

Minutes of the West Arnhem Regional Council Risk Management and Audit Committee Meeting
Friday, 21 June 2024 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Carolyn Eagle declared the meeting open at 10:06 am, welcomed all in attendance and did an Acknowledgement of Country.

ELECTED MEMBERS PRESENT

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

STAFF PRESENT

Chief Executive Officer	Andrew Walsh
Director Finance	Jocelyn Nathanael-Walters
Director Community and Council Services	Fiona Ainsworth
Governance and Risk Advisor (acting)	Jasmine Mortimore

3 APOLOGIES AND ABSENCES

Agenda Reference:	3.1
Title:	Apologies, Leave of Absence and Absence Without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

RMAC1/2024 RESOLVED:

On the motion of Chairperson Eagle

Seconded Mayor Woods

THAT THE COMMITTEE:

1. Notes the absence of member Cr Gabby Gumurdul.
2. Notes the apology received from Cr Gabby Gumurdul; and
3. Determines Cr Gabby Gumurdul is absent with permission of the Committee.

CARRIED

4 ACCEPTANCE OF AGENDA

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Committee considered a report on Acceptance of Agenda.

RMAC2/2024 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Chairperson Eagle

THAT THE COMMITTEE accept the agenda papers as circulated for the Risk Management and Audit Committee meeting held on 21 June 2024.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

RMAC3/2024 RESOLVED:

On the motion of Mayor Woods

Seconded Deputy Mayor Williams

THAT THE COMMITTEE received the declarations of interest from Chairperson Eagle for item 8.5 - Future of CouncilBIZ, for the Risk Management and Audit Committee meeting held on 21 June 2024.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

Agenda Reference:	6.1
Title:	Confirmation of Risk Management and Audit Committee Minutes
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

RMAC4/2024 RESOLVED:

**On the motion of Mayor Woods
Seconded Deputy Mayor Williams**

THAT THE COMMITTEE confirmed the minutes of 19 September 2023 Risk Management and Audit Committee as a true and correct record of the meeting and reviewed decisions made by the Committee.

CARRIED

7 ACTION REPORTS

Agenda Reference:	7.1
Title:	Review of Action Items
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Council considered a report on Review of Action Items.

RMAC5/2024 RESOLVED:

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

THAT THE COMMITTEE:

1. Received and noted the report titled *Review of Action Items*; and
2. Reviewed the outstanding action items and gave approval for completed items to be removed from the register.

CARRIED

Agenda Reference:	7.2
Title:	Strategic Asset Management Framework
Author:	Ben Heaslip, Information Advisor

The Committee considered a report on Strategic Asset Management Framework.

RMAC6/2024 RESOLVED:

**On the motion of Chairperson Eagle
Seconded Cr Phillips**

THAT THE COMMITTEE:

1. Received and noted the report titled *Strategic Asset Management Framework*.

CARRIED

Agenda Reference:	7.3
Title:	Credit Card Policy Review
Author:	Corey White, Acting Finance Manager

The Committee considered a report on Credit Card Policy Review.

RMAC7/2024 RESOLVED:

**On the motion of Deputy Mayor Williams
Seconded Mayor Woods**

THAT THE COMMITTEE:

1. Received and noted the report titled *Credit Card Policy Review*; and
2. Requested that the signed credit card cardholder agreements be provided to the members at each meeting.

CARRIED

8 RECEIVE AND NOTE REPORTS

Agenda Reference:	8.1
Title:	Credit Card Reconciliations
Author:	Corey White, Acting Finance Manager

The Committee considered a report on Credit Card Reconciliations.

RMAC8/2024 RESOLVED:
On the motion of Chairperson Eagle
Seconded Member Jackson

THAT THE COMMITTEE received and noted the report titled *Credit Card Reconciliations*.

