



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Date: 13th June 2024

Time: 1:00 pm (Darwin Time)

Notice of Meeting

To: Ian Swan (Independent Chairperson)
Natasha Chapman (Independent Member)
Rex Edmunds (Elected President)
Frederick Moreen (Elected Councillor)
Noel Clifford (External Auditor)
Vikram Sandhu (External Auditor)

Adherent to Section 97(3) of the Local Government Act 2019, you are invited to attend the Audit and Risk Management Committee Meeting to be held at Belyuen Council Office, Belyuen on 13th June 2024 commencing at 1:00pm (Darwin Time). Any member(s) who cannot be physically present, is (are) invited to join the meeting via Teams.

Please declare any conflict of interest(s) relating to the items of discussion of the Audit and Risk Management Committee meeting on 13th June 2024

This meeting is open to public and will be recorded for minutes purposes only.

Dave Ferguson

Chief Executive Officer

Belyuen Community Government Council

Date: 12th June 2024

Table of Contents

| | |
|--|-----------|
| 1. Opening of Meeting..... | 4 |
| 2. Attendees/People Present | 4 |
| 3. Apologies and Leave of Absence | 4 |
| 4. Declaration of Interests | 5 |
| 5. Confirmation of Previous Minutes..... | 6 |
| 6. Confidential Items | 12 |
| Nil | |
| 7. Re-Opening of the Meeting | 12 |
| 8. Finance Reports..... | 13 |
| 9. Reports requiring Recommendations from the Audit and Risk Management Committee..... | 13 |
| 10. Next Meeting | 13 |
| 11. Meeting Closed..... | 13 |

1. Opening of Meeting

The meeting will be declared open at 2:00pm

2. Attendees/People Present

Members:

| | |
|---------------------------------------|-----------------------------|
| Ian Swan (Independent Chairperson) | Present Virtually via Teams |
| Natasha Chapman (Independent Member) | Present Virtually via Teams |
| Rex Edmunds (Elected President) | |
| Frederick Moreen (Elected Councillor) | |

Staff:

| | |
|---|-----------------------------|
| Dave Ferguson (Chief Executive Officer) | |
| Jasmine Brar (Finance and Administration Manager) | Present Virtually via Teams |

Other Attendees (Present Virtually via Teams):

| | |
|----------------------------------|-----------------------------|
| Noel Clifford (External Auditor) | Present Virtually via Teams |
| Vikram Sandhu (External Auditor) | Present Virtually via Teams |

3. Apologies and Leave of Absence

| | |
|---------------|---|
| REPORT NUMBER | 3.1.06.13 |
| AUTHOR | JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER |
| ATTACHMENTS | NIL |

Summary

This report is to table, for Council's record, any apologies and requests for leave of absence received from Members of the Audit and Risk Management Committee for meeting held on 13th June 2024

Comment

Committee can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Committee will be recorded as absence without notice.

The acceptance of members' apologies or the approval for a member to be absent from a meeting is a decision of the council. The decision must meet all the legislative requirements of any decision of

committee, including the need for the decision to be clearly recorded in the public minutes of the committee meeting.

Statutory Environment

As per Section 98 of the Local Government Act 2019

Financial Implications

Not applicable.

Recommendation:

The Committee accepts the apology/leave without apology of _____ for Audit and Risk Management Committee Meeting of Belyuen Community Government Council held on 13th June 2024

Moved:

Seconded:

4. Declaration of Interests

REPORT NUMBER

4.1.06.13

AUTHOR

JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER

ATTACHMENTS

NIL

Summary

Members, staff and other attendees are required to declare any conflicts of interest arising from the matters contained in this agenda.

Background

Members are required to disclose an interest in a matter under consideration by Committee at a meeting:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

The Committee may elect to allow the Member to provide further and better particulars of the interest prior to requesting them to leave the Chambers.

Staff Members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon

disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

Comment

NIL

Statutory Environment

NIL

Policy Implications

EM04 - Conflict of Interest – Code of Conduct

Financial Implications

Not applicable.

Recommendation:

The Committee receives and notes the Declaration of Interests for Audit and Risk Management Committee Meeting of Belyuen Community Government Council held on 13th June 2024

Moved:

Seconded:

5. Confirmation of Previous Minutes

REPORT NUMBER

5.1.06.13

AUTHOR

JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER

ATTACHMENTS

MINUTES OF MEETING – 22ND FEBRUARY 2024

Summary

Minutes of Audit and Risk Management Committee Meeting held at Belyuen Council Office on 22nd February 2024

Statutory Environment

The Minutes as submitted must comply with Section 101(1) of the *Local Government Act 2019* and be confirmed at the Next Meeting as per Section 101(3) of the *Local Government Act 2019*

Policy Implications

Not applicable

Financial Implications

Not applicable



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

MINUTES OF MEETING

**Date: 22nd February 2024 Time: 2:00 pm
(Darwin Time)**

Notice of Meeting

I, hereby give notice that the Audit and Risk Management Committee Meeting will be held at Belyuen Council Training Room, Belyuen on:

Date: 22nd February 2024

Time: 2:00pm (Darwin Time).

