

## AGENDA

# AUDIT AND RISK COMMITTEE MEETING

**Wednesday 19 February 2025**

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

Wednesday 19 February 2025 at 10:00 am  
The Council Chambers Roper, Gulf Regional Council Support Centre  
2 Crawford Street, Katherine, NT

Your attendance at the meeting will be appreciated.

Or via  
Microsoft Teams meeting  
(Join on your computer, mobile app or room device)

[Click here to join the meeting](#)

Meeting ID: 416 555 538 10

Passcode: qZqvpe

**Or please call (audio only)**

[+61 2 8320 9269](#)

When prompted, enter Conference ID: 819 597 742#



David HURST  
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 lisin 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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**NB** The page numbers on this index may be inaccurate due to current software formatting issues.

**CONFIRMATION OF PREVIOUS MINUTES**

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**ITEM NUMBER** 6.1  
**TITLE** Confirmation of Audit and Risk Committee Pre  
**AUTHOR** Daniele Piga, Governance Officer

**RECOMMENDATION**

That the Audit and Risk Committee notes that the Meeting held on Wednesday, 13 November 2024, was entirely held on a Closed Session. As such, there are no Minutes to be confirmed from that Meeting.

**KEY OUTCOME AREA**

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

**BACKGROUND**

The Audit and Risk Committee last met on Wednesday, 13 November 2024 at 08:30am, in Confidential Session. There are no public minutes from that Meeting to confirm as the entire Meeting was held in Confidential Session.

**ISSUES/OPTIONS/SWOT**

The next Audit and Risk Committee Meeting scheduled to be held on Wednesday, 11 June at 10:00am.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil

**BUSINESS ARISING FROM PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	Action List
<b>AUTHOR</b>	Daniele Piga, Governance Officer

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the Action List.

**KEY OUTCOME AREA**

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

**BACKGROUND**

The Action List is a summary of tasks that Council has requested be undertaken by Council Staff.

The Action List is a **non-authoritative** reference document for Business Arising out of Previous Minutes. The highlighted points are the actionable item of each **resolved** matter.

**ACTION LIST**

Nil.

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil.

**EXECUTIVE REPORTS**

**ITEM NUMBER** 12.1  
**TITLE** Audit and Risk Committee Member Attendance  
**AUTHOR** Daniele Piga, 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	23 October 2023	19 February 2024	12 June 2024	26 August 2024	13 November 2024
Independent Member Ian SWAN	P	P	P	P	P
Independent Member Carolyn EAGLE	P	P	P	AP	P
Independent Member Claudia GOLDSMITH	P	P	P	P	P
Councillor John DALYWATER	P	P	P	P	P
Councillor Patricia FARRELL	P	AP	P	P	P

\*\* Table Key

P Present  
 AP Apologies given and accepted  
 NO AP No apologies given and not present at meeting  
 N/A Not a Committee Member

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil.

**CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT**

<b>ITEM NUMBER</b>	13.1
<b>TITLE</b>	Council Financial Report as at 31.01.2024
<b>AUTHOR</b>	James Sanders, Finance Manager

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the Council's Financial Report as at 31 January 2025.

**KEY OUTCOME AREA**

Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

**BACKGROUND**

Attached are the Council's financial reports as at 31 January 2025, including:

- Balance Sheet;
- Income and expenditure report by account category with explanation on variances;
- Financial Ratio Analysis;
- Cash-at-bank Statement and 12-month graph on cash balances;
- Investment Report;
- Capital Expenditure Report;
- Accounts Receivable Age Analysis report and a summary of outstanding rates;
- Accounts Payable Age Analysis report and list of top ten payments made to suppliers.

The balance sheet has been prepared as per prevailing accounting standards, practice and in compliance with the applicable *Local Government Act 2019*.

The Income and Expenditure Report YTD January shows that the net operating position is a overspend of \$2.027M inclusive of depreciation and amortisation costs. This figure represents a variance from budget of \$5.36M. Capex expenditure represents the bulk of this variance which is expected to narrow with delivery of grant related projects.

