



# **AGENDA**

## **AUDIT AND RISK COMMITTEE MEETING**

### **WEDNESDAY, 12 APRIL 2023**

Notice is given that the next Audit and Risk Committee Meeting of the Roper Gulf Regional Council will be held on:

Wednesday, 12 April 2023 at 10:00am  
The Roper Room, Roper Gulf Regional Council Support Centre,  
2 Crawford Street, Katherine, NT

Your attendance at the meeting will be appreciated.

A handwritten signature in black ink, appearing to be "Marc Gardner", written over a white rectangular area.

Marc GARDNER  
**CHIEF EXECUTIVE OFFICER**

## PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant.”

## PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”

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	Nil.	
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	Nil.	
<b>17</b>	<b>CLOSED SESSION</b>	

- 17.1 Confirmation of Previous Minutes of the Confidential Session  
*The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(iv) (d).*
- 17.2 Action List  
*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*
- 17.3 Audit 2021/22 Closing Report  
*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.*
- 17.4 Modus Australia - Cyber attack update and budget amendment.  
*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*
- 17.5 Risk Register  
*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

## RESUMPTION OF MEETING

## 18 CLOSE OF MEETING

**CONFIRMATION OF PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	6.1
<b>TITLE</b>	Confirmation of Audit and Risk Committee Previous Minutes - 17 August 2022
<b>REFERENCE</b>	1327140
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That the Audit and Risk Committee confirms the draft minutes of the Audit and Risk Committee Meeting held on 31 October 2022 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

**BACKGROUND**

The Audit and Risk Committee last met on Monday 31 October 2022 at 10:00am. Attached are the unconfirmed minutes of the Audit and Risk Committee Meeting for the Committee's review and confirmation.

**ISSUES/OPTIONS/SWOT**

The next Audit and Risk Committee meeting scheduled to be held on Wednesday, 21 June 2023 is rescheduled on Wednesday, 07 June 2023 due to Ordinary Meeting of Council scheduled on this date.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

- 1 Audit and Risk Committee 2022-10-31 [2161] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, AUDIT AND RISK  
COMMITTEE MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL  
COUNCIL SUPPORT CENTRE,  
2 CRAWFORD STREET, KATHERINE, NT  
ON MONDAY, 31 OCTOBER 2022 AT 10:00AM

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**1 PRESENT MEMBERS/STAFF/GUESTS**

**1.1 Members**

- Independent Member Ian SWAN (Chairperson);
- Independent Member Carolyn EAGLE; and
- Independent Member Claudia GOLDSMITH.

**1.2 Staff**

- Dave HERON, Acting Finance Manager;
- Cindy HADDOW, General Manager Corporate Services and Sustainability; and
- Chloe IRLAM, Governance Engagement Coordinator (minute taker).

**1.3 Guests**

Nil.

**2 MEETING OPENED**

The Audit Committee Meeting opened at 10:08am as a Provisional Meeting.

**3 WELCOME TO COUNTRY**

**4 APOLOGIES AND LEAVE OF ABSENCE**

**4.1 APOLOGIES**

110/2022 **RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)**

**CARRIED**

That the Audit and Risk Committee;

- (a) accepts the tendered apology from Councillor Gadrian HOOSAN; and
- (b) notes the absence with no tendered apologies from Councillor John DALYWATER.

**5 QUESTIONS FROM THE PUBLIC**

Nil.

**6 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF AUDIT AND RISK COMMITTEE PREVIOUS MINUTES - 17 AUGUST 2022****111/2022 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)****CARRIED**

That the Audit and Risk Committee confirms the draft minutes of the Audit and Risk Committee Meeting held on 17 August 2022 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

**7 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil.

**8 CALL FOR ITEMS OF GENERAL BUSINESS**

- Staff Changes

**9 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Audit Committee Meeting.

**10 INCOMING CORRESPONDENCE****10.1 INCOMING CORRESPONDENCE****112/2022 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)****CARRIED**

That the Audit and Risk Committee;

- (a) notes the Incoming Correspondence;
- (b) requests an Attendance Report be a standing item on the Agenda;
- (c) requests that Chairperson SWAN write to Council to request the rescinding of membership from Councillor Gadrian HOOSAN from the Audit and Risk Committee and to fill the new vacant position;
- (d) requests the terms of reference be amended in regards to Apologies and Leave of absence, travel provisions, and appointment of an acting Chairperson; and
- (e) requests the Chairperson SWAN present an Audit Committee Functions report to the December 2022 Ordinary Meeting of Council.

