

Minutes of the West Arnhem Regional Council Risk Management and Audit Committee Meeting  
Thursday, 27 February 2025 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Chairperson Eagle declared the meeting open at 10:02 am, welcomed all in attendance and did an Acknowledgement of Country.

**2 PERSONS PRESENT**  
**ELECTED MEMBERS PRESENT**

Chairperson	Carolyn Eagle
Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Independent member	Warren Jackson
Councillor	Jacqueline Phillips

**STAFF PRESENT**

Interim Chief Executive Officer	Ben Waugh
Director Finance	Jocelyn Nathanael-Walters
Director Community and Council Services	Fiona Ainsworth
Governance Advisor	Jasmine Mortimore
Finance Manager (acting)	Imran Shajib
	Andrew Walsh

### 3 APOLOGIES AND ABSENCES

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies, Leave of Absence and Absence Without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Apologies, Leave of Absence and Absence Without Notice.

**RMAC1/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Member Jackson**

THAT THE COMMITTEE

1. Notes the absence of Cr Jacqueline Phillips and Mayor James Woods;
2. Notes the apology of Mayor James Woods; and
3. Determines Mayor James Woods and Cr Jacqueline Phillips are absence with permission of the Committee.

**CARRIED**

### 4 ACCEPTANCE OF AGENDA

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Acceptance of Agenda.

**RMAC2/2025 RESOLVED:**  
**On the motion of Chairperson Eagle**  
**Seconded Deputy Mayor Williams**

THAT THE COMMITTEE accept the agenda papers as circulated for the Risk Management and Audit Committee meeting held on 27 February 2025.

**CARRIED**

### 5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

<b>Agenda Reference:</b>	<b>5.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Disclosure of Interest of Members or Staff.

**RMAC3/2025 RESOLVED:**  
**On the motion of Chairperson Eagle**  
**Seconded Member Jackson**

THAT THE COMMITTEE received no additional declarations of interest as listed for the Risk Management and Audit Committee Meeting held on 27 February 2025.

**CARRIED**

### 6 CONFIRMATION OF PREVIOUS MINUTES

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Confirmation of Risk Management and Audit Committee Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Confirmation of Risk Management and Audit Committee Minutes.

**RMAC4/2025 RESOLVED:**

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

THAT THE COMMITTEE confirmed the minutes of 20 September 2024 Risk Management and Audit Committee as a true and correct record of the meeting.

**CARRIED**

<b>Agenda Reference:</b>	<b>6.2</b>
<b>Title:</b>	<b>Confirmation of Special Risk Management and Audit Committee Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Confirmation of Special Risk Management and Audit Committee Minutes.

**RMAC5/2025 RESOLVED:**

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

THAT THE COMMITTEE confirmed the minutes of 12 November 2024 Special Risk Management and Audit Committee as a true and correct record of the meeting.

**CARRIED**

**7 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Review of Action Items.

**RMAC6/2025 RESOLVED:**

**On the motion of Chairperson Eagle  
Seconded Member Jackson**

THAT THE COMMITTEE

1. Receive and note the report titled *Review of Action Items*; and
2. Review the outstanding action items and give approval for completed item to be removed from the register.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Review of Risk Management and Audit Committee Charter, Terms of Reference and Annual Work Plan</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Cr Phillips joined the meeting at 10:24am

The Committee considered a report on Review of Risk Management and Audit Committee Charter, Terms of Reference and Annual Work Plan.

**RMAC7/2025 RESOLVED:**

**On the motion of Member Jackson**

## Seconded Cr Phillips

THAT THE COMMITTEE

1. Receive and note the report titled *Review of Risk Management and Audit Committee Charter, Terms of Reference and Annual Work Plan*; and
2. Endorse the revised Risk Management and Audit Committee Charter, Terms of Reference and 2025 Annual Work Plan, with amendment to be circulated with members for approval;
3. Notes that the version approved by the Committee will be presented to Council for final approval.

