

MINUTES OF THE AUDIT AND RISK MANAGEMENT MEETING
HELD AT 3/4 ALBATROSS STREET, WINNELLIE ON TUESDAY,
10 NOVEMBER 2020 AT 2:00PM

Chairperson Cathryn Hutton declared the meeting open and welcomed all in attendance at 2:11pm

PRESENT

Cathryn Hutton	Chairperson
Brendan Down	Independent Member (via Videoconference)
Terry Sams	Deputy Mayor (ARMC Member)
Mark Tunmuck-Smith	Councillor (ARMC Member)
Wally Minjin	Councillor
Ralph Narburup	Councillor
Staff	
Rebecca Purser	Manager Corporate
Ramesh Pudasaini	Senior Financial Consultant (CouncilBiz) (via Videoconference)
Guests	
Cheryl Crase	Deloitte
Michelle Makubise	Deloitte

APOLOGIES AND LEAVE OF ABSENCE Nil apologies or leave of absence received

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF There were no declarations of interest at this Audit and Risk Management meeting.

CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Meeting held on 13 May 2020

001/2020 **Motion:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: C. Hutton
Seconded: B. Dowd
Resolution: Unanimously

CALL FOR ITEMS OF GENERAL BUSINESS

Late Item

- Rebecca Purser called for a late item – Annual Report 2019-2020

REPORTS

1) Acting Chief Executive Officer Report

Manager Corporate spoke to the ACEO report in his absence.

002/2020 **Motion:**

- 1. That the Audit and Risk Committee notes and accepts the Acting Chief Executive Officer Report**
- 2. Audit and Risk Plan is to be presented to Audit and Risk Committee at the next meeting.**
- 3. The Audit and Risk workshop is to be scheduled the day before the ARMC meeting and all ARMC members are to be invited to attend.**

Moved: Cr. Tunmuck-Smith
Seconded: Deputy Mayor Sams
Resolution: Unanimously

2) Work Health and Safety Update

Manager Corporate spoke to the written report.

003/2020 **Motion:**

- 1. That the Audit and Risk Management Committee receives and notes the WHS update.**
- 2. Updated WH&S Register to be provided at the next ARMC meeting.**

Moved: Deputy Mayor Sams
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

3) Financial Report - September 2020

Senior Financial Officer spoke to his written report.

004/2020 **Motion:**

- 1. That Committee receives and notes the Financial Report – September 2020.**
- 2. That an internal compliance check is conducted on the financial reports presented to council against the requirements of the *Local Government Act* be presented at the next ARMC meeting.**

Moved: C. Hutton
Seconded: Deputy Sams
Resolution: Unanimously

2:15pm Cheryl Crase and Michelle Makubise joined the meeting

4) General Purpose Financial Statement 2019-2020

Cheryl Crase presented to ARMC the audited financial statement including audit

areas of focus, internal controls and a summary of uncorrected misstatements and disclosure deficiencies.

005/2020 **Motion:**

- 1. That the Audit and Risk Management Committee receives and notes the West Daly Regional Council's Audited Financial Statements for 2019-20 and recommend same to Council.**
- 2. That the Audit and Risk Management Committee express deep gratitude to staff of CouncilBiz and WDRC for the success of unqualified audit.**

Moved: B. Dowd
Seconded: C. Hutton
Resolution: Unanimously

2:45pm - Cheryl Crase and Michelle Makubise left the meeting

GENERAL BUSINESS

Late Item

4) Annual Report 2019/20

Rebecca Purser presented the Draft Annual Report 2019/20 to the ARMC.

006/2020 **Motion:**

- 1. That the ARMC receives and notes the draft Annual Report for 2019/20 and recommends same to Council for adoption and congratulates staff on a solid effort during a difficult period.**

Moved: C. Hutton
Seconded: Deputy Mayor Sams
Resolution: Unanimously

The meeting closed at 2:55pm.

THIS PAGE AND THE PRECEEDING 2 PAGES ARE THE MINUTES OF THE Meeting of Audit and Risk Management HELD ON Tuesday, 10 November 2020 AND CONFIRMED .