The bank balance as at 31 January is \$34.48M. Of this total bank balance, \$27M is invested in various interest earning term deposits. The total balance of untied cash after liabilities and commitments towards major projects is \$18.04M.

As per the *Local Government Act 2019*, the monthly financial reports has to be certified by the Chief Executive Officer

Chief Executive Officer's Declaration

To the Council,

I, David HURST, Chief Executive Officer of the Council, certify that to the best of my knowledge, information and belief:

- the internal controls implemented by the council are appropriate: and
- the council's financial report best reflects the financial affairs of the Council

David HURST,

Chief Executive Officer  
12 February 2025

**ISSUES/OPTIONS/SWOT****Provision for Landfill Rehabilitation**

As per recent environmental regulations, Council's waste management operations give rise to obligations to rehabilitate certain sites. As such the liability component of the estimated future cost has to be included in the financial statement for a fair representation of Council's financial affairs.

**Statement on Australian Tax Office, Payroll and any other obligations.**

The reported Payroll Tax obligations were paid by the due date as required by the Tax Office. The Business Activity Statement reporting for 31 January 2025 will be processed prior to month end February. Furthermore all superannuation obligations and insurance premium have been paid by the due date. Debtors Analysis: Debtors currently sit at \$131K, current invoices make up 29% of this total with 90 day plus debtors representing an additional 55% of this figure.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

1. Financial Reports January 2025 [13.1.1 - 15 pages]





# Financial Reports

at 31 January 2025

## The Balance Sheet – a snapshot of the organisation’s financial status at a given point in time





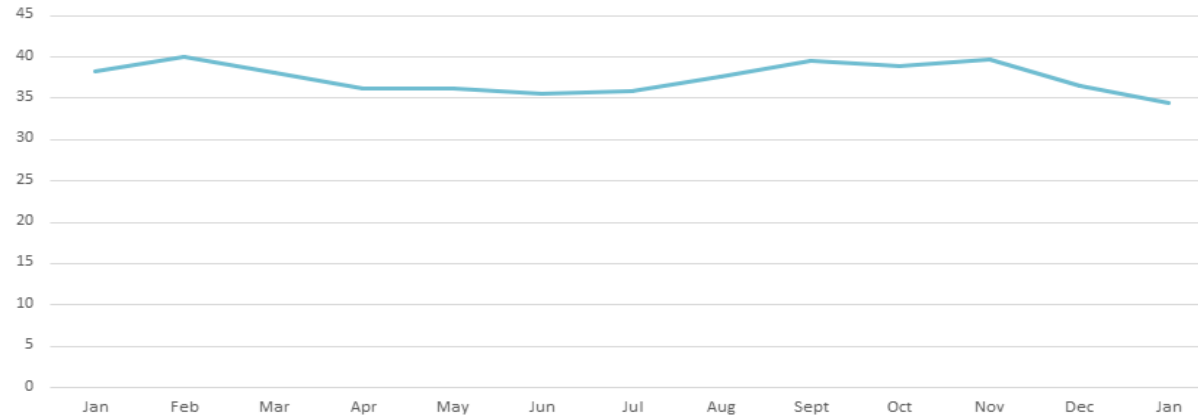
### Roper Gulf Regional Council



#### Actual Cash at Bank as at 31 Jan 2025

Bank:	Closing Balances Jan 2025	Jan Interest Receipts
Commonwealth - Business XXXXXXXX3307	3,973,545.20	18,594.25
Commonwealth - Operating XXXXXXXX3294	133,931.11	480.7
Commonwealth - Trust XXXXXXXX3315	104,358.87	260.75
Commonwealth - Numbulwar Fuel XXXXXXXX1211	3,274,204.46	11,957.51
Term Deposits	27,000,000.00	-
<b>Total Cash at Bank</b>	<b>\$34,486,039.64</b>	<b>\$31,293.27</b>
<b>Less Liabilities</b>	<b>\$16,443,222.96</b>	
<b>Total Untied Cash</b>	<b>\$18,042,816.68</b>	
<b>Total Interest Earned for 2024-25 financial year</b>	<b>\$1,041,522.41</b>	

12 Month Rolling Cash Balance Movement - Jan 2025 (\$M)



## Liquidity ratio Analysis

### Current Ratio:

The Current ratio measures our council's ability to use its assets to generate income.

