



Victoria Daly
REGIONAL COUNCIL

MINUTES

**AUDIT AND RISK COMMITTEE MEETING
HELD ON MONDAY 28 NOVEMBER 2022
AT 9:00 AM**

**AT THE REGIONAL OFFICE - KATHERINE
29 Crawford Street, Katherine East NT 0850**



VICTORIA DALY REGIONAL COUNCIL DISCLAIMER

No responsibility is implied or accepted by the Victoria Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The Victoria Daly Regional Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Victoria Daly Regional Council during the Course of any meeting is not intended to be and is not taken as notice of approval from the Victoria Daly Regional Council.

The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.

A handwritten signature in black ink, appearing to read 'Brian Hylands', with a long horizontal flourish extending to the right.

Brian Hylands
Chief Executive Officer



The meeting opened the time being 8:59 am.

Chair welcomed new members to the Audit and Risk Committee, CI Williams and Deputy Mayor McTaggart and would like to Thank CI Garlett for her time with the Audit and Risk Committee.

1. Present

Elected Members Present

Chair	John De Koning
Councillor	Yvette Williams (teams)
Councillor	Georgina Macleod

Staff Present

Governance and Compliance Manager	Janelle Iszlaub (minute taker)
CEO	Brian Hylands
Executive Assistant	Chellah Clancy
Executive Manager	Michelle Will
Director of Council Operations	Matthew Cheminant

Guests

2. Apologies

Apologies: Deputy Mayor Andrew McTaggart

Leave of Absence: Maxine Bright

3. Disclosure of Interest - Councillors and Staff

There were no declarations of interest at this meeting.

4. Confirmation of Minutes

4.1. Audit and Risk Meeting held on 30 March 2022

Motion

That the minutes of the Audit and Risk Meeting held on 30 March 2022 be taken as read and be accepted as a true record of the meeting.

Mover: Cr Georgina Macleod

Seconder: John De Koning

Resolution: ARMC-2022/5: Carried 3 / 0



4.2. Audit and Risk Meeting - Provisional meeting held on 30 May 2022

Motion

That the minutes of the Audit and Risk Meeting - Provisional meeting held on 30 May 2022 be taken as read and be accepted as a true record of the meeting.

**Note Minutes noted but not moved as they are provisional minutes*

Mover: {mover}

Seconded: {seconded}

Resolution:{resolution-number}: {carried-or-lost} {votes-count}

4.3. Special Audit and Risk Meeting held on 8 November 2022

Motion

That the minutes of the Special Audit and Risk Meeting held on 8 November 2022 be taken as read and be accepted as a true record of the meeting.

Mover: Cr Georgina Macleod

Seconded: John De Koning

Resolution:ARMC-2022/6: Carried 3 / 0

6. Reports to Committee

6.1. Reports for Decision

6.2. Reports for Information

6.2.1. Risk Matrix

General Discussion:

The Chair raised questions about assets.

The Director of Council operations spoke about recruitment and plans to address the asset register.

Motion

A. That the report Risk Matrix is received and noted

Mover: Cr Georgina Macleod

Seconded: Cr Yvette
Williams

Resolution:ARMC-2022/7: Carried 3 / 0



6.2.2. Management Letter for audit for the year ending 30 June 2022 - Lowrys Accountant

Senior Account joined the meeting to discuss Lowry's letter.

Motion

A. That the report: Management Letter for audit for the year ending 30 June 2022 - Lowrys Accountant is received and noted

Mover: John De Koning

Seconded: Cr Georgina Macleod

Resolution:ARMC-2022/8: Carried 3 / 0

Action item: Request Council to send a formal written response to Lowry's Management Letter dated the 3 November addressing all 3 points raised.

6.2.3. Policy Register

Motion: That the report Policy Register is received and noted

Mover: Cr Georgina Macleod

Seconded: Cr Yvette Williams

Resolution:ARMC-2022/9: Carried 3 / 0

6.2.4. Financial Report year to date 31st Oct 2022

The Chair noted he liked the new standard layout and the additional explanatory notes added in.

Motion: Audit and Risk Committee to accept the monthly financial report.

Mover: Cr Georgina Macleod

Seconded: Cr Yvette Williams

Resolution:ARMC-2022/10: Carried 3 / 0

7. General Business

13.1 Independent proxy

General discussion.

Question raised: how many meetings can a committee member be absent for?

Action: Investigate the answer to the question raised.



13.2 Terms of reference

Committee decided on 5 committee members and 3 meetings as per the previous terms of reference

Motion

Continue to follow the previous *Local Government Act* , Terms of Reference till new Terms of Reference are approved by Council.

Mover: John De Koning

Seconded: Cr Georgina
Macleod

Resolution: ARMC-2022/11: Carried 3 / 0

Action: Amend previous Terms of Reference, and send them to the committee for feedback prior to the next meeting.

8. Next Meeting

Meeting closed: 10:10am

The next Audit and Risk Committee Meeting of Victoria Daly Regional Council will be held at a later date.

This page and the preceding 5 pages are the minutes of the meeting of Audit and Risk Committee held on 28 November 2022.

A handwritten signature in black ink, appearing to read 'John De Koning', written over a horizontal line.

John De Koning
Chair