CARRIED

Agenda Reference:	8.2
Title:	West Arnhem Regional Council - Organisational Structure
Author:	Andrew Walsh, Chief Executive Officer

The Committee considered a report on West Arnhem Regional Council - Organisational Structure.

RMAC9/2024 RESOLVED:
On the motion of Chairperson Eagle
Seconded Member Jackson

THAT THE COMMITTEE received and noted the report titled *West Arnhem Regional Council - Organisational Structure*.

CARRIED

Agenda Reference:	8.3
Title:	2022-23 Audit Management Letter
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on 2022-23 Audit Management Letter.

RMAC11/2024 RESOLVED:
On the motion of Mayor Woods
Seconded Chairperson Eagle

THAT THE COMMITTEE:

1. Receive and note the report titled *2022-23 Audit Management Letter*; and
2. Request standing report on areas for improvement for the 2022- 2023 Audit Completion Report.

CARRIED

Agenda Reference:	8.4
Title:	2023-24 Audit Fees and Plan
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on 2023-24 Audit Fees and Plan.

RMAC10/2024 RESOLVED:
On the motion of Chairperson Eagle
Seconded Member Jackson

THAT THE COMMITTEE

1. Receive and note the report titled *2023-24 Audit Fees and Plan*; and
2. Are satisfied with the engagement terms.

CARRIED

Agenda Reference:	8.5
Title:	Future of CouncilBIZ
Author:	Jocelyn Nathanael-Walters, Director of Finance

Chairperson Carolyn Eagle declared a conflict and left the meeting at 11:57 while report is discussed.
Independent Member Warren Jackson chaired the meeting while report is discussed.
The Committee considered a report on Future of CouncilBIZ.

RMAC12/2024 RESOLVED:
On the motion of Chairperson Jackson
Seconded Deputy Mayor Williams

THAT THE COMMITTEE received and noted the report titled *Future of CouncilBIZ*.

CARRIED

9 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

Agenda Reference:	9.1
Title:	Elected Member Questions with or without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

Carolyn Eagle joined the meeting at 12:07 and resumed as Chairperson.
The Committee considered a report on Elected Member Questions with or without Notice.

RMAC13/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Mayor Woods

THAT THE COMMITTEE removed the report from Risk Management and Audit Committee agenda.

CARRIED

10 PROCEDURAL MOTIONS

Agenda Reference:	10.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

RMAC14/2024 RESOLVED:
On the motion of Chairperson Eagle
Seconded Deputy Mayor Williams

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 to consider the Confidential items of the Agenda.

11 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 (Administration) Regulations 2021*.

Agenda Reference:	12.1
Title:	Confirmation of Confidential Risk Management Audit Committee Minutes
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

RMAC15/2024 RESOLVED:

On the motion of Chairperson Eagle

Seconded Member Jackson

THAT THE COMMITTEE:

1. Confirm the minutes of 19 September 2023 Confidential Risk Management and Audit Committee meeting as a true and correct record of the meeting; and
2. Management to develop a priorities list of potential internal audit projects and options to consider regarding internal audit function for future use.

CARRIED

Agenda Reference:	12.2
Title:	Seeking Additional Funding for 2024-25
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Report will remain Confidential under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

Agenda Reference:	12.3
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

RMAC17/2024 RESOLVED:

On the motion of Chairperson Eagle

Seconded Member Jackson

THAT THE COMMITTEE Opened the meeting to the public after the discussion of confidential items and approved to disclosed resolution and report item 12.1 from the confidential section of this meeting in the non-confidential meeting minutes.

CARRIED

12 NEXT MEETING

The next meeting is scheduled to take place on 20 September 2024.

13 MEETING DECLARED CLOSED

Chairperson Carolyn Eagle declared the meeting closed at 12:51 pm.

This page and the preceding pages are the minutes of the Risk Management and Audit Committee Meeting held on Friday 21 June 2024.

[Click here](#) to view the agenda for the Risk Management and Audit Committee Meeting held on 21 June 2024.