearms in December 2021.
- i) Job Hazard Analysis (JHA) form released in December 2021.
- j) Hazard Report form release in December 2021
- k) ELMO learning management system, has been purchased by WARC and set-up to provide online training to employees. The Training and WHS Coordinators have collaboratively worked together to:
 - i. Set-up the system
 - ii. Prepare availability 53 modules for self-service learning
 - iii. Create 3 modules tailored specifically to WARC’s training gaps - topics include:

- Employee On-boarding
 - Code of Conduct
 - Your WHS Obligations
- iv. Staff have been emailed a survey to gather their feedback about using technology to do ongoing learning and development activities – survey closes Friday 11 March
- l) COVID-19 – during this period of time we saw a number of changes impact on our staff and operations. The Council responded by:
- i. Complying with the vaccination mandate a) first vaccination by 12 November 2021, and b) the second by 24 December 2021.
 - ii. COVID Safety Plan compliance across Council, including submitting 26 plans for the various sites across WARC and training for new supervising staff.
 - iii. Mask Mandate enforced
 - iv. Processes and support for staff isolating after having caught COVID-19
 - v. Procedures to control risk of infection for shared spaces – Vehicles & Conference/meeting rooms.
 - vi. Booster vaccination mandate - around 15% of WARC employees due by Friday 11 March 2021, the remainder 85% due by Friday April 2022

WHS Performance - Progress and Achievements

Consultation & Communication

- a) Email communications to staff:
 - i. **November 2021:** COVID-19 Mask Mandate
 - ii. **November 2021:** WHS Safety Alert Risk of Lightning strikes to outdoor workers
 - iii. **January 2022:** COVID-19 Indoor Mask Mandate
 - iv. **February 2022:** WHS Safety Alert – Power tool battery fires

- b) “In the Loop” contributions, topics included:
 - i. **October 2021:** National Safe Work Month – poster release with a safety message in language, and a safety legends nomination and poster competition,
 - ii. **November 2021:** Release of WHS Management Plan, announcing of National Safety Work Month safety legend nominations, and winners of the safety competition, raising awareness of resources available for workstation safety, celebration safety improvements in the installation of a windsock at the Jabiru Pool and Low Level Water tank.
 - iii. **December 2021:** Release of Job Hazard Analysis and Hazard forms, “Holiday safe” safety tips.
 - iv. **January 2022:** RU Okay message reminder to “Check on yourself & check on your mate, Celebrating increase in incident reporting 2020 v 2021.
 - v. **February 2022:** “Safe people develop good habits, reporting on continuation “Let’s Talk – Hazards” visit with the Jabiru Community Works Team, RU Okay – “Give the gift of conversation”, “Living and Working Safely in the Top End – Mosquitos”.

- c) Safe Work Instructions (SWI) – Consultation with the Work Teams was undertaken to identify, which SWIs are needed in order of priority. This consultative process led to 55 SWIs being identified, and placed into 3 rounds for addressing. To date 15 SWIs have received feedback from staff, they have been drafted, reviewed, finalised, and are now available for Senior Works Officers to train their staff.

- d) On 20 December 2021, the WHS Coordinator attended the Operations meeting, reminding CSM’s about the incident reporting process and the importance of adhering to timeframes. Discussions were also held on the requirement for staff to complete their Risk Assessments. Staff were also reminded that risk assessments for events must also be completed, prior to the event with all staff aware of any risks identified and how to control for these risks.

- e) October 2021 National Safe Work Month – This was a great opportunity to continue to raise awareness of safety as part of an Australia Wide Campaign. WARC participation included reminders to staff on what type of safety changes they can make, to immediately make a difference. WARC also raised awareness by holding a community-wide safety competition for the month to celebrate safety legends, with photos sent in of our staff working safely. A poster for the month, co-branded with Safe Work Australia, also showcased a safety message translated into Kunwinjku (Gunbalanya dialect) and two of our local employees – Mobie Wees from Waruwi and Andy Garnarradj from Gunbalanya (see poster below). This poster was shared by Safe Work Australia throughout their social media platform.



