



Minutes of the West Arnhem Regional Council Audit Committee Meeting
Wednesday, 27 July 2022 at 10:00 am
Council Chambers, Jabiru

Chairperson Carolyn Eagle declared the meeting open at 10:04 am and welcomed all in attendance. Mayor Matthew Ryan did an Acknowledgement of Country.

COMMITTEE MEMBERS PRESENT

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| Chairperson | Carolyn Eagle (videoconference) |
| Mayor | Matthew Ryan (videoconference) |
| Deputy Mayor | Elizabeth Williams (videoconference) |
| Councillor | James Woods (videoconference) |
| Councillor | Gabby Gumurdul (videoconference) |

STAFF PRESENT

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|-----------------------------|----------------------------------|
| Chief Executive Officer | Daniel Findley (videoconference) |
| Chief Corporate Officer | David Glover (videoconference) |
| Governance and Risk Advisor | Doreen Alusa (videoconference) |
| Finance Manager | Andrew Shaw |

VISITORS

| | |
|---------------------------|---------------------------------|
| Nexia Edwards Marshall NT | Noel Clifford (videoconference) |
| Nexia Edwards Marshall NT | Vikram Sandhu (videoconference) |

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Committee considered apologies and leave of absence.

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| The Risk Management and Audit Committee noted members apologies from Councillors Jacqueline Phillips and Catherine Ralph for the meeting held on 27 July 2022. |
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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 27 July 2022.

ACCEPTANCE OF AGENDA

5.1 ACCEPTANCE OF AGENDA

The Committee considered acceptance of the agenda.

ACM19/2022 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Mayor Matthew Ryan

The agenda for the Risk Management and Audit Committee meeting of 27 July 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.

ACM20/2022 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Chairperson Carolyn Eagle

The Risk Management and Audit Committee received and recorded a declaration of interest from Mayor Matthew Ryan regarding a confidential agenda item on "Council Issued Credit Cards" for the meeting held on 27 July 2022.

CARRIED

CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS RISK MANAGEMENT AND AUDIT COMMITTEE MINUTES - 31 MAY 2022

The Committee considered the confirmation of previous Risk Management and Audit Committee minutes for the meeting held on 31 May 2022.

ACM21/2022 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Councillor James Woods

The minutes of the 31 May 2022 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 reviewed updates on the general action items list.

The Risk Management and Audit Committee reviewed the action items and noted the progress made towards completion of the items on the list.

AUDIT REPORTS

9.1 INTERIM AUDIT COMPLETION REPORT FOR THE YEAR ENDED 30 JUNE 2022

The Committee considered the Interim Audit Completion Report for the year ended 30 June 2022.

ACM22/2022 RESOLVED:

On the motion of Councillor James Woods

Seconded Deputy Mayor Elizabeth Williams

The Risk Management and Audit Committee:

- Received and noted the Nexia Edwards Marshall NT Audit Interim Completion Report for the year ended 30 June 2022;
- Requested Council to direct the administration to review the credit card policy and include the following requirements:
 1. A report on the Mayor's credit card, with attached statements, should be assessed against council policy and presented at each Council meeting for approval highlighting any inconsistencies.
 2. The Mayor and/or Deputy Mayor should approve the CEO's monthly credit card reconciliations.
 3. The CEO and Mayor's credit card statements should be presented at Risk Management and Audit Committee meetings every quarter/ three months for review.

CARRIED

Minute note: Councillor Gabby Gumurdul joined the meeting at 10:50 am.

Minute note: Council staff left the meeting room between 10:36 am and 10:46 am to allow for private discussions between the Committee's members and the external auditors. Upon returning to the meeting, Council staff were given feedback that the external auditors had no matters of concern to report.

Minute note: External auditors Noel Clifford and Vikram Sandhu left the meeting at 10:40 am.

9.1 INTERNAL AUDITS - UPDATE FOR 2021 - 2022

The Committee considered the Internal Audits update for 2021 - 2022.

The Risk Management and Audit Committee noted the updates to the internal audits for 2021-2022.

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.

ACM23/2022 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Deputy Mayor Elizabeth Williams

The Risk Management and Audit 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 regulation 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

Minute note: The confidential Risk management and Audit Committee meeting started at 11:08 am.

CONFIDENTIAL ITEMS

The information is classed as confidential under Section 293(1) of the *Local Government Act 2019* and regulation 51 of the *Local Government (Administration) Regulations 2021*.

RE-ADMITTANCE OF THE PUBLIC

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.

ACM27/2022 RESOLVED:

On the motion of Councillor Gabby Gumurdul

Seconded Chairperson Carolyn Eagle

The Risk Management and Audit 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 31 MAY 2022

The Committee considered the confirmation of previous minutes for the confidential Risk Management and Audit Committee meeting held on 31 May 2022.

ACM24/2022 RESOLVED:

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

The confidential minutes of the 31 May 2022 Risk Management and Audit Committee meeting were confirmed as a true and correct record of the meeting.

CARRIED

Minute note: Mayor Ryan left the room at 11:09 am as he had disclosed a conflict of interest for the next agenda item titled "Council Issued Credit Cards."

12.2 COUNCIL ISSUED CREDIT CARDS

The Committee considered a report on Council issued credit cards.

ACM25/2022 RESOLVED:

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

The Risk Management and Audit Committee:

- Received and noted the report;
- Recommended that Council direct the administration to provides a written reminder regarding the use of the Mayor's credit card as per legislative requirements and Council's Credit Card Policy; and
- Noted that the administration will update Council's Credit Card Policy to ensure that the following are clearly stipulated:
 - The process for informing Council about the use of Council issued credit cards; and
 - The consequences for the misuse of Council issued credit cards.

CARRIED

Minute note: Mayor Ryan re-joined the meeting at 11:30 am.

12.3 INTERNAL AUDIT REPORT - REVIEW OF 2017 INTERNAL AUDIT "EFFECTIVENESS OF EXISTING CONTROLS ASSOCIATED WITH COMMERCIAL SERVICES"

The Committee considered the Internal Audit Report titled Review of 2017 Internal Audit Effectiveness of Existing Controls associated with Commercial Services.

ACM 26/2022 RESOLVED:

**On the motion of Councillor James Woods
Seconded Mayor Matthew Ryan**

The Risk Management and Audit Committee:

1. Noted the Internal Audit Report.
2. Directed that Management responses be presented at the next meeting of the Committee.

CARRIED

MEETING DECLARED CLOSED

Chairperson Carolyn Eagle declared the meeting closed at 12:21 pm.

NEXT MEETING

The next meeting is scheduled to take place on Wednesday, 26 October 2022.

This page and the preceding five (5) pages are the minutes of the Risk Management and Audit Committee meeting held on Wednesday, 27 July 2022.

Chairperson

Date Confirmed