**CARRIED**

## 8 RECEIVE AND NOTE REPORTS

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Finance Report for the period ended 31 December 2024</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance Corey White, Accountant</b>

The Committee considered a report on Finance Report for the period ended 31 December 2024.

**RMAC8/2025 RESOLVED:**

**On the motion of Member Jackson**

**Seconded Chairperson Eagle**

THAT THE COMMITTEE receive and note the report titled *Finance Report for the period ended 31 December 2024*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Qualifications Audit</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

The Committee considered a report on Qualifications Audit.

**RMAC9/2025 RESOLVED:**

**On the motion of Chairperson Eagle**

**Seconded Member Jackson**

THAT THE COMMITTEE

1. Receive and note the report titled *Qualifications Audit*; and
2. Recommend complete action item 4.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Credit Card Reconciliations</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Committee considered a report on Credit Card Reconciliations.

**RMAC10/2025 RESOLVED:**

**On the motion of Cr Phillips**

**Seconded Member Jackson**

THAT THE COMMITTEE receive and note the report titled *Credit Card Reconciliations*, covering the period of September 2024 - January 2025.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Meeting broke at 12:28pm and recommenced at 12:45pm

The Committee considered a report on Closure to the Public for the Discussion of Confidential Items.

**RMAC11/2025 RESOLVED:**

**On the motion of Chairperson Eagle**

**Seconded Member Jackson**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public at 12:45pm to consider the Confidential items of the Agenda.

**CARRIED**

**10 CONFIDENTIAL ITEMS**

The information in this section of the Agenda is classed as confidential under Section 293(1) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021*.

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Confirmation of Confidential Risk Management Audit Committee Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Committee considered a report on Confirmation of Confidential Risk Management Audit Committee Minutes.

**RMAC12/2025 RESOLVED:**

**On the motion of Chairperson Eagle**

**Seconded Member Jackson**

THAT THE COMMITTEE confirm the minutes of 20 September 2024 Confidential Risk Management and Audit Committee meeting as a true and correct record of the meeting.

**CARRIED**

<b>Agenda Reference:</b>	<b>10.2</b>
<b>Title:</b>	<b>Information Management Update</b>
<b>Author:</b>	<b>Ben Heaslip, Information Advisor</b>

The Committee considered a report on Information Management Update.

**RMAC13/2025 RESOLVED:**

**On the motion of Chairperson Eagle**

**Seconded Cr Phillips**

THAT THE COMMITTEE receive and note the report titled *Information Management Update*.

**CARRIED**

<b>Agenda Reference:</b>	<b>10.3</b>
<b>Title:</b>	<b>Local Government Funding Levels</b>
<b>Author:</b>	<b>Andrew Walsh, Chief Executive Officer</b>

The Committee considered a report on Local Government Funding Levels.

**RMAC14/2025 RESOLVED:**  
**On the motion of Chairperson Eagle**  
**Seconded Member Jackson**

THAT THE COMMITTEE receive and note the report titled *Local Government Funding Levels*.

**CARRIED**

<b>Agenda Reference:</b>	<b>11.1</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

**RMAC15/2025 RESOLVED:**  
**On the motion of Chairperson Eagle**  
**Seconded Cr Phillips**

THAT THE COMMITTEE opened the meeting to the public at 1:35 pm after the discussion of confidential items and approved to disclose all resolutions from the confidential section of this meeting in the non-confidential meeting minutes.

**CARRIED**

The public was re-admitted at 1:36 pm.

The Committee thanked Andrew Walsh for his tenure with West Arnhem Regional Council.

**12 NEXT MEETING**

The next meeting is scheduled to take place on Thursday, 5 June 2025.

**13 MEETING DECLARED CLOSED**

Chairperson Eagle declared the meeting closed at 1:37 pm.

This page and the preceding pages are the minutes of the Risk Management and Audit Committee held on Thursday 27 February 2025.

[Click here](#) to view the agenda for the Risk Management and Audit Committee held on Thursday, 27 February 2025.