Training

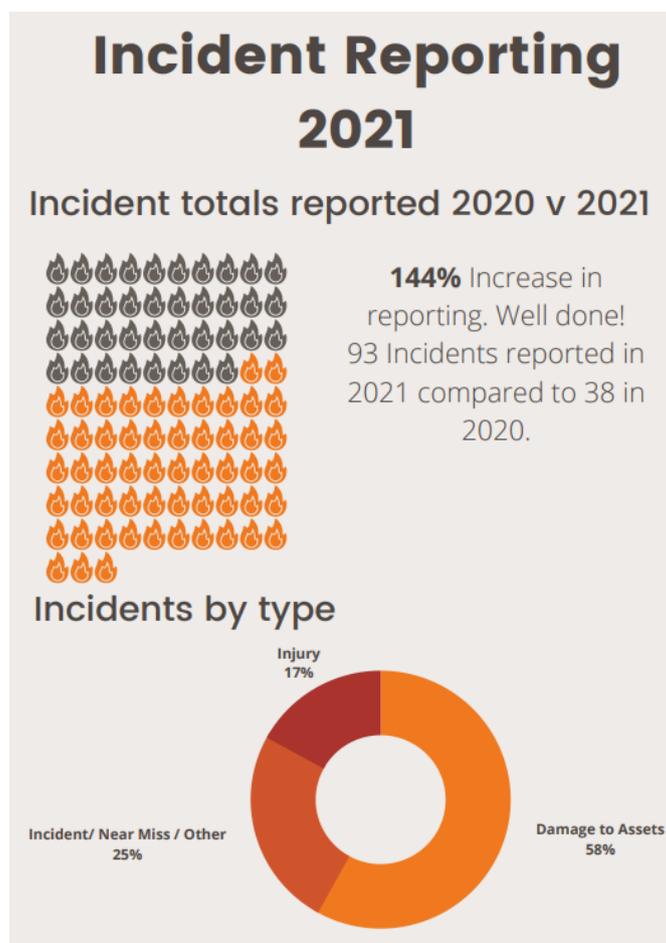
A number of WHS training was provided to staff during the reporting period, and included:

- First Aid, Fire Warden and Fire Extinguisher training - delivered to employees in Gunbalanya in November Minjilang in December 2021.
- Work Safely at Heights – delivered to two employees from Maningrida in October 2021.
- COVID-19 Safety Supervisor - Online Training – NT Government developed and supplied was undertaken by various workplace supervisors across WARC between December 2021 and January 2022.
- Pool Lifeguard delivered to selected staff from Jabiru, Maningrida and Gunbalanya in October 2021.
- Transportation of Dangerous Goods delivered to selected employees from Jabiru and Maningrida in October 2021.
- Side-by-side / ATV buggy training – Minjilang in partnership with NLC rangers which November 2021.
- Aerodrome Reporting delivered to selected employees performing this task under a WARC held contract, training was held in November 2021.

WHS Assurance – Effectiveness of the WHSMS Incident Reporting

The WHS Coordinator has been proactively and regularly communicating with the management team and raising awareness around the importance of reporting incidents (including near misses) in a timely manner. This has encouraged and supported the development of a proactive incident reporting culture.

Compared with past reports, our data has shown that we have been tracking at a higher rate of incident reporting compared to 2020 (144% increase), with the results reported in the figure below. This positive shift in a reporting culture results in direct impacts on improved risk controls, decreased lost hours due to injury and lowered WorkCover costs, risk controls.



Workers Compensation

		Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
Financial Indicators of WHS performance						
Lag KPI	# workers' compensation claims (new)	0	1	0	1	0
Lag KPI	# workers' compensation claims still ACTIVE	1	2	2	3	1
Class 1	TOTAL or PARTIAL permanent disability or >6months long-term temporary impairment	1	1	1	1	1
Class 2	<6 months moderate temporary impairment or short <2weeks temporary impairment		1	1	1	0
Class 3	No impairment				1	0

STATUTORY ENVIRONMENT

Work Health and Safety (National Uniform Legislation) Act 2011
Return to Work Act 1986 (NT)

POLICY IMPLICATIONS

Work Health and Safety Policy

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the following goal as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

Systems and processes that support the effective and efficient use of financial and human resources.

Objective 2.2

A professional, skilled, safe and stable workforce.

VOTING REQUIREMENTS

Not applicable

RECOMMENDATION

That the Committee notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	9.1
Title:	Strategic Internal Audit Plan Updates and Topics 2021 - 2023
File Reference:	998049
Author:	David Glover, Chief Corporate Officer

SUMMARY

This report is to update the Committee with updates to the strategic internal audit plan including the next two years topics.

BACKGROUND

At the 24 July 2019 Risk Management & Audit Committee meeting, the Committee members approved the Strategic Internal Audit Plan 2020 – 2022. The latest version of the Strategic Internal Audit Plan is 5.0 from July 2021. The document has been developed by taking into account of risks identified within the Risk Register. The Risk Register maintains alignment of risks with the Regional Plan, currently 2021-2022. The Regional Plan has been under review during 2021-22, and the format / design has changed considerably. That document must be placed before the Minister in early June 2022.