### Current Assets

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### Current Liabilities

A Current ratio of 2:1 means the council has current untied assets of \$2 for every \$1 of current liabilities and is regarded as desirable.

The higher the current ratio, the better the capacity to meet short term financial Commitments.

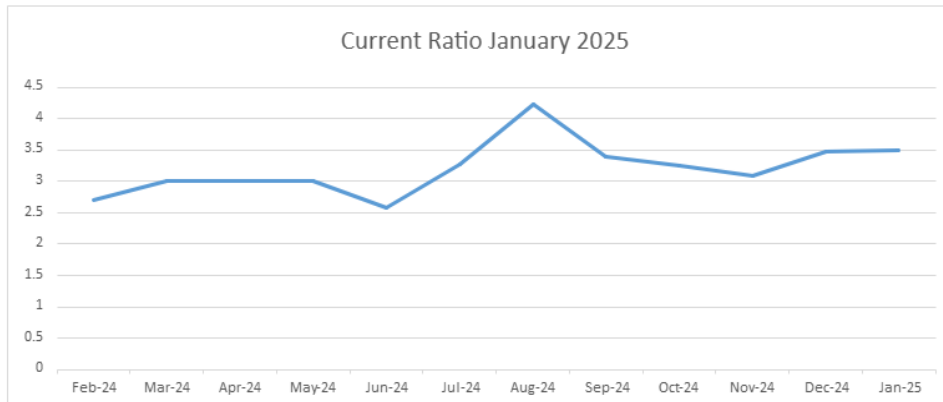
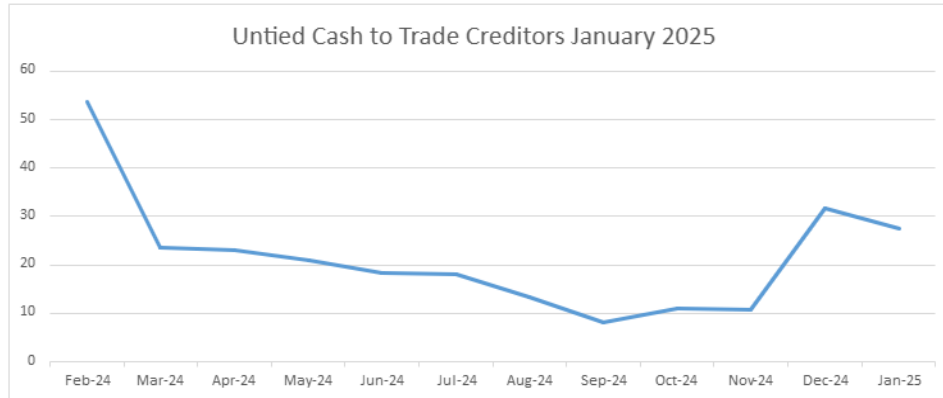
Roper Gulf Current Ratio = 3.5 : 1  
Including all cash and current assets, we have nearly \$3.5 for every \$1 of Liability

Untied Cash to Creditors Ratio = 27.5 : 1  
It is desirable to have at least 1:1 ratio



## Liquidity Ratio Trend

The below graphs depict the progression of the Current and Untied Cash to Creditors ratio for the last twelve months