**11 OUTGOING CORRESPONDENCE****11.1 OUTGOING CORRESPONDENCE****113/2022 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)****CARRIED**

That the Audit and Risk Committee notes the Outgoing Correspondence.

**12 GENERAL BUSINESS****12.1 STAFF CHANGES**

That the Audit and Risk Committee receive and note the verbal update provided by the Acting Finance Manager in regards to managerial positions.

**13 EXECUTIVE REPORTS****13.1 UPCOMING COMPLIANCE REVIEW****114/2022 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)****CARRIED**

That Audit and Risk Committee receives and notes the Upcoming Compliance Review report.

**14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT**

Nil.

**15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT**

Nil.

**16 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT**

Nil.

**17 CONFIDENTIAL ITEMS****MOVE TO CONFIDENTIAL ITEMS**

115/2022 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)

**CARRIED**

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.

**17.1 Action List** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**17.2 ICAC Reporting** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

**17.3 MYOB Update** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

**17.4 Risk Management Plan & Register** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d), information subject to an obligation of confidentiality at law, or in equity.

**17.5 Annual Audited Financial Statements** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (e), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

*The meeting moved to the Confidential Items at 11:07am.*

**RETURN TO OPEN****RECOMMENDATION:**

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 re-opened to the public.

*The meeting re-opened to the public at 12:28pm.*

**18 ITEMS FOR NEXT MEETING**

Nil.



**19 CLOSE OF MEETING**

The meeting closed at 12:30 pm.

This page and the preceding pages are the minutes of the Audit and Risk Committee Meeting held on Monday, 31 October 2022 and will be confirmed Wednesday, 18 January 2023.

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Chairperson Ian SWAN  
Confirmed on Wednesday, 18 January 2022

UNCONFIRMED

**BUSINESS ARISING FROM PREVIOUS MINUTES**



<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	Action List
<b>REFERENCE</b>	1329304
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That the Audit and Risk Committee:

- (a) receives and notes the Action List; and
- (b) approves the removal of completed items.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

**ACTION LIST**

**10.1 INCOMING CORRESPONDENCE**

112/2022 **RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)**

**CARRIED**

**REPORT IN AGENDA?**

That the Audit and Risk Committee;

- (a) notes the Incoming Correspondence;
- (b) requests an Attendance Report be a standing item on the Agenda;
- (c) requests that Chairperson SWAN write to Council to request the rescinding of membership from Councillor Gadrian HOOSAN from the Audit and Risk Committee and to fill the new vacant position;
- (d) requests the terms of reference be amended in regards to Apologies and Leave of absence, travel provisions, and appointment of an acting Chairperson; and
- (e) requests the Chairperson Ian SWAN present an Audit Committee Functions report to the December 2022 Ordinary Meeting of Council.

- (b) Completed
- (c) Completed
- (d) not completed – being drafted and need to be accepted by Council
- (e) Completed

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

**EXECUTIVE REPORTS**

<b>ITEM NUMBER</b>	13.1
<b>TITLE</b>	Audit and Risk Committee Member Attendance Report
<b>REFERENCE</b>	1327005
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the Audit and Risk Committee Member Attendance Report.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The *Local Government Act 2019* states that the Committee Members will be disqualified from a member of a Committee if the person is absent, without permission or the approved apologies of the Committee in accordance with the regulations, from two (2) consecutive Committee meetings.

**Committee Member Attendance**

Committee Members	12 April 2022	17 August 2022	31 October 2022
Independent Member Ian SWAN	P	P	P
Independent Member Carolyn EAGLE	P	P	P
Independent Member Claudia GOLDSMITH	-	P	P
Councillor John DALYWATER	P	P	NO AP
Councillor Gadrian HOOSAN	AP	AP	AP
Councillor Patricia FARRELL	-	-	-

**\*\* Table Key**

P Present

AP Apologies given and accepted

NO AP No apologies given and not present at meeting

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**