COMMENT

The internal audits / evaluations are administered internally. Given the review of the existing regional plan this report details updates to the current plan (version 5.1, 2021) and topics for inclusion for 2021-22, 2022-23, and 2023-24. Residual Risk Ratings are based upon that existing plan.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

The activities of the Risk Management and Audit Committee are conducted in accordance with the specific Local Government General Regulations and WARC's adopted Risk Management documents.

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

The completion of this paper will serve to achieve the following Performance Objectives of the *Regional Plan and Budget 2021-2022*:

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.6	The minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION

That the Committee:

- **Notes the updates; and**
- **Approves new auditable areas, along with revised audit review timelines for the next three years.**

ATTACHMENTS

- 1 WARC Internal Audit Updates and new topics 2021-2024.pdf

OVERVIEW OF THE AUDIT APPROACH

The WARC Internal Audit Plan is developed by:

- taking account of the risks identified in the Risk Register;
- focusing on areas where the Residual Risk Rating is High;
- consideration of the risk mitigation strategies developed and reviewed to 2021-22;
- determining whether an internal audit is required or
- if a review only is required ensuring the risk mitigation strategies have been fully implemented; and
- considering the resources available to undertake the internal audits.

This approach results in the distillation of the Risk Register into the “**High Level Risk Register**” which is discussed below.

HIGH LEVEL RISK REGISTER

Council’s High Level Risk Register maintains the alignment of all identified risks with the Regional Plan and the Strategic Objectives of Council. The Register provides the following information:

- Strategic Objective
- Strategic Risk Description, Risk Effect and Risk Number
- Inherent Risk Rating
- Existing Controls
- Risk Mitigation Strategies
- Strategy Timeline
- Risk Rating Target
- An indication as to whether the item has been included in the Draft Strategic Internal Audit Plan or will be the subject of an Audit Review.

The decision as to whether any identified risk should be considered in the Internal Audit Plan is based on the consequences of Council failing to address these risks. It has been determined that Low risks are able to be managed by routine procedures. In the case of Medium level risk specific monitoring or response procedures are most often utilised. However Audit Reviews of these risks may be conducted to ensure mitigation strategies are being implemented. This is consistent with the Risk Management Policy and Framework (refer Strategic and Operational Risk Register, page 10).

High to Critical level risks require the intervention of executive management, entailing detailed research and planning.

The Risk Assessment Matrix in use upon which the level of risk is determined is shown below.

Risk Assessment Matrix

			Consequences				
			Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5	Almost certain to occur in most circumstances	Medium	High	Critical	Critical	Critical
	4	Likely to occur frequently	Low	Medium	High	Critical	Critical
	3	Possible and likely to occur at some time	Low	Low	Medium	High	Critical
	2	Unlikely to occur but could happen	Low	Low	Low	Medium	High
	1	May occur but only in rare and exceptional circumstances	Low	Low	Low	Low	Medium

At the end of each Identified Risk the determination as to whether an audit is to be conducted is recorded alongside “Included in Strategic Audit Plan”. As commented earlier Identified Risks with a Low Residual Risk Rating are not considered for inclusion in the audit plan. Those with a Residual Risk Rating of Medium may be considered for an Audit Review. Those with a Residual Risk Rating of High/Critical will be classified as either being the subject of an internal audit which will generally include an audit of existing controls or an abridged audit review to ensure that the risk mitigation strategies previously identified have been developed and implemented. These determinations are presented as follows:

Where the Residual Risk Rating is Low/Medium:

Included in Strategic Audit Plan	No.
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Where the Residual Risk Rating is High/Critical and is to be the subject of an audit review only:

Included in Strategic Audit Plan	Yes – Audit Review – this represents a check to ensure performance objectives are being met and/or previous audit recommendations have been implemented. Detailed Terms of Reference are not required.
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Where the Residual Risk Rating is High/Critical and is to be audited:

Included in Strategic Audit Plan	Yes – Internal Audit – this represents an in-depth investigation to determine effectiveness of existing controls. Detailed Terms of Reference are required, and may engage external parties.
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At the conclusion of this process, and based on the contents of the High Level Risk Register, the Strategic Internal Audit Plan then emerges.