**Roper Gulf Regional Council**  
**Investment Report**  
**as at 31 Jan 2025**



Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	Exposure	Rating Short Term	Lodgement Date	Maturity Date	Term Days	Interest on Maturity	Interest rate
Operating Accounts	CTB - Working Capital	\$7,486,040							
<b>Current Term Deposit Investments</b>									
Major Bank	AMP Bank	\$3,000,000	8.70%	A2	17/07/2024	14/05/2025	301	\$ 128,646.58	5.20%
Major Bank	AMP Bank	\$2,000,000	5.80%	A2	28/08/2024	30/06/2025	306	\$ 84,170.96	5.02%
Regional Bank	Great Southern Bank	\$5,000,000	14.50%	A2	23/05/2024	23/05/2025	365	\$ 262,500.00	5.25%
Regional Bank	Judo Bank	\$3,000,000	8.70%	A3	09/05/2024	04/02/2025	271	\$ 115,824.66	5.20%
Major Bank	NAB	\$3,000,000	8.70%	A3	20/09/2024	21/03/2025	182	\$ 74,046.58	4.95%
Major Bank	NAB	\$5,000,000	14.50%	A3	15/11/2024	14/11/2025	364	\$ 254,301.37	5.10%
Major Bank	NAB	\$4,000,000	11.60%	A1	15/02/2024	14/02/2025	365	\$ 204,000.00	5.10%
Major Bank	NAB	\$2,000,000	5.80%	A1	28/08/2024	28/08/2025	365	\$ 99,000.00	4.95%
<b>Total cash and investments held</b>		<b>\$34,486,040</b>	<b>78.29%</b>					<b>\$ 1,222,490.14</b>	

The screenshot displays the Yieldhub Curve Investments interface. At the top, there are navigation tabs for Rates, Investments, Quotes, and Portfolio. Below this is a row of yield indicators for various terms from 1M to 3Y SWAP. The main section is titled 'Curve Investments (7)' and includes filters for 'Current Investments', 'Filter By: Maturity Date', and 'Filter By: Institution'. A table lists the following investments:

CONSIDERATION	SETTLEMENT	INTEREST	TERM	YIELD	P&I AT MATURITY	MATURITY DATE
\$3,000,000	09/05/2024	\$115,824.66	271 Days	5.2%	\$3,115,824.66	04/02/2025 (Tomorrow)
\$4,000,000	15/02/2024	\$204,000	365 Days	5.10%	\$4,204,000	14/02/2025
\$3,000,000	20/09/2024	\$74,046.58	182 Days	4.95%	\$3,074,046.58	21/03/2025
\$3,000,000	17/07/2024	\$128,646.58	301 Days	5.20%	\$3,128,646.58	14/05/2025
\$5,000,000	23/05/2024	\$262,500	365 Days	5.25%	\$5,262,500	23/05/2025
\$2,000,000	28/08/2024	\$84,170.96	306 Days	5.02%	\$2,084,170.96	30/06/2025
\$2,000,000	28/08/2024	\$99,000	365 Days	4.95%	\$2,099,000	28/08/2025
\$5,000,000	15/11/2024	\$254,301.37	364 Days	5.10%	\$5,254,301.37	14/11/2025

### Income & Expenditure Statement Summary January YTD 2025

<b>Income &amp; Reserve</b>	<b>-</b>	<b>Expenditure</b>	<b>=</b>	<b>Net Operating position</b>
<b>\$23,435,754</b>		<b>\$25,462,764</b>		<b>-2,027,011</b>



