



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING  
HELD AT THE CIVIC CENTRE – KATHERINE  
13 November 2020**

**KATHERINE  
TOWN COUNCIL**

**MINUTES**

**1 PRESENT**

- CHAIRPERSON : Mr Ian Swan
- MEMBERS : Alderman Jon Raynor  
: Mr Lokesh Anand – Independent (Via Zoom)
- OFFICERS : Mr Ian Bodill, Chief Executive Officer (CEO)  
: Ms Claire Johansson, Chief Operations Officer (COO)  
: Mr Brendan Pearce, Executive Manager for Infrastructure and Environment (XIE)  
: Ms Donna Jones, Finance Manager (FM)  
: Mr Ireneo Lalim, Financial Accountant (FA)  
: Ms Sharna Ross, Human Resources (HR)  
: Mr Jherry Matahelumual, Executive Assistant/Minutes Taker

**2 OPENED**

The meeting was opened at 09.10am

**3 APOLOGIES**

- Mayor Fay Miller
- Alderman John Zellely

**4 CONFIRMATION OF PREVIOUS MINUTES**

- MOVED : Alderman Jon Raynor**  
**SECONDED : Mr Anand**

**Notes**

- Alderman Raynor informed that a motion to close the confidential item should be available. Mr Swan mentioned it was Alderman Raynor who moved the motion and seconded by Mr Lokesh. This information should be added in the minutes.

That the minutes with new amendment of Audit and Risk Management Committee Meeting held on Monday, 7 September 2020 be confirmed as a true and accurate record.

**CARRIED 3/0**

**5 BUSINESS ARISING**

- Alderman Raynor requested an explanation regarding the location of data being stored whether it is in Australia or offshore. In response, it is informed that Currently Councils data is stored in the Secure Data Centre in McMinn Street, Darwin. There are also several other Data Centre in Darwin at present, one with NTG (only for NTG), one with another commercial operator and one at the CDU. At present all KTC data is saved in Darwin, with offsite backups being held in Perth. Regarding the ownership of data, at all-times KTC is owner of all information on the server infrastructure and has the absolute right of control over this data.



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- Ms Ross queried if the recommendation from emerge IT has been forwarded to Administration Manager? In response, minutes of the meeting held on 7 September 2020 had been forward to the Administration Manager.

**6 ITEMS FOR DISCUSSION**

**6.1 1. Review timing of major financial reviews, LTFP, Annual Business Plan, Budget, quarterly results, Asset Management Plan, etc.**

- COO Johansson informed that there are two significant points that need to be considered which are the Closure of Waste Management Facility in the next 3 to 7 years. KTC is thinking of providing expertise to consolidate the figures. In the meantime, we are making amendments to our Long-Term Financial Plan. XIE Pearce added in relation to the Waste Management Facility, that True North is undertaking a 4-week community consultation.
- Another significant point which is the funds to do this work. We did not raise rates this financial year therefore we are down in terms of projected income. Some graphs are included in the LTPL 2020/2029 which provide you with KTC projection for the next a few years and the implementation will depend on the strategy.
- The concern is that in the 2024 Statement of Financial Position, KTC will have \$81,173 in unrestricted funds. In short, we need to review our rates. KTC needs to find options for the source of income. At this point we are looking to consider a waste levy for a 2-year period, so we do not drop below \$81,000. This is a conversation that we need to have with the Elected Members and community members. If we must implement a waste levy t, we will have to do it next year.
- CEO Bodill also suggested that KTC needs to seek grants from the Australian and NT Governments towards the Waste Management Facility. KTC needs to prepare a visit to relevant agencies of the NT Government to discuss potential grants and support.
- CEO Bodill suggested that it is important to start talking with the Elected Members and Community in relation to the ten-year financial plan and budget in early 2021.

**6.2 2. Review quarterly budgets and financial reports**

- COO Johansson mentioned that the format of financial report has not changed. We will follow the format as recommended by the new Local Government Act and Regulations. Finance Manager is working to adapt the format to comply with the recommendation.
- Ms Jones informed that KTC still follows up on the debtors. We have been trying to contact two companies on multiple occasions. We need to provide them with a warning and send them to the NT Debt Collection. This process is very time consuming.



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- COO Johansson and team are reviewing the rates policy and procedures. We are looking to provide further details on payers who have deferment of the rates.
- Ms Jones advised that it is important that we can clear the debt and in doing so KTC will use its debt management policy.
- Mr Anand mentioned that the income looks much less than the budget and suggested that the Year To Date (YTD) should add additional information as full year budget.

**6.3 Review WHS/Risk Management policies and systems to ensure they adequate and Effective**

- Ms Ross presented Katherine Town Council Workplace Health and Safety and informed that this Policy is still under review and will be adopted in early 2021. Ms Ross is also reviewing many HR related policies including HR booklet.

**6.4 Review Council's policies from a WHS/Risk Management perspective**

- Ms Ross presented Katherine Town Council Workplace Health and Safety and informed that this Policy is still under review and will be adopted in early 2021. Ms Ross is also reviewing many HR related policies including HR booklet.
- Ms Ross informed that Advanced Safety System Australia (ASA) is a platform that provides us with guidelines and standards of the policy. This platform has been used to ensure that Workplace Health and Safety policy and other relevant policies are drafted properly.
- CEO Bodill suggested that KTC should adopt a Climate Change Policy. All Policies should refer to Climate Change. XIE Pearce mentioned that the sustainability officer is drafting a Climate Change Policy.
- Alderman Raynor queried whether everyone will be provided with the copy of the policy to sign and acknowledge after the adoption of the policy? Ms Ross responded yes.

**6.5 Ensure Business Continuity Plan is adequate and effective**

- Ms Ross presented Business Continuity plan informed that this document has been available since March 2020 to address the COVID-19 Safety Plans. It provides information on procedures on how to reduce the spread of COVID-19 Outbreak. It outlines each stage preparation based on the NT Government restrictions. It provides information on what facilities should remain open or are closed.
- Ms Ross informed that the plan provides priorities, preparedness and prevention strategies which need to be implemented by responsible officers which is compliant with the NT Government COVID-19 Safety plan.
- Alderman Raynor queried how adaptable the plan is with other emergency plans? HR responded that it is specific to a pandemic. COO Johansson added that following the desktop



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exercise with NT Police it was considered that COVID-19 pandemic was one of the emergencies.

- CEO Bodill requested Ms Ross contact JLT who may be able to assist with preparing a Business Continuity Plan for KTC.

**General Business**

- CEO Bodill informed that we were advised by the Office of Local Government, Department of Chief Minister and Cabinet that we left a percentage figure on our rates declaration which rendered the information as being incorrect. It is basically an error in formatting because the percentage was not applied. We have been advised that it will be a gazette notice which will be provide by the department.

A motion was raised that Audit and Risk Management Committee receive, note and review the following reports inclusive:

- 6.1 Major financial reviews, LTFP, Annual Business Plan, Budget, quarterly results, Asset Management Plan, etc.
- 6.2 Quarterly budgets and financial reports
- 6.3 WHS/Risk Management policies and systems to ensure they adequate and effective
- 6.4 Council's policies from a WHS/Risk Management perspective
- 6.5 Business Continuity Plan is adequate and effective

**Moved: Alderman Raynor**

**Seconded: Mr Anand**

**CARRIED 3/0**

**9 NEXT MEETING**

First week in April 2021 (date to be confirmed)

**10 CLOSURE OF MEETING**

The Meeting was closed at 09.45 AM

Mr Ian Swan

**CHAIR**