Any member(s) who cannot be physically present will be joining the meeting via Teams.

Please declare any conflict of interest(s) relating to the items of discussion of the Audit and Risk Management Committee meeting on 22nd February 2024.

This meeting is open to Public

Dave Ferguson

Chief Executive Officer

Belyuen Community Government Council

Date: 21st February 2024

MINUTES

1. Opening of Meeting

The Chairperson, Mr. Ian Swan declared the meeting open at 2:09pm

2. Attendees/People Present

Members:

| | |
|---|-----------------------------|
| IAN SWAN (Independent Chairperson) | Present Virtually via Teams |
| NATASHA CHAPMAN (Independent Member) | Present Virtually via Teams |
| REX EDMUNDS (Elected President) | |
| FREDERICK MOREEN (Elected Deputy President) | |

Staff:

DAVE FERGUSON (Chief Executive Officer)
JASMINE BRAR (Senior Finance/Administration Officer)

Other Attendees (Present Virtually via Teams):

| | |
|---------------|-------------------------------------|
| Noel Clifford | (Partner, Nexia Edwards Marshal NT) |
| Vikram Sandhu | (Manager, Nexia Edwards Marshal NT) |

3. Apologies and Leave of Absence

NIL

4. Declaration of Interests

NIL

5. Confirmation of Previous Minutes

Recommendation:

That the Minutes of the Audit and Risk Management Committee meeting held on 23rd October 2023 be confirmed as true and correct record of the meeting by the Audit and Risk Management Committee

Moved: N. Chapman

Seconded: R. Edmunds

6. Action Items from Previous Meeting

NIL

Recommendation:

The Audit and Risk Management Committee receives and notes action Items for Belyuen Council

Moved: R. Edmunds

Seconded: J. Moreen

7. Financial reports

BCGC Finance manager Ms. J. Brar tabled the Financial Report for Belyuen Council for the 6 month period ending 31st December 2023.

The Financial report was discussed at the meeting.

Recommendation:

The Audit and Risk Management Committee receives and notes the Financial Report for Belyuen Council for the 6 month period ending 31st December 2023.

Moved: N. Chapman

Seconded: F. Moreen

8. General Business

The following general business items were discussed during the Audit and Risk Management Committee Meeting.

8.1 Asset evaluation

ARMC instruct CEO to source appropriate organisation to conduct an evaluation of assets in Belyuen and provide information back to the committee at the next meeting.

9. Confidential Items

NIL

10. Next Meeting

The next Audit and Risk Management Committee meeting will be held in May/June 2024 date yet to be confirmed.

11. Meeting Closed

The meeting was closed at 3:04pm

Recommendation:

That the Minutes of the Audit and Risk Management Committee meeting held on 22nd February 2024 be confirmed as true and correct record of the meeting, by the Audit and Risk Management Committee

Moved:

Seconded:

6. Confidential Items

Recommendation:

Adherent to Regulation 51 of the Local Government (General) Regulations 2021, the following information is prescribed as confidential:

- (a) information about the employment of a particular individual as a member of staff or possible member of the staff of the Council that could, if publicly disclosed, cause prejudice to the individual;
- (b) information about the personal circumstances of a resident or ratepayer;
- (c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members or staff; or
 - (iv) subject to subregulation (3) – prejudice the interests of the council or some other person;
- (d) information subject to an obligation of confidentiality at law, or in equity;
- (e) subject to subregulation (3) – 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;
- (f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

Moved:

Seconded:

Nil

7. Re-Opening of the Meeting

Recommendation:

The Committee reopens the meeting to the general public in accordance with Regulation 51 of the Local Government (General) Regulations 2021

Moved:

Seconded:

8. Financial reports

| | |
|---------------|---|
| REPORT NUMBER | 8.1.06.13 |
| AUTHOR | JASMINE BRAR – FINANCE AND ADMINISTRATION MANAGER |
| ATTACHMENTS | FINANCE REPORT JUL 2023 – MAR 2024 |

9. Reports requiring recommendation from the Audit & Risk Management Committee

- 9.1 Asset Evaluation Report
- 9.2 2024 draft Budget and Shire Plan

10. Next Meeting

The next Audit and Risk Management Committee will be held on a date to be confirmed.

11. Meeting Closed

The meeting was closed at