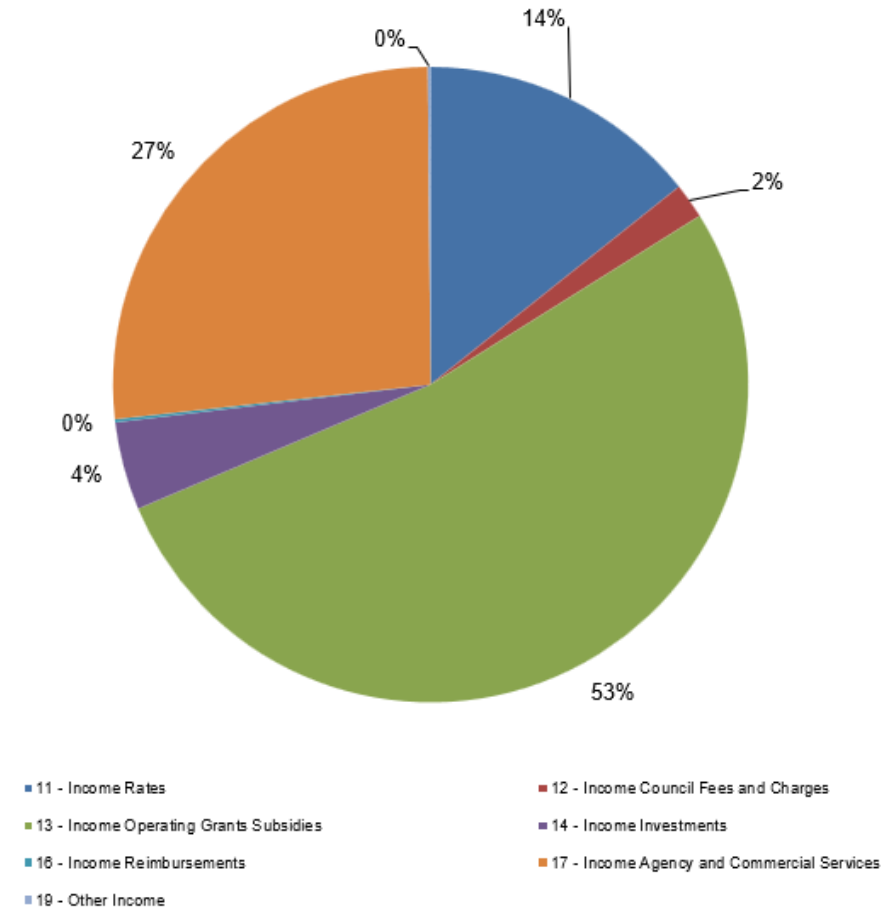


**Roper Gulf Regional Council**  
 Income & Expenditure Report as at  
 31-January-2024



	YTD Actual	YTD Budget	Variance	Budget 24-25
<b>Income</b>				
11 - Income Rates	3,322,367	2,002,475	1,319,892	3,432,815
12 - Income Council Fees and Charges	418,067	568,431	-150,364	974,453
13 - Income Operating Grants Subsidies	12,209,249	12,134,912	74,338	20,802,706
14 - Income Investments	1,041,522	904,750	136,772	1,551,000
16 - Income Reimbursements	39,599	0	39,599	0
17 - Income Agency and Commercial Services	6,180,616	6,149,126	31,490	10,541,359
19 - Other Income	33,914	327,916	-294,001	562,141
<b>Total Operating Income</b>	<b>23,245,335</b>	<b>22,087,610</b>	<b>1,157,725</b>	<b>37,864,474</b>
<b>Operating Expenditure</b>				
21 - Employee Expenses	10,375,490	12,998,955	-2,623,464	22,283,922
22 - Contract and Material Expenses	4,845,688	6,504,003	-1,658,315	11,149,720
24 - Depreciation, Amortisation & Impairment	3,626,898	3,438,021	188,877	5,893,750
25 - Other Operating Expenses	5,209,459	3,463,299	1,746,160	5,937,084
26 - Other Operating Expenses	245,787	0	245,787	0
27 - Finance Expenses	7,318	76,599	-69,281	131,313
<b>Total Expenditure</b>	<b>24,310,640</b>	<b>26,480,877</b>	<b>-2,170,237</b>	<b>45,395,789</b>
<b>Operating Surplus/Deficit</b>	<b>-1,065,305</b>	<b>-4,393,267</b>	<b>3,327,962</b>	<b>-7,531,315</b>
<b>Capital Funding</b>				
18 - Income Capital Grants	190,419	4,958,333	-4,767,915	8,500,000
	<b>190,419</b>	<b>4,958,333</b>	<b>-4,767,915</b>	<b>8,500,000</b>
<b>Capital Expenditure</b>				
53 - WIP Assets	1,152,124	7,951,696	-6,799,571	13,631,478
<b>Total Capital Expenditure</b>	<b>1,152,124</b>	<b>7,951,696</b>	<b>-6,799,571</b>	<b>13,631,478</b>
<b>Net Operating Position</b>	<b>-2,027,011</b>	<b>-7,386,629</b>	<b>5,359,619</b>	<b>-12,662,793</b>

