



**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE
 MEETING
 HELD AT WADEYE COUNCIL OFFICE
 ON Tuesday 23 April 2024
 AT 10:30 am**

1 MEETING OPEN

The meeting opened at 10:41 am.

2 ACKNOWLEDGEMENTS OF TRADITIONAL OWNERS

West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying our respect to Elders past, present and in the future.

3 PRESENT APOLOGY AND LEAVE OF ABSENCE

Committee Members

Name	Title	Present	Absent	Location
Cathryn Hutton	Chairperson	✓		Darwin
Ralph Naburup	Mayor	✓		Wadeye
Wilfred Harris	Deputy Mayor		✓	
Terry Sams	Councillor	✓		Wadeye

Staff

- Mark Blackburn
- David Glover
- Dorothea Janczewska
- Tinos Rushwaya
- Michelle Griffin
- Renjith Kollakkombil Jose

Position

- A/Chief Executive Officer (Wadeye)
- Executive Director, Corporate Services (Wadeye)
- People and Culture Manager (Darwin)
- Senior Accountant (Darwin)
- Executive Officer to the CEO (Wadeye)
- Governance Officer (Darwin - minute taker)

4 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

There were no declarations of interest at this meeting.

5 REPORTS FOR INFORMATION

5.1 Financial Report for the period ended 31 March 2024

Resolution: **ARMC-2024/1**

- 1. That the Audit and Risk Management Committee receives and notes the report entitled 'Financial Report for the period ended 31 March 2024'.**

Moved: *Cathryn Hutton*

Seconded: *Councillor Terry Sams*

Carried 3 / 0

Cathryn Hutton sought clarification on:

- The active grants and duration.
- The interest expenses for Wadeye.
- Page 26, compliance of the top 10 contracts' processes with the procurement guidelines.

5.2 Revised Budget for 2023-2024

Resolution: **ARMC-2024/2**

- 1. That the Audit and Risk Management Committee notes the revised Operating and Capital Budget for 2023-2024 as presented and approved by Council on 27 March 2024, in accordance with Section 203 (2) of the *Local Government Act 2019*.**

Moved: *Cathryn Hutton*

Seconded: *Councillor Terry Sams*

Carried 3 / 0

5.3 Update on reviewed policies of Corporate, Finance, People and Culture, and Governance

Resolution: **ARMC-2024/3**

- 1. That the Committee receives and notes the policy updates completed; and**
- 2. That the Committee acknowledges that the operational policies will be taken off the Council's public website once adequate access to them through internal intranet is established.**

Moved: *Mayor Ralph Narburup*

Seconded: *Councillor Terry Sams*

Carried 3 / 0

5.4 Planned policy review schedule

Resolution: **ARMC-2024/4**

1. That the Committee receives and notes the planned policy review schedule.

Moved: *Councillor Terry Sams*

Seconded: *Mayor Ralph Narburup*

Carried 3 / 0

5.5 Audit and Risk Management Committee Terms of Reference

Resolution: **ARMC-2024/5**

1. That the Committee receives and notes the review of the Audit and Risk Management Committee Terms of Reference.

Moved: *Cathryn Hutton*

Seconded: *Councillor Terry Sams*

Carried 3 / 0

6 GENERAL BUSINESS

6.1 Move to Confidential Session

That pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda:-

Moved: *Cathryn Hutton*

Seconded: *Mayor Ralph Narburup*

Carried 3 / 0

The meeting moved to closed session at 11:22 am.

7 CONFIDENTIAL ITEMS

7.1 Confirmation of Previous Minutes

7.1.1 Confidential Audit and Risk Management Committee Meeting held on 28 November 2023

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

7.2 Confidential Reports

7.2.1 Confidential Action Items

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

7.2.2 Council progress with replacement of Enterprise Resource Planning (ERP) Software

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

7.2.3 Compliance Review – Final Report

Regulation 51(1)(a) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

The meeting closed at 11:47 am.

This page and the preceding 3 pages are the minutes of the Audit and Risk Management Committee meeting held on 23 April 2024.

Cathryn Hutton - Chairperson