



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 (video conference)
Nexia Edwards Marshall NT	Vikram Sandhu (video conference)

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 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 during morning tea 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

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 Mayor Matthew Ryan

Seconded Deputy Mayor Elizabeth Williams

The Committee:

- 1. Noted the analysis of the Financial Statements for 2020-2021; and**
- 2. 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's staff members left the meeting.

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

The Committee considered 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

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