**Income by Account Category, Year to Date**



### Variances in Income and Expenditure YTD January 2025

Income Rates	1,319,892	Rates Revenue posted upon invoicing measured against a YTD budget
Income Council Fees and Charges	-150,364	
Income Operating Grants Subsidies	74,338	Receipt of untied funding FAA operational and roads posted direct to income
Income Investments	136,772	Currently averaging above 5% on TD funds
Income Reimbursements	39,599	
Income Agency and Commercial Services	31,490	CDP income received.
Other Income	-294,001	Budget asset sales have not occurred to date.
<b>Total Variance</b>	<b>1,157,725</b>	
<b>Expenditure</b>		
Employee Expenses	-2,623,464	
Contract and Material Expenses	-1,658,315	Underspends predominantly of contract nature 1.1M and asset R&M 430K, consultancy overbudget 430K
Depreciation, Amortisation & Impairment	188,877	Depreciation expense to increase with capitalisation of significant infrastructure projects.
Other Operating Expenses	1,991,947	Large variances within legal, audit and software licensing, budget not reflective of current activities, adjustment required for review.
Finance Expenses	-69,281	Cash balances have remained positive minimising expenses.
Internal Cost Allocations	0	Should be nil
<b>Total Variance</b>	<b>-2,170,237</b>	
<b>Capital Funding</b>		
Income Capital Grants	-4,767,915	Income recognition awaiting build phase commencement on larger projects.
<b>Total Variance</b>	<b>-4,767,915</b>	
<b>Capital Expenditure</b>		
WIP Assets	-6,799,571	Larger Building and Infrastructure projects are currently in plan phase, expenditure to ramp up as works commence.
<b>Total Variance</b>	<b>5,359,619</b>	

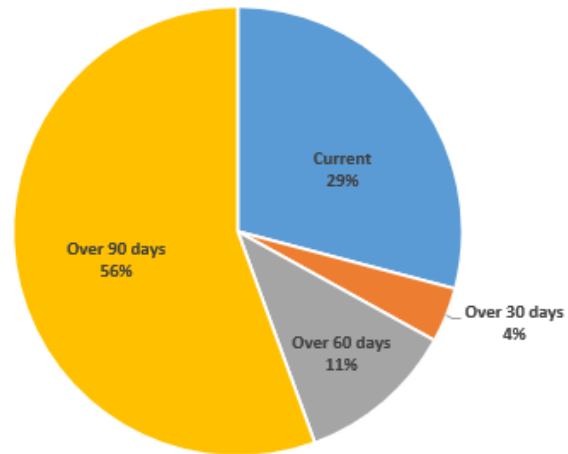
### YTD Capital Expenditure January 2025

Account	Work in Progress	YTD Actual	YTD Budget	FY Budget
5321	Buildings	164,846.98	3,477,833.33	5,962,000.00
5331	Infrastructure	507,500.29	4,021,253.83	6,893,578.00
5341	Plant & Equipment	94,540.81	180,833.33	310,000.00
5361	Furniture	7,560.00	0.00	
5371	Vehicles	0.00	271,775.00	465,900.00
5381	Roads	377,676.10	0.00	
	<b>Total Capex YTD</b>	<b>1,152,124.18</b>	<b>7,951,695.50</b>	<b>13,631,478.00</b>
Account	Fixed Asset Additions	YTD Actual		
5141	Plant & Equipment	16,332.74	180,833.33	310,000.00
5371	Vehicles	290,764.86	271,775.00	465,900.00
	<b>Total YTD</b>	<b>307,097.60</b>		

