



**Victoria Daly**  
REGIONAL COUNCIL

# MINUTES

**AUDIT AND RISK COMMITTEE MEETING  
HELD ON MONDAY 28 NOVEMBER 2022**

**AT 9:00 PM**

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



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A handwritten signature in black ink, appearing to be 'B. 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.