



MINUTES
AUDIT AND RISK MANAGEMENT MEETING
HELD IN THE
WEST DALY REGIONAL COUNCIL CHAMBERS
1/4 ALBATROSS STREET WINNELLIE NT 0812
ON TUESDAY
26 OCTOBER 2021 AT 14:00HRS

Chairperson Cathryn Hutton opened the meeting opened at 1400hrs.

PRESENT

Committee

Cathryn Hutton
Ross Coburn
Wilfred Harris

Chairperson
Independent member
Deputy Mayor

Staff

Matthew Eastham
Ian Wallis
James Cartwright
Tracey Bradley
Sharon Binns

Chief Executive Officer
Health, Safety & Risk Officer
Chief Financial Officer
Secretariat
Secretariat

Guest

Marco Di Somma

Auditor, Deloitte Touche Tohmatsu Limited

APOLOGIES

Cr. Narburup arrived late to meeting 14:35pm via ZOOM.

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest declared at this Audit and Risk Management meeting.

CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Meeting held on 10 November 2020

001/2021

Cathryn Hutton identified a spelling error in independent members name. To be changed from Brendan Down to Brendan Dowd.

Motion:

- 1. That the minutes be taken as read and be accepted as a true record of the Meeting with the amendment of correct spelling to Brendan Dowd.**

Moved: Cathryn Hutton
Seconded: Ross Coburn
Resolution: Unanimously

CALL FOR ITEMS OF GENERAL BUSINESS

Annual Report – Matthew Eastham CEO.

REPORTS

1) **General Purpose Financial Statement 2020-2021**

002/2021

The CFO spoke to his report and answered questions from the Committee. Mr Di Somma walked through the Final Report for the Audit and Risk Management Committee on 2020/21 audit.

Motion:

- 1. The Audit and Risk Management Committee recommend to the West Daly Regional Council the Audited Financial Statement for 2020-21.**
- 2. The Action items arising from the Auditors Management report and management responses to the actions to be presented to the Audit and Risk Management Committee on an ongoing basis.**
- 3. The Audit and Risk Management committee recognised the hard work undertaken by staff and congratulated them on their efforts.**

Recommendation: re monthly reports.

Measures that have been adjusted are located in the Audited Report.

Moved: Cathryn Hutton
Seconded: Ross Coburn

Resolution: Unanimously

Councillor Narburup joined the meeting at 2.35pm

Marco Di Somma left the meeting at 2.45pm

2) Audit and Risk Management Committee Terms of Reference

003/2021

The CFO discussed the legislative framework and asked the Committee if there were any comments or suggestions to make. There are some minor errors in the document to be fixed.

Motion:

- 1. That the Audit and Risk Management Committee members receive and note the Committee's Terms of Reference.**
- 2. Governance Officer to review and make the appropriate corrections to the Terms of Reference.**

Moved: Deputy Mayor Harris
Seconded: Cr. Narburup
Resolution: Unanimously

3) Financial Report - September 2021

004/2021

The CFO spoke to his report and asked the Committee if there were any questions to be asked. There was general discussion.

Motion:

- 1. That the Audit and Risk Management Committee receives and notes the Financial Report for August 2021.**

Moved: Catherine Hutton
Seconded: Deputy Mayor Harris
Resolution: Unanimously

4) Update on West Daly Regional Council's Risk Management Framework

005/2021

The CFO spoke to his report and asked the Committee if there were any questions to be asked. There was general discussion.

Motion:

- 1. That the Audit and Risk Management Committee review and note the information relating to Council's Risk Management Framework.**
- 2. That the Audit and Risk Management Committee support the Priority Actions to develop and maintain Council's Risk Management Framework.**

Moved: Catheryn Hutton

Seconded: Ross Coburn

Resolution: Unanimously

Ross Coburn left the meeting at 3.34pm

5) Funding Framework

006/2021

The CFO spoke to his report.

Motion:

- 1. That the Audit and Risk Management Committee receives and notes the information contained within the report and notes the attached FAA Funding Advice Letter.**

Moved: Deputy Mayor Harris

Seconded: Cathryn Hutton

Resolution: Unanimously

6) WHS & Workers Compensation Status Update

007/2021

Staff member Ian Wallis spoke to his report.

Motion:

- 1. That the Audit and Risk Management Committee receives and notes the WHS and Workers Compensation status update.**

Moved: Deputy Mayor Harris

Seconded: Cr. Narburup

Resolution: Unanimously

NOTE: In the future to have a standard report re the WHS & Workers Compensation status at each ARMC meeting.

7) COVID-19

008/2021 **Motion:**

- 1. That the Audit and Risk Management Committee notes the information contained in the report titled COVID-19.**

Moved: Cathryn Hutton
Seconded: Deputy Mayor Harris
Resolution: Unanimously

8) ARMC Work Plan 2021/22

009/2021 **Motion:**

- 1. That the Audit and Risk Management Committee reviews and accepts the 2021/22 Work Plan .**

Moved: Cathryn Hutton
Seconded: Cr. Ralph Narburup
Resolution: Unanimously

GENERAL BUSINESS

9) Annual Report

010/2021

The CEO stated there is no paper for discussion to be presented to the ARMC due to the late arrival of the draft Annual Report 2020/2021.

Motion:

- 1. That the Audit & Risk Management Committee notes and will provide feedback to the CEO directly.**

Moved: Cathryn Hutton
Seconded: Deputy Mayor Harris
Resolution: Unanimously

The meeting closed at 4:07pm

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Meeting of Audit and Risk Management HELD ON Tuesday, 26 October 2021 AND CONFIRMED Friday, 26 November 2021.

Unconfirmed