

Minutes of the West Arnhem Regional Council Risk Management and Audit Committee Meeting  
Thursday, 19 June 2025 at 1:00 pm  
Council Chambers

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1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Member Jackson (as Acting Chair) declared the meeting open at 1:04 pm, welcomed all in attendance and did an Acknowledgement of Country.

Noting due to the late arrival of the Chairperson Carolyn Eagle, Independent Member Jackson tentatively assumed the Chairperson's position as acting.

2 PERSONS PRESENT

ELECTED MEMBERS PRESENT

Chairperson	Carolyn Eagle
Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Independent Member	Warren Jackson

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director Community and Council Services	Fiona Ainsworth
Governance Advisor	Debbie Branson

GUESTS

Auditor	Noel Clifford, Nexia (via conference call)
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### 3 APOLOGIES AND ABSENCES

Agenda Reference:	3.1
Title:	Apologies, Leave of Absence and Absence Without Notice
Author:	Debbie Branson, Governance Advisor

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

RMAC25/2025 RESOLVED:

On the motion of Mayor Woods

Seconded Acting Chairperson Jackson

THAT THE COMMITTEE:

1. Notes the apology received from Cr Phillips;
1. Notes the late attendance of the Chairperson, Carolyn Eagle; and
2. Determines Cr Phillips was absent with permission of the Committee.

CARRIED

### 4 ACCEPTANCE OF AGENDA

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Debbie Branson, Governance Advisor

The Committee considered a report on Acceptance of Agenda.

RMAC26/2025 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Mayor Woods

THAT THE COMMITTEE accept the agenda papers as circulated for the Risk Management and Audit Committee meeting held on 19 June 2025.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Debbie Branson, Governance Advisor

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

Acting Chairperson Jackson advised that Carolyn Eagle has declared an interest previously in regards to Item 10.1 Updated on ICT Changes and CouncilBIZ. Noting that in the confidential session Chairperson Eagle indicated that there is no longer a conflict and therefore she can remain present during deliberations on this item.

RMAC27/2025 RESOLVED:  
On the motion of Acting Chairperson Jackson  
Seconded Deputy Mayor Williams

THAT THE COMMITTEE received the declarations of interest as listed for the Risk Management and Audit Committee meeting held on 19 June 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

Agenda Reference:	6.1
Title:	Confirmation of Risk Management and Audit Committee Minutes
Author:	Debbie Branson, Governance Advisor

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

*Carolyn Eager joined the meeting at 1:18pm and resumed the position as Chairperson. Acting Chairperson Jackson resume position as Independent Member.*

RMAC17/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Member Jackson

THAT THE COMMITTEE confirmed the minutes of Risk Management and Audit Committee held 27 February 2025 as a true and correct record of the meeting.

CARRIED

## 7 ACTION REPORTS

Agenda Reference:	7.1
Title:	Review of Action Items
Author:	Debbie Branson, Governance Advisor

The Committee considered a report on Review of Action Items.

RMAC18/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Deputy Mayor Williams

THAT THE COMMITTEE:

1. Receive and note the report titled *Review of Action Items*;
1. Request an out of session briefing paper in relation to Items 2 to 3; and
2. Request that the out of session briefing paper be included in the Ordinary Council Meeting agenda for 30 July 2025.

CARRIED

## 8 RECEIVE AND NOTE REPORTS

Agenda Reference:	8.1
Title:	Finance Report for the period ended 31 March 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

The Committee considered the reports on Finance Report for the period ended 31 March 2025 together with Item 8.2 Finance Report for the period ended 30 April 2025.

RMAC19/2025 RESOLVED:  
On the motion of Chairperson Eagle  
Seconded Member Jackson

THAT THE COMMITTEE receive and note the reports titled *Finance Report for the period ended 31 March 2025 and Finance Report for the period ended 30 April 2025*.

CARRIED

Agenda Reference:	8.2
Title:	Financial Report for the period ended 30 April 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

This item was considered together with Item 8.1.

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

The Committee considered a report on Credit Card Reconciliations.

RMAC20/2025 RESOLVED:  
On the motion of Chairperson Eagle  
Seconded Mayor Woods

THAT THE COMMITTEE receive and note the report titled *Credit Card Reconciliations*.

CARRIED

Agenda Reference:	8.4
Title:	2024-25 Audit Plan and Engagement Letter
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on 2024-25 Audit Plan and Engagement Letter.

*Auditor Noel Clifford joined the meeting at 1:54pm via a conference call and departed at 2:01pm.*

RMAC21/2025 RESOLVED:  
On the motion of Member Jackson  
Seconded Deputy Mayor Williams

THAT THE COMMITTEE receive and note the report titled *2024-25 Audit Plan and Engagement Letter*.

CARRIED

## 9 PROCEDURAL MOTIONS

Agenda Reference:	9.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Debbie Branson, Governance Advisor

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

RMAC29/2025 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 2:01pm 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 (Administration) Regulations 2021*.

Agenda Reference:	10.1
Title:	Update on ICT Changes and CouncilBIZ
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on Update on ICT Changes and CouncilBIZ.

RMAC30/2025 RESOLVED:  
On the motion of Chairperson Eagle  
Seconded Mayor Woods

THAT THE COMMITTEE:

1. Receive and note the report titled *Update on ICT Changes and CouncilBIZ*; and
2. Request a Special Risk Management and Audit Committee Meeting mid July 2025 for the purpose of an update in relation to CouncilBiz, the outstanding accounts with Telstra and the implications on West Arnhem Regional Council; and
3. Request that a standing agenda item on ICT Risks are included in the Ordinary Meeting agenda going forward.

CARRIED

Agenda Reference:	10.2
Title:	Update on Local Government Funding Subsidy
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on Update on Local Government Funding Subsidy.

RMAC31/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Deputy Mayor Williams

THAT THE COMMITTEE receive and note the report titled *Update on Local Government Funding Subsidy*.

CARRIED

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

Agenda Reference:	11.1
Title:	Disclosure of Confidential Resolutions and Re-Admittance of the Public
Author:	Debbie Branson, Governance Advisor

The Committee considered a report on Disclosure of Confidential Resolutions and Re-Admittance of the Public

RMAC32/2025 RESOLVED:

On the motion of Chairperson Eagle

Seconded Mayor Woods

THAT THE COMMITTEE opened the meeting to the public at 3:09pm after the discussion of confidential items and approved to disclose all resolutions from the confidential section of this meeting to the open meeting minutes.

CARRIED

12 NEXT MEETING

The next meeting is scheduled to take place on Thursday, 14 August 2025.

13 MEETING DECLARED CLOSED

Chairperson Eagle declared the meeting closed at 3:11 pm.

This page and the preceding pages are the minutes of the Risk Management and Audit Committee held on Thursday 19 June 2025.

Click [here](#) to view the agenda for the Risk Management and Audit Committee Meeting held on Thursday 19 June 2025.