UPDATES TO CURRENT 2021-22 AUDITABLE AREAS

Strategic Objective No.	AUDITABLE AREAS	MITIGATION STRATEGY	2021-22	RESIDUAL RISK RATING	Update
2.1	Financial Management	Review Rates Debtors as at 30 June annually to assess achievement of target 5% maximum- Audit Review	Internal Review	MEDIUM	Next review due 30 June 2022. Rates debtors as at Feb 2022 are 7.5% (\$327k) with four months remaining to year end.
2.5.2	Modern information and communications technology	Engage in dialogue with CouncilBiz and consider alternative IT platform options available to Council – Audit Review	Internal Review	HIGH	The ICT Manager has engaged with Councilbiz. Councilbiz has outlined its 5 phase process to management on 1 March 2022. The 5 th phase is an replacement ERP due to end of life to current system. Earlier phases include record keeping cloud based products. A strategic plan for WARC ICT is expected to final completion for the 31 May meeting.
3.1	Infrastructure and asset management strategies	Maningrida Internal Road Network Asset and Asset Management System Review – Internal Audit of existing controls	Detailed Terms Of Reference	HIGH	An internal review of Maningrida Internal Road Network and asset management system. The review of the procurement policies and procedures is completed from the audit conducted in May 2021 by Merit Partners. This is moved to the 2022-23 year
6.1	Social Programs	Undertake a review of community programs and funding - Audit Review	Internal Review	HIGH	Separate from the (failed) cost benefit analysis in the 2018/19 KPMG review. This review is to audit community programs and funding as to extent and effectiveness. This is moved from 2021-22 to the 2022-23 year.

Strategic Objective No.	AUDITABLE AREAS	MITIGATION STRATEGY	2021-22	RESIDUAL RISK RATING	Update
6.2	Commercial Services which contribute to the economic functionality of remote communities	Internal Review of the implemented recommendations from the 2016/2017 internal audit	Internal Review	MEDIUM	This review conducted by the EA Special Projects in 2017 highlighted issues within the organisation structure and information flow to the corporate services finance team. The issues were addressed following the report, and remain in place. The restructure in 2020 has also assisted the process, as the Contracts area has been strengthened somewhat. The finance team developed a checklist also of monthly, quarterly and annual tasks. This ensures that commercial tasks are not missed. Responsible Officer reporting (daily) is in place and monitored closely by the Finance Manager and the CCO.

STRATEGIC INTERNAL AUDIT PLAN-DRAFT

Strategic Objective No.	AUDITABLE AREAS	MITIGATION STRATEGY	2021-22	2022-23	2023-24	RESIDUAL RISK RATING 2021
1.4	Strong Governance and Leadership	Efficacy and adequacy in regard control over collection and retention of public's personal information			Internal	MEDIUM
2.1	Financial management	Review Rates Debtors as at 30 June <i>annually</i> to assess achievement of target 5% maximum, process improvements to monthly reports- Audit Review	Internal	Internal	Internal	MEDIUM
2.2.2	A professional, skilled, safe and stable workforce	Implementation of a Work, Health and Safety Management System, a Work Health and Safety Strategic Plan and Safety Management Standards		Detailed with TOR		HIGH
2.5	Modern Information and communication Technology to maximize service delivery	Following objective 2.5.2, an assessment of Council's appetite in taking up opportunities provided by digitalisation, and internet of things (IoT)			Internal	HIGH
2.5.2	Modern information and communications technology to maximize service delivery	Engage in dialogue with CouncilBiz and consider alternative IT platform options available to Council – Audit Review	Internal	Internal		HIGH
3.1	Infrastructure and asset management strategies	Maningrida Internal Road Network Asset and Asset Management System Review – Internal Audit of existing controls		Detailed with TOR		HIGH
6.1	Social programmes	Undertake a review of community programs and funding Internal Audit Review		Internal		HIGH
6.2	Commercial Services	Internal Review of the implemented recommendations from the 2016/2017 internal audit to confirm ongoing compliance.	Internal			MEDIUM

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 MARCH 2022

Agenda Reference:	11.1
Title:	Closure to the Public for the Discussion of Confidential Items
File Reference:	992511
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Pursuant to section 99(2) of the *Local Government Act 2019* and clause 52 of the *Local Government (Administration) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

STATUTORY ENVIRONMENT

Section 99(2) of the *Local Government Act 2019*

Clauses 51 and 52 of the *Local Government (Administration) Regulations 2021*

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Committee approves the closure of the meeting to the public as confidential items are about to be discussed. The meeting is closed in accordance with clause 51(c) of the *Local Government (General) Regulations 2021* as the matters to be discussed include information that, if publicly disclosed, would be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or (ii) prejudice the maintenance or administration of the law; or (iii) prejudice the security of the council, its members or staff; or (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.

**WEST ARNHEM REGIONAL COUNCIL
FOR THE RISK MANAGEMENT AND AUDIT COMMITTEE
MEETING**

21 MARCH 2022

EXCLUSION OF THE PUBLIC

*The information is classed as confidential under section 99(2) of the Local Government Act 2019
clause 51 of the Local Government (Administration) Regulations 2021.*

**WEST ARNHEM REGIONAL COUNCIL
FOR THE RISK MANAGEMENT AND AUDIT COMMITTEE
MEETING**

21 MARCH 2022

RE-ADMITTANCE OF THE PUBLIC