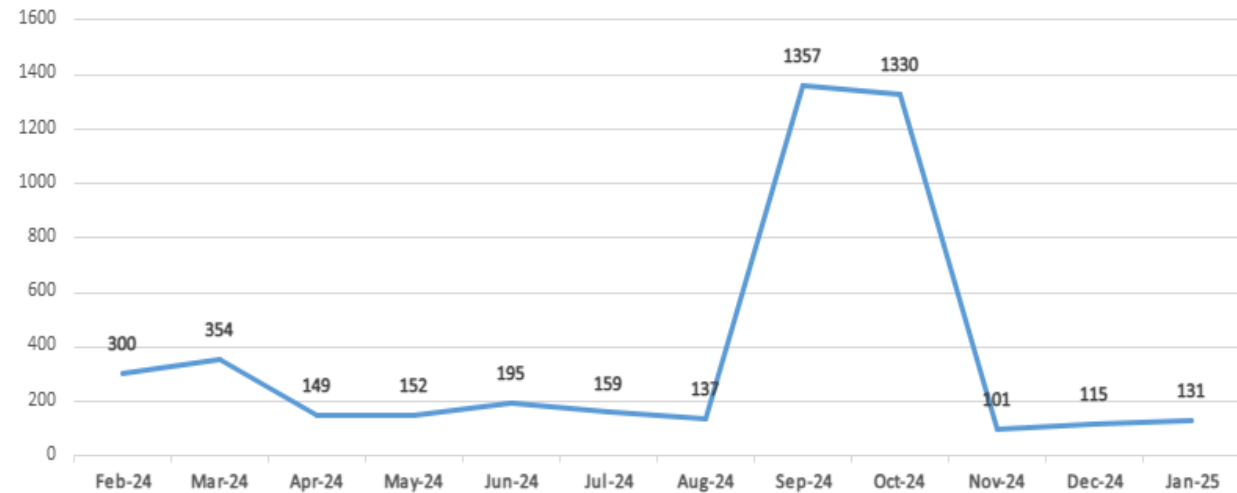
### Accounts Receivable

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$38,218.85	\$5,183.66	\$14,947.12	\$72,990.15	\$131,339.78
Balance after accounting for Unapplied Credits (\$0.00)				\$131,339.78

Accounts Receivable Aged Analysis - Jan 2025



Accounts Receivable Overview - Feb 2024 - Jan 2025



## Rates Outstanding YTD January 2025

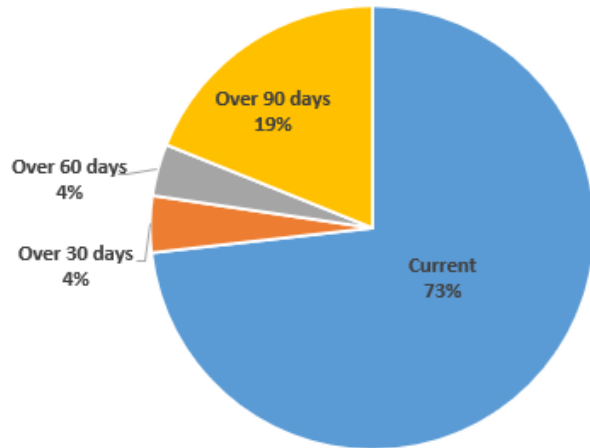
Year	Total Balance	Outstanding %
12/13 Balance	\$158.14	0.01%
13/14 Balance	\$1,068.99	0.09%
14/15 Balance	\$6,796.90	0.58%
15/16 Balance	\$5,076.50	0.43%
16/17 Balance	\$5,393.47	0.46%
17/18 Balance	\$6,638.61	0.56%
18/19 Balance	\$18,015.34	1.53%
19/20 Balance	\$30,991.40	2.63%
20/21 Balance	\$47,304.80	4.02%
21/22 Balance	\$88,277.56	7.50%
23/23 Balance	\$207,009.07	17.59%
23/24 Balance	\$317,154.34	26.95%
24/25 Balance	\$442,821.34	37.63%
<b>Total</b>	<b>\$1,176,706.47</b>	<b>100.00%</b>

Rates processing was migrated from the TechOne to CouncilWise financial operating system in July, balances up to and including 2023 - 2024 will in future be represented as a summed amount as uploaded into the CouncilWise operating system. Figures presented above represent a percentage allocation based on the summed total at time of upload.

