



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 WEDNESDAY, 16 AUGUST 2023 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

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

1.2 Staff

- Marc GARDNER, Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- James SANDERS, Finance Manager;
- Maricar RHODES, Executive Assistant to the Chief Executive Officer; and
- Bhumika ADHIKARI, Governance Officer (minute secretary).

1.3 Guests

- Matthew KENNON, Director Merit Partners (via video conference).

2 MEETING OPENED

The Audit Committee Meeting opened at 10:16am.

Matthew KENNON joined the meeting at 10:16am and left the meeting at 10:36 am after presenting report 15.3 Annual Financial Statements 2022/2023 Audit Plan.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

136/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)

CARRIED

That the Audit and Risk Committee accepts the tendered apology from Councillor John DALYWATER.

5 QUESTIONS FROM THE PUBLIC

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF AUDIT AND RISK COMMITTEE PREVIOUS MINUTES - 17 AUGUST 2022

137/2023 RESOLVED (Patricia FARRELL/Carolyn EAGLE) CARRIED

That the Audit and Risk Committee confirms the draft minutes of the Audit and Risk Committee Meeting held on 07 June 2023 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 ACTION LIST

138/2023 RESOLVED (Carolyn EAGLE/Patricia FARRELL) CARRIED

That the Audit and Risk Committee:

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

8 CALL FOR ITEMS OF GENERAL BUSINESS

Nil.

9 DISCLOSURES OF INTEREST

Carolyn EAGLE declared an interest as a member of the CouncilBiz Audit Committee (item 13.4).

Chief Executive Officer, Marc GARDNER, declared an interest as a Board Member, Executive Board Member & Audit Committee Member of CouncilBiz (item 13.4)

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 GENERAL BUSINESS

Nil.

13 EXECUTIVE REPORTS

13.1 AUDIT AND RISK COMMITTEE MEMBER ATTENDANCE REPORT

139/2023 RESOLVED (Claudia GOLDSMITH/Patricia FARRELL) CARRIED

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

13.2 REVIEW OF AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

140/2023 RESOLVED (Claudia GOLDSMITH/Patricia FARRELL) CARRIED

That the Audit and Risk Committee recommends that the Terms of Reference review be resubmitted to incorporate all independent member's comments and those of management including travel budget and amendments for notice for Agenda items.

13.3 ALIGNMENT OF AUDIT AND RISK COMMITTEES WITH COUNCIL MEETINGS

141/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH) CARRIED

That the Audit and Risk Committee revise the schedule of meeting dates for the Audit and Risk Committee and provide recommendations to Council.

Independent Member Ian SWAN left the meeting, the time being 12:07 pm.

Independent Member Ian SWAN returned to the meeting, the time being 12:09 pm.

13.4 COUNCILBIZ UPDATE

142/2023 RESOLVED (Claudia GOLDSMITH/Patricia FARRELL) CARRIED

That the Audit and Risk Committee receives and notes the report in relation to the CouncilBiz Update.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

15.1 AUDIT AND RISK COMMITTEE WORKPLAN

143/2023 RESOLVED (Claudia GOLDSMITH/Patricia FARRELL) CARRIED

That the Audit and Risk Committee:

- (a) receives and notes the report in relation to the Audit and Risk Committee Work Plan for meeting inclusions; and
- (b) requests that an updated report is provided at the next Audit and Risk Committee Meeting.

15.2 COUNCIL'S FINANCIAL REPORT AS AT 30.06.2023

144/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH) CARRIED

That the Audit and Risk Committee receives and notes the financial reports as at 30 June 2023.

15.3 ANNUAL FINANCIAL STATEMENTS 2022/2023 AUDIT PLAN

145/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH) CARRIED

That the Audit and Risk Committee receives and notes the audit plan from Merit Partners for the 2022/23 audited financial statements.

Matthew KENNON left the meeting at 10:36am

16 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

Nil.

20.3 OUTSTANDING RATE BALANCES & ACTION UNDERTAKEN.

146/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)

CARRIED

That the Audit and Risk Committee:

- (a) accepts the report for Outstanding Rate Balance & Action Being Undertaken to Recover the Due Rates for The FY 2022-2023;
- (b) considers waiving the interest fees for outstanding rates for 17 Jose Street; and
- (c) makes public the resolution from this report in the open minutes of this Council meeting.

17 CONFIDENTIAL ITEMS

MOVE TO CONFIDENTIAL ITEMS

147/2023 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 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 Risk Register Update – Corporate Services and Sustainability – *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 Outstanding Rate Balances & Action Undertaken – *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(b) (c)(iv), information about the personal circumstances of a resident or ratepayer; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person*

17.4 Executive Report – Corporate Services and Sustainability – *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.*

The meeting moved to the Confidential Items at 12:24pm.

RETURN TO OPEN

148/2023 RESOLVED (Patricia FARRELL/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 re-opened to the public.

The meeting re-opened to the public at 12:52pm.

18 ITEMS FOR NEXT MEETING

19 CLOSE OF MEETING

The meeting closed at 12:55 pm.

This page and the preceding pages are the minutes of the Audit and Risk Committee Meeting held on Wednesday, 16 August 2023 and will be confirmed Wednesday, 18 October 2023.

Chairperson Ian SWAN
Confirmed on 18 October 2023