



Minutes of the West Arnhem Regional Council Audit Committee Meeting  
Monday, 21 March 2022 at 9:00 am  
Council Chamber, Jabiru

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**Chairperson Carolyn Eagle declared the meeting open at 9:04 am, welcomed all in attendance and acknowledged the Traditional Owners.**

**COMMITTEE MEMBERS PRESENT**

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

**STAFF PRESENT**

Chief Executive Officer (Acting)	Kim Sutton
Chief Corporate Officer	David Glover
Chief Operating Officer (Acting)	Jesse Evans (video conference)
Governance and Risk Advisor	Doreen Alusa (video conference)
Director of Organizational Growth (Acting)	Katrina Hill (video conference)
Finance Manager	Andrew Shaw

## **APOLOGIES**

### **3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Committee considered apologies and leave of absence.

**The Risk Management and Audit Committee noted apologies from Councillor Catherine Ralph and Councillor James Woods for the meeting held on 21 March 2022.**

## **ABSENT WITHOUT NOTICE**

### **4.1 ABSENT WITHOUT NOTICE**

The Committee considered absences without notice.

**The Risk Management and Audit Committee noted that no members were absent without notice for the meeting held on 21 March 2022.**

## **ACCEPTANCE OF AGENDA**

### **5.1 ACCEPTANCE OF AGENDA**

The Committee considered acceptance of the agenda.

#### **ACM1/2022 RESOLVED:**

**On the motion of Chairperson Carolyn Eagle  
Seconded Deputy Mayor Elizabeth Williams**

**The agenda for the Risk Management and Audit Committee meeting of 21 March 2022 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 21 March 2022.**

## **CONFIRMATION OF PREVIOUS MINUTES**

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

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

#### **ACM2/2022 RESOLVED:**

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

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

**CARRIED**

## GENERAL ITEMS

### 8.1 UPDATE ON GENERAL ACTION ITEMS

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

**ACM3/2022 RESOLVED:**

**On the motion of Deputy Mayor Elizabeth Williams  
Seconded Chairperson Carolyn Eagle**

**The Committee reviewed the list, and approved to remove the following completed items from the list:**

- 1. Strategic Internal Audit Plan (ACM12/2021).**
- 2. Recruitment of Independent Member ( ACM35/2021).**

**CARRIED**

**Minute note:** Councillor Jacqueline Phillips joined the meeting at 9:21 am.

### 8.2 UPDATE REPORT: RECRUITMENT OF AN INDEPENDENT MEMBER FOR THE RISK MANAGEMENT AND AUDIT COMMITTEE

The Committee considered an update report on the recruitment of an independent member for the Risk Management and Audit Committee.

**ACM4/2022 RESOLVED:**

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

**The Committee:**

- Noted and discussed the report;**
- Noted that the position of Independent Member will be re-advertised and include the selection criteria that applicants should reside in the NT; and**
- Approved 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.**

**CARRIED**

### 8.3 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:** Councillor Gabby Gumurdul joined the meeting at 9:40 am.

## AUDIT REPORTS

### 9.1 STRATEGIC INTERNAL AUDIT PLAN UPDATES AND TOPICS 2021 - 2023

The Committee considered a report on the Strategic Internal Audit Plan updates and topics 2021 - 2023.

**ACM5/2022 RESOLVED:**

**On the motion of Chairperson Carolyn Eagle**

**Seconded Deputy Mayor Elizabeth Williams**

**The Committee:**

- **Noted the updates;**
- **Approved the new auditable areas and the internal audit project for 2021-2022; and**
- **Noted the revised audit review timeline for the next three years, 2021-2024.**

**CARRIED**

## 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.

**ACM6/2022 RESOLVED:**

**On the motion of Mayor Matthew Ryan**

**Seconded Deputy Mayor Elizabeth Williams**

**The Committee approved the closure of the meeting to the public as confidential items were about to be discussed. The meeting was 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**

## 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*.

**Minute note:** The confidential section of meeting began at 10:05 am. The meeting was re-opened to the public at 10:25 am.

## RE-ADMITTANCE OF THE PUBLIC: DISCLOSURE OF CONFIDENTIAL ITEMS

### 12.4 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC

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

**ACM9/2022 RESOLVED:**

**On the motion of Deputy Mayor Elizabeth Williams**

**Seconded Councillor Jacqueline Phillips**

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**

### 12.1 CONFIRMATION OF PREVIOUS MINUTES - CONFIDENTIAL RISK MANAGEMENT AND AUDIT COMMITTEE MEETING HELD ON 27 OCTOBER 2021

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

**ACM7/2022 RESOLVED:**

**On the motion of Mayor Matthew Ryan**

**Seconded Chairperson Carolyn Eagle**

The confidential minutes of the 27 October 2021 Risk Management and Audit Committee meeting were confirmed as a true and correct record of the meeting.

**CARRIED**

### 12.2 INTERNAL AUDIT - PAYROLL, INFRASTRUCTURE AND ASSET MANAGEMENT (PROCUREMENT) - TRACKING REGISTER UPDATE

The Committee considered the internal audit - payroll, infrastructure and asset management (procurement) - tracking register update.

**ACM8/2022 RESOLVED:**

**On the motion of Chairperson Carolyn Eagle**

**Seconded Councillor Jacqueline Phillips**

**The Risk Management and Audit Committee:**

- **Noted the updates on two action items in the internal audit: Payroll, Infrastructure and Asset Management (Procurement) report; and**
- **Approved the removal of the following completed items from the tracking register:**
  - 1. Employment Contract Information**
  - 2. Employment Details Periodic Review**
  - 3. Pre-Approval of Overtime and Higher Duties Allowance**
  - 4. Road Inspections**
  - 5. Procurement Procedures**
  - 6. Procurement Plan**
  - 7. Project Risk Management**
  - 8. Conflict of Interest and Confidentiality**
  - 9. Explore Options and Revise Scope**
  - 10. Tender Assessment**
  - 11. Contract Management Policy**

**12.3 AUDITED FINANCIAL STATEMENTS 2020-21, MANAGEMENT RESPONSES TO NEXIA EDWARDS MARSHALL NT - AUDIT COMPLETION REPORT**

The Committee considered management responses to the Nexia Edwards Marshall NT - Audit Completion Report.

**The Committee noted management's responses, and later updates to the areas of improvement identified by Nexia Edwards Marshall NT in the audit of West Arnhem Regional Council 2020-2021.**

**Minute note:** It was noted that for the period 2022-2023, the administration will include the implementation status for the internal audit, and review the findings of the internal audit.

**NEXT MEETING**

The next meeting is scheduled to be held on Tuesday, 31 May 2022 at 10:00 am.

**MEETING DECLARED CLOSED**

Chairperson Carolyn Eagle declared the meeting closed at 10:30 am.

This page and the preceding five pages are the minutes of the Risk Management and Audit Committee meeting held on Monday, 21 March 2022.

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Chairperson

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Date Confirmed