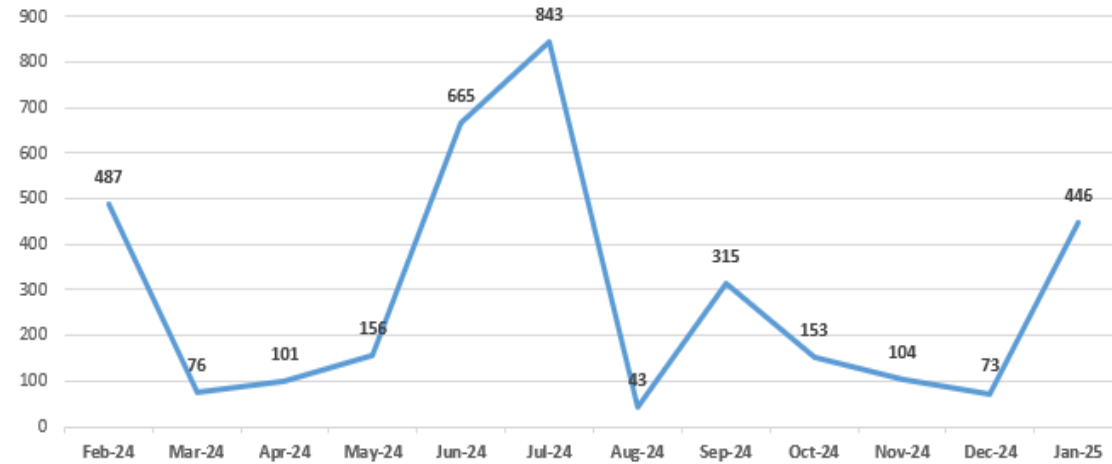
## Accounts Payable

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$326,854.95	\$18,361.53	\$16,866.66	\$84,333.30	\$446,416.43
Balance after accounting for Unapplied Debits \$0.00				\$446,416.43

Accounts Payable Aged Analysis - Jan 2025



Accounts Payable Overview - Feb 2024 - Jan 2025



Following are the details of top ten suppliers from whom invoices were received and entered during the month of January.

<b>Acc. #</b>	<b>Supplier</b>	<b>Amount \$</b>	<b>Transaction Description</b>
10507	Alawa Aboriginal Corporation	92,933.44	CP Service Payment – Dec 2024
10745	Councilbiz	39,124.72	Telstra Migration Charges – Jan 2025
12781	WEX Australia Pty Ltd	38,749.03	Fuel Cards – Dec 2024
13053	E Tools Software Pty Ltd	28,424.00	Consulting Service to reconcile eHCP
13491	Richmond Rolling Solutions	39,600.00	Purchase of 400 Wheelie Bins
13571	KPMG	59,185.50	Acquittal Audit Fees as per Engagement letter
14271	Response Services Employment and Training	70,816.18	Aged Care Employment Training Numbulwar
14539	Telstra Limited	76,320.19	Satellite Services – Eva Valley and Jilkminggan
14726	YMCA of the Northern Territory Community Services	213,305.94	Ngukurr and Borroloola Pool Management
14826	Bennett Architecture Pty Ltd	96,610.80	Numbulwar Cemetery Consultancy Fees
		755,069.80	

All amounts have been paid and settled.





## **17 CLOSED SESSION**

### **17.1 Confirmation of Previous Minutes Confidential Session**

*Regulation 51(1)(c)(iii) - 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)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

### **17.2 Action List**

*Regulation 51(1)(c)(iii) - 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)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(d) - 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)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

### **17.3 Compliance Review Action Report**

*Regulation 51(1)(c)(iii) - 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)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(e) - 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)(e). It contains 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.*

### **17.4 Audit Review Report**

*Regulation 51(1)(c)(iii) - 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)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(e) - 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)(e). It contains 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.*

### **17.5 Terms of Reference Review**

*Regulation 51(1)(c)(iii) - 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)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(e) - 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)(e). It contains 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.*

### **17.6 Nomination of Chairperson**

*Regulation 51(1)(c